

**Environmental Council of the States**  
**Request for Proposals**  
**RFP # SGC-16-1**  
**e-MATRIX Website Hosting, Enhancement, Operation, and Maintenance**  
**Released: November 14, 2016**  
**Responses due: December 1, 2016**

## **1. Project Overview and Purpose**

ECOS is accepting proposals for ongoing specialized services, including but not limited to web hosting, enhancement, operation, and maintenance, to support the ECOS Methane and Air Toxics Reduction Information Exchange (e-MATRIX) thru September 30, 2018. Proposals will be accepted for two-and-a-half weeks (November 14 – December 1, 2016).

In August 2015, the ECOS Shale Gas Caucus (SGC) launched the ECOS Methane and Air Toxics Reduction Information Exchange (e-MATRIX), a database of best practices employed by states and others to reduce methane and VOC emissions from the oil and gas production process. Release of e-MATRIX, made possible with funding and technical support from U.S. EPA and other project partners, coincided with U.S. Environmental Protection Agency's proposal to impose first-time direct limits on methane from energy facilities.

Available at <http://www.ematrix.org.com/index.aspx>, the publically available database encompasses dozens of best practices, regulations, protocols, voluntary programs, technologies, emission studies, and case studies that apply across the natural gas value chain, from drilling to pipeline distribution and storage to distribution to consumers.

## **2. Project Deliverables**

ECOS is seeking a contractor to work cooperatively with ECOS staff to support e-MATRIX over a two-year period. The contractor will provide specialized website building and interface services. These services will include:

- On an ongoing basis, keep tool live on a hosted server and perform routine, regularly scheduled database and application backup.
- By the beginning of the second quarter, update e-MATRIX banner and content to be consistent with the look and feel of the new ECOS website: [www.ecos.org](http://www.ecos.org).
- Each week by the beginning of second quarter, conduct link check and correct links as needed.
- Each month by the beginning of second quarter, generate web analytics reports.
- By the beginning of the third quarter, replace one or two icons identified by SGC members as confusing.
- By the beginning of the fourth quarter and the eighth quarter, update glossary, industry description, and air issues.
- Maintain the database, loading and categorizing 12-15 new technical and regulatory documents supplied by ECOS staff, on a quarterly basis.

The total cost of contractor support will not exceed \$19,750. This is a flat fee regardless of time and materials. The contractor shall provide the ECOS staff contact with monthly activity summaries to support invoices.

### **3. Evaluation Criteria**

ECOS will evaluate proposals based on the Contractor's ability to provide the aforementioned project deliverables, and familiarity with ECOS' scope and mission.

Proposals are preferred from those with experience providing specialized website building and interface services to environmental agencies or organizations.

### **4. Instructions**

At a minimum, the response will provide the following:

1. Bidder's name, location, and complete contact information.
2. A project Narrative that provides a detailed, stepwise description of how the Bidder proposes to complete the Work successfully.
3. A detailed Project Schedule.
4. A detailed Budget Tracking Spreadsheet listing tasks identified in the Schedule and the budgeted cost for each task. Where applicable, costs should be provided for personnel (fully loaded), travel, equipment, supplies, and contractual.

Responses are due to ECOS by December 1 at 5:00 p.m. Eastern Time. Responses must be e-mailed as one (1) PDF file to:

Dominic Homac  
Environmental Council of the States  
dhomac@ecos.org

In the subject line of the e-mail, enter "RFP # SGC-16-1." Do not include any additional information in the subject line.

Receipt of proposals will be acknowledged by return e-mail from Dominic Homac within three business days (not counting federal holidays).

Hard copy responses will not be accepted or acknowledged.