



REQUEST FOR PROPOSAL

May 18, 2026

RFP Number: 10014746

Website Design, Development, and CMS Implementation
16th Judicial Circuit of Missouri

RFP Issued: *May 18, 2026*
Responses Due: *June 23, 2026*

TIMELINE

<i>Event</i>	<i>Date</i>
RFP Distribution	May 18, 2026
Q&A Opens	May 20, 2026
Q&A Closes	May 29, 2026
Q&A Posted	June 12, 2026
Proposal Due Date	June 23, 2026
Review of Proposals	June 24, 2026
Candidate Discussions	July 10, 2026
Anticipated Selection	July 30, 2026
Desired Completion Date	March 31, 2027

PROPOSAL EVALUATION CRITERIA AND SCORING MATRIX

Category	Weight	Weighted Score
Firm's Qualifications & Experience	20 Points	
Technical Requirements	25 Points	
Project Approach & Methodology	15 Points	
Design & User Experience	10 Points	
Support, Training, & Maintenance	10 Points	
Cost Proposal	15 Points	
Overall Proposal Quality	5 Points	
Total	100 Points	/100

SECTION 1. INTRODUCTION

The 16th Judicial Circuit of Missouri is requesting proposals from qualified website design firms for the design, development, implementation, and support of a modern, responsive new website using a modern Content Management System (CMS).

Our current website is located at: <https://16thcircuit.org/>

SECTION 2. ORGANIZATIONAL BACKGROUND

The 16th Judicial Circuit of Missouri is a state trial court covering Jackson County, Missouri, at the heart of the Kansas City metropolitan area. It has courthouses in downtown Kansas City and Independence. With more than 700 employees, it is one of the largest trial courts in the state of Missouri. Its 38 judicial officers hear cases ranging from criminal offenses to civil disputes to family and juvenile matters.

The current website serves as a primary channel for public communication, and engagement. The Court seeks to modernize its digital presence by improving design, enhancing content management capabilities, and integrating systems.

SECTION 3. PROJECT GOALS AND OBJECTIVES

The objectives of this project include:

- Develop a modern and responsive website optimized for desktop, tablet, and mobile devices
 - Implement a user-friendly, secure, and scalable CMS platform that enables internal non-technical staff to manage content updates easily
 - Improve overall website usability, user experience, and navigation
 - Improve search engine optimization (SEO)
 - Provide fast page load speeds and secure hosting
 - Integrate with internal and external systems where applicable
 - Integrate analytics tools
 - Ensure compliance with accessibility and security standards
 - Provide a scalable architecture to support future growth
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SECTION 4. SCOPE OF WORK

Discovery and Planning

- Conduct stakeholder interviews and requirements gathering
- Review existing website and analytics data
- Define information architecture
- Develop a project plan and timeline
- UX strategy
- UI design

- Responsive design for all devices
- Accessibility-compliant design (WCAG 2.1 or later)

Development

- Front-end and back-end development
- CMS configuration and customization
- Content templates and reusable components
- Secure coding practices

Content Migration

- Migration of existing content
- Content structure and taxonomy design
- Media library organization

System Integrations

- CRM integration (if applicable)
- Marketing automation tools
- Analytics platforms
- Third-party APIs

Quality Assurance

- Functional testing
- Browser compatibility testing
- Mobile responsiveness testing
- Performance testing
- Security testing

Deployment

- Production deployment
- DNS configuration
- Performance optimization
- Monitoring setup

SECTION 5. TECHNICAL REQUIREMENTS

CMS Platform

- Enterprise-capable CMS (e.g., WordPress, Drupal, Sitecore, or equivalent)
- Role-based access control
- Versioning and content approval workflows
- Media management
- Must allow full export without vendor intervention

Architecture

- Scalable and modular architecture
- Cloud hosted or on-premise deployment
- Secure hosting environment
- Production and test environments

Security

- HTTPS encryption
- Compliance with security best practices
- Regular security updates and patching
- Protection against common web vulnerabilities
- Must support Multi-Factor Authentication (MFA) for admin-level users

Performance

- Optimized page load performance
- CDN compatibility
- Caching strategies
- Must achieve a Google PageSpeed Insights score of 90+ (Desktop) Must achieve
- “Passed” status on Google Core Web Vitals (Mobile)
- A Hosted solution must guarantee 99.9% uptime
- A Hosted solution’s Time to First Byte (TTFB) must be less than 200ms

SEO

- Must allow manual editing of Meta Titles, Descriptions, and Canonical Tags
- Implementation of clean, logical URL structures (e.g., /topic/post-name) and proper XML sitemaps.
- Immediate implementation of Google Analytics 4 (GA4) and Google Search Console to track performance from day one.

Access & Workflow

- Minimum of 3 permission levels (Admin, Editor, Author)
- Must include an approval workflow before content is published

Content Editing

- Must include a WYSIWYG editor supporting text formatting, hyperlinks, and images
- Must maintain at least 10 versions of any page with one-click rollback

Media

- Must support a centralized media library
- Must support .jpg, .pdf, .png, .mp4, .docx, .xlsx, .pptx
- Must track changes by time, date, and user

Export

- Must allow full export without vendor intervention

Accessibility

- Front-end output must meet WCAG 2.2 Level AA
- Platform must remain current with accessibility standards

Training

- Minimum of 5 training hours across at least 2 sessions
- Customized administrative documentation must be provided

Ownership

Upon final payment and public deployment, the Court must retain 100% ownership of all website content, design assets, and the database.

SECTION 6. ACCESSIBILITY AND COMPLIANCE

The website must meet recognized accessibility standards, including:

- WCAG 2.1 Level AA
- ADA accessibility considerations
- Keyboard navigation support
- Screen reader compatibility

SECTION 7. QUALIFICATIONS

Firms must provide:

- Company overview and years in business
- Experience with enterprise CMS implementations
- Case studies of similar projects
- Team structure and key personnel
- Certifications or technical partnerships
- Client references

SECTION 8. PROJECT MANAGEMENT AND METHODOLOGY

Firms must describe:

- Project governance structure
- Communication plan
- Development methodology (Agile, Scrum, etc.)
- Risk management process
- Change management procedures

SECTION 9. DELIVERABLES

- Project plan and timeline
- Approved design prototypes
- Fully implemented CMS website
- Documentation and administrator guides
- Training sessions
- Deployment and launch support
- Post-launch support documentation

SECTION 10. TRAINING AND KNOWLEDGE TRANSFER

Training must include:

- CMS administration
- Content editing and publishing
- Media management
- User role management

Training may be delivered via documentation, recorded sessions, or live workshops.

SECTION 11. MAINTENANCE AND SUPPORT

Optional post-launch services may include:

- CMS updates and patching
- Security monitoring
- Performance optimization
- Technical support
- Enhancement services

A 4-hour response time is required for critical issues.

SECTION 12. PROPOSAL SUBMISSION REQUIREMENTS

Firms must provide 5 copies of proposal to include the following:

- Contact information
- Company details
- Authorized signature
- Project staffing and bios
- Project summary and approach
- Itemized pricing
- References and examples of work

All proposals must be marked as RFP Number: 10014746 - RFP for Website Design and submitted in PDF format by **June 23, 2026, 4:00 p.m. CST** to:

16th Judicial Circuit of Missouri
415 East 12th Street
Court Purchasing, 8M East
Kansas City, Missouri 64106

Assistant Director, Purchasing
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