

**Request for Proposal
Website Maintenance and Development**

Proposals are due and must be emailed to: careers@eptalex.com

Please, indicate firm name and the RFP title on the email subject
This is a one-step process. Technical and cost proposals must be submitted in the same document

SUMMARY

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1. Purpose of the RFP

Through this Request for Proposal (RFP), Eptalex (**the Firm**) is seeking to establish a collaboration with a dynamic service provider with website and domain management expertise

The Firm seeks estimates for maintaining and developing new features at request for the company's Website, in order to have the utmost potential to convert visitors into customers.

A brief scope of work, deliverables and procedure for submission of proposal have been given in this document.

2. Background

Eptalex is an international professional firm with offices in Abu Dhabi and Dubai, United Arab Emirates; Beirut, Lebanon; and Milan, Italy. We are dedicated to supporting both the dispute resolution and transactional needs of our clients and to assist them through our full-service legal and fiscal support, prioritizing their success inside the courts and their development in their marketplace. More information can be found on our Website www.eptalex.com.

The Website of Eptalex (the "**Website**") is accessible at the following domains:

- 7 Eptalex.com
- 7 Uae.eptalex.com;
- 7 Lebanon.eptalex.com;
- 7 Italy.eptalex.com

The technical information about the platform is as follows

PHP Version	7.2.34
Database Version	MySQL, 10.3.27-MariaDB-cll-lve
Drupal	7.69

3. Who may answer

Individuals/companies with the following abilities:

- Professional Web Development
- SEO experience
- Graphics is a plus

4. Scope of Work

The vendor shall have extensive knowledge and background in utilizing Drupal content management system to manage websites and will be expected to complete the responsibilities described below, with a non-exhausting list of tasks per each responsibility:

- 7 Project Management
- 7 Development
 - ~ Design and update layouts as needed

- ~ Adding new pages
- ~ Adding new languages
- ~ Integrate Mailchimp/Newsle:er service to the Website
- ~ Adding a "Confirmation/Thank you" message for every mail register in the newsle:er
- ~ Adding filters to News and Insight pages
- 7** Maintenance
 - ~ Update of Drupal modules for contributors and Drupal core
 - ~ Recommend updates on how to improve the Website
 - ~ Recommend updates of the operating system of the server hosting the portal

 - ~ Update drop down menus as needed to function effortlessly to ensure visitor satisfaction.
 - ~ Bugs fixes
- 7** Search Engine Optimization (SEO)
 - ~ Create a SEO and SEM program that results with an increase in overall visitors
 - ~ URL rewrite
 - ~ Site declaration on major browser
 - ~ Access to Google Analytics
 - ~ Submit quarterly reports on how the site is being used and effectiveness. Measurements would include traffic sources, top keywords, top pages and referrals, and other topics deemed necessary. Other measurable components could include unique visitors, number of visits, page views, impressions and click through rate.
- 7** Security
 - ~ Analyzing the monthly report from Cookiebot and recommend updates accordingly
- 7** Quality Assurance and Testing
- 7** Help Desk and Assistance

5. Target budget

Eptalex has no fixed budget for this project. Eptalex understands that this project can be scaled, and is open to proposals that describe the minimum or maximum that developers are able to provide with costs associated with additional 'components' of the project (from the perspective of the vendor).

6. Proposals and assessment criteria

- i. The proposal shall:
 - 7** Provide requested payment terms and conditions
 - 7** Describe the qualifications, experience and capabilities of the firm/individual in providing the type of services being requested by this RFP
 - 7** Include a contact name, email address, telephone number, and preference of videoconferencing platform to facilitate communication with Eptalex

- 7** A quotation for the points indicated in the Scope of Work. Please, line item breakdown of costs to include hourly rate vs. any blended rate options available if client purchases minimum number of hours.
- ii. The Proposals will be assessed according to the following criteria: 1) Experience; 2) Cost; 3) Timeline

7. Term and Conditions

- i. The Request for Proposal is not and shall not be considered an offer by Eptalex.
- ii. Quotations proposed must be valid for entire period provided by the respondent.
- iii. The collaboration is intended to be valid for an indetermined period, with the possibility for Eptalex to terminate the agreement at any time.
- iv. Eptalex reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organization/individual submitting proposals for such rejection or cancellation of the request for proposals.
- v. Eptalex reserves the right to accept all or part of the proposal.
- vi. All information provided by Eptalex in this RFP is offered in good faith. Individual items are subject to change at any time, and all respondent will be provided with notification of any changes. Eptalex is not responsible or liable for any use of the information submitted by the respondent or for any claims asserted therefrom.
- vii. Eptalex reserves the right to require any respondent to enter into a non-disclosure agreement.
- viii. The respondent is solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by respondent or any third parties, in connection with the response.
- ix. All responses and supporting documentation shall become the property of Eptalex, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the respondent.