

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

Brenna B. Mahoney
Clerk of Court



August Marziliano
Chief Deputy, Brooklyn
Ogoro Francis
Chief Deputy, Central Islip

Request for Proposals

Drupal Template Design, Development and Support

Period of Bids: 12/9/2024 – 12/13/2024

All proposals must be emailed to rfq@nyed.uscourts.gov before the close of business on the 13th of December 2024 by 5:00PM EST

Project Overview

The United States District Court for the New York Eastern District (NYED) is seeking interested parties for the creation of a template for our Content Management System (CMS). The CMS will run Drupal 11 and will be hosted by NYED. As the CMS will be built and maintained by NYED staff, we are requesting proposals exclusively for the design of the CMS template. This template will replace the current template hosted at www.nyed.uscourts.gov

Scope of Work

The scope of work for this project includes the following tasks and deliverables:

The interested party will create a responsive¹ template designed for use with Drupal 11 including all ancillary materials such as but not limited to layouts, stock photos, code and dependencies. The

¹ Responsive layouts ensure compatibility across a variety of device types and sizes

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

Brenna B. Mahoney
Clerk of Court



August Marziliano
Chief Deputy, Brooklyn
Ogoro Francis
Chief Deputy, Central Islip

respondent will also engage and collaborate with NYED to create a design that meets approval of stakeholders. QA and User Acceptance Testing performed by NYED will be required before final deliverables are accepted.

Timeline

A project plan shall be submitted with the RFP. Milestones should be outlined for each deliverable, and upon completion each deliverable will be submitted for review by NYED. Desired project completion is within 4 months of purchase.

Requirements

The following requirements must be met in order for the proposal to be deemed acceptable:

- Template is Section 508² compliant
- Software Bill of Materials (SBOM)³ is provided
- Source Code, Designs and Content will become intellectual property of NYED upon completion of project
- Source Code passes Static Code Analysis⁴ tools
- Template is compliant with OWASP⁵ best practices and standards
- Content is accessible on mobile devices such as iPhone and Android
- Respondent can comply with FAR⁶ and register on SAM⁷
- Respondent will perform work and will not subcontract

² <https://www.section508.gov/>

³ <https://www.cisa.gov/sbom>

⁴ <https://www.nist.gov/itl/ssd/software-quality-group/source-code-security-analyzers>

⁵ <https://owasp.org/www-project-samm/>

⁶ <https://www.acquisition.gov/browse/index/far>

⁷ <https://sam.gov/content/home>

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

Brenna B. Mahoney
Clerk of Court



August Marziliano
Chief Deputy, Brooklyn
Ogoro Francis
Chief Deputy, Central Islip

Ongoing Support

After project completion, NYED will require ongoing support to keep embedded libraries up to date especially in response to any Critical Vulnerability Exploits (CVE's)⁸ that occur (should they not be able to be managed by a tool such as composer). Should an embedded library become deprecated functionality should not be impacted, and the template should be accommodated with a substitute library. Regression testing shall be performed to ensure that updates do not result in degraded performance. NYED will also require the ability to request infrequent aesthetic changes to the template should the need arise.

Yearly maintenance will be billed for these services in the amount of \$5000

Criteria for Selection

- Previous demonstrable design experience and references
- Previous experience working with a government agency
- Ability to abide by Federal Acquisition Rules⁹
- IT Security Posture
- Cost¹⁰
- Past Performance¹¹
- Ability to accomplish the technical requirements¹²

⁸ <https://www.cisa.gov/known-exploited-vulnerabilities-catalog>

⁹ https://www.acquisition.gov/far/part-9#FAR_9_405

¹⁰ https://www.acquisition.gov/far/subpart-15.3#FAR_15_305_d923e16

¹¹ https://www.acquisition.gov/far/subpart-15.3#FAR_15_305_d923e16

¹² https://www.acquisition.gov/far/subpart-15.3#FAR_15_305_d923e74

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

**Brenna B. Mahoney
Clerk of Court**



**August Marziliano
Chief Deputy, Brooklyn**

**Ogoro Francis
Chief Deputy, Central Islip**

Proposal Submission

Submit signed and dated proposals (in PDF format only) including:

- Cover Letter
- Portfolio of work
- Cost Estimate
- A visual rendering of templates you would propose based on a modernization of our current design
- A listing of any previous experience working with a government agency
- References