



INTEGRITY • ACCOUNTABILITY
COMMUNITY • SERVICE

*We are committed to working with the community to
provide quality-driven, citizen-focused services.*

REQUEST FOR PROPOSAL
ADA Compliance of website; www.thomastwp.org
Thomas Township
249 North Miller Road
Saginaw, Michigan 48609

Thomas Township, a community of under 50,000 residents, is currently seeking requests for proposals from qualified vendors for the purpose of providing and ensuring complete compliance with **WCAG 2.1 or 2.2 Level AA accessibility standards**, the mandatory standard set by the U.S. Department of Justice (DOJ) under the Americans with Disabilities Act (ADA) for website accessibility. We are seeking a whole site audit, and remediation, or a “from scratch” re-creation of a website for Thomas Township, again with full compliance. The vendor should be able to provide on-going support and help in maintaining the websites compliance.

Thomas Township wishes to ensure broad accessibility for people with disabilities covering key areas like text alternatives, keyboard navigation, color contrast, and clear forms. All aspects of accessibility for the Thomas Township website must be achieved no later than March 31, 2027 to ensure the April 24, 2027 date of compliance set forth by the DOJ is met and the website is functioning properly for access by those with disabilities.

Township Goal: To achieve full ADA/Section 508 compliance for equal access for users with disabilities.

Scope of Work:

The selected vendor must perform/provide the following:

- **Comprehensive Audit:** Perform both automated and manual testing (including screen reader and keyboard-only navigation) of all public-facing web content. Provide an Accessibility Audit Report detailing list of violations and severity levels.
- **Remediation:** Fix identified issues related to:
 - ✓ Navigation-Keyboard-friendly access and “skip-navigation”links.
 - ✓ Visuals-Alternative text for all images and adequate color contrast (4.5:1 ratio)
 - ✓ Multimedia-Captions for videos and transcripts of audio files.
 - ✓ Documents-Remediation of PDF’s, Word documents, and forms to be screen reader compatible.
 - ✓ Any other issues that constitute non-compliance with ADA requirements.

- **Testing & Verification:** Provide a final Accessibility Conformance Report (ACR/VPAT) to verify all standards meet WCAG 2.1 or 2.2 Level AA standards.
- **Third-Party Integration:** Evaluate and provide a remediation plan for third-party portals (e.g., tax payments, utility billing, Parks & Recreation programs).
- **Ongoing Monitoring Plan:** Strategy for quarterly or monthly automated scans to prevent “compliance drift”.
- **Staff Training:** Provide training for Township staff on maintaining accessibility during future content updates.

Mandatory Vendor Qualifications:

Proposals must demonstrate:

- Proven experience in **WCAG 2.1 or 2.2 Level AA** implementation.
- Specific experience working with **municipalities or public sector entities** of similar size.
- A methodology that includes **human testing**, as automated tools typically only catch 30-40% of issues.
- **NOTE:** Proposals relying solely on “overlay” or “widget” solutions ***will not be considered*** as these do not satisfy legal compliance requirements.

Submission Requirements:

Proposals must include:

- **Company Profile:** Evidence of experience with municipal website accessibility and WCAG standards.
- **Project Timeline:** A phased approach ensuring all work is completed no later than March 31, 2027.
- **Cost Proposal:** Itemized pricing for the audit, remediation, testing, training, and any ongoing monitoring tools. ***If current website appears to need modification and the recommendation is to begin to rebuild a new website “from scratch”, please include this cost as well in the cost proposal.***
- **References:** At least three references from similar-sized governmental agencies.
- **Proposal Sheet (provided) with Cost Breakdown.**

Deadline for Submission:

Requests for proposals are due no later than **April 17th, 2026 at 9:00 a.m.** Please submit your ***sealed bid*** to the Attention of Connie Watt, Deputy Clerk/Administrative Assistant at 249 North Miller Road, Saginaw, Michigan 48609. Please note on the outside of the envelope; **Website-ADA Compliance Bid.** Enclosed proposal sheet must be used to provide the cost estimate.

Bid openings will take place on April 17th, 2026 at 9:05 a.m. at the Thomas Township Office, Weise Conference Room, 249 North Miller Road, Saginaw, Michigan 48609.

Proposal Sheet for ADA Compliance of the Thomas Township Website.

All Requests for Proposals are due by April 17, 2026 at 9:00 a.m.

	Completion Time	Cost
Phase I-Audit & Assessment		\$
Phase II-Remediation Services		\$
Phase III-Testing & Verification		\$
Phase IV-Training & Deployment		\$
Phase V-Ongoing Compliance (Maintenance)		\$
Option to create a new website with all criteria for ADA compliance met as outlined and phases above completed.		\$

Project Total Cost	\$
---------------------------	----

Company _____

Contact Name _____ **Email** _____

Address _____

Business Phone _____

I understand that the Thomas Township Board of Trustees reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount. Furthermore, the awarded bidder must sign a contract including an Affidavit of Compliance of the Iran Economic Sanctions Act pursuant to Michigan Public Act of 2012.

By signing this bid proposal, I agree that I have read the entire document and agree to the terms stated.

Owner/Manager (or authorized representative)

Date