



Information Technology Department

4201 Normandy Street
Bismarck, ND 58503

RFI Title: Statewide Web Platform (SWP) Project

RFI Number: 112-2636

Issued: June 16, 2026

1. Section One – Instructions

1.1 Purpose of RFI

The State of North Dakota, acting through its Information Technology Department (STATE) is to gather information from interested Suppliers with experience in managed web hosting and content management solutions for state government.

The purpose of this RFI is to obtain Supplier input regarding available solutions, service models, implementation approaches, cost considerations, risks, timelines, and other factors related to the State's current on-premises Drupal-based Statewide Web Platform (SWP). The information received may assist the State in evaluating available options and determining the appropriate next steps.

At the State's discretion, Suppliers may be invited to participate in optional online, virtual demonstrations, presentations, or follow-up discussions to further clarify information provided in response to this RFI.

This is not a solicitation for quotations, bids or proposals. No contract award will result from this RFI.
Procurement Officer Contact Information

A person or firm interested in submitting a response should ensure all communications related to the procurement are only with the designated point of contact. This section does not restrict communication with state officials or any member of the legislative assembly unless the state official or member of the legislative assembly is involved directly with the procurement for which the person is interested or has submitted a bid or proposal ([N.D.C.C. § 54-44.4-01.1](#)).

Engaging in unauthorized communication or seeking to obtain information about an open solicitation with any state employee or official other than the responsible Procurement Officer or designee is sufficient grounds for suspension or debarment. ([N.D.A.C. § 4-12-05-04\(7\)](#))

1.2 Procurement Officer Contact Information

The Procurement Officer is the point of contact for this RFI. Please submit responses to the procurement officer by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title. You may submit your response by email to the procurement officer via email, BergerTina@nd.gov.

The Procurement Officer is the point of contact for this RFI. Respondents shall direct all communications regarding this RFI to the Procurement Officer. Do not add the Procurement Officer to any marketing distribution lists.

Procurement Officer: Tina M Berger

Email: BergerTina@nd.gov

Phone: (701) 328-6092

TTY Users call: 7-1-1

1.3 Definitions

For the purposes of this RFI, the acronyms and defined terms are as follows:

Acronym or Term Name or Definitions

Contractor: Entity that has an approved contract with the State of North Dakota

CT: Central Time Zone

OMB: Office of Management and Budget

RFI: Request for Information

Solicitation Begin: Date the solicitation was issued in the RFI Schedule

Solicitation End: Deadline for receipt of proposals listed in the RFI Schedule – Also known as the Solicitation Closing

SPO: Office of Management and Budget, State Procurement Office

NDBuys: State Procurement Office Online system

1.4 RFI Schedule

Event	Date and Time
Solicitation Begin	June 16, 2026
Deadline for submission of Questions	June 19, 2026 by 11:00 AM, CT
Solicitation Amendment with responses to Questions issued approximately (if required)	June 22, 2026
Deadline for receipt of proposals (Solicitation End) Supplier registration is REQUIRED to submit a response to a solicitation posted in NDBuys. See Section 1.7 – Supplier Registration	July 13, 2026 by 11:00 AM, CT
Demonstrations or presentations, if needed, approximately	Week of July 27, 2026

1.5 Assistance to Individuals with a Disability

Contact the Procurement Officer, as soon as possible, if an individual with a disability needs assistance with the RFI, including any events in the RFI schedule, so reasonable accommodations can be made.

1.6 Questions and Requests for Clarification

Please submit any questions or requests for clarification about this RFI in writing to the procurement officer by the deadline for submission of questions and requests for clarification identified in the RFI Schedule. Preferred method of submission is email.

Two types of questions generally arise. One type of question may be answered by directing the questioner to a specific section of the RFI, and the procurement officer may answer these questions over the telephone. The other type of question may be more complex and may require a written amendment to the RFI. The procurement officer will make that decision.

1.7 Secretary of State Registration Requirements

Registration is not required to respond to this RFI.

If a formal competitive solicitation is issued, notice will be sent to approved supplier registration on the State's procurement website (NDBuys). Individuals and business entities interested in being placed on

the State Bidders List must complete the registration process. For information on becoming a registered bidder, visit the OMB [Guidelines to Vendor Registry](#) for more information.

Visit the Secretary of State's [Vendor Registration](#) webpage for information on registration requirements and fees. Visit [FirstStop](#), the Secretary of State's business and licensing software, for online form options.

Check the [Business Records](#) database to see if a business is registered.

Contact Secretary of State's office by [email](#) or call 701-328-2900 (choose menu item 2, then option 1).

If you need to register, fees apply.

Vendors may need to obtain businesses licenses. See the [list of licenses required of businesses](#) in the State of North Dakota. The link includes information on who to contact, application fees, renewal dates, and the legal reference.

1.8 Supplier Registration

Individuals or business entities desiring to be notified of bidding opportunities may complete supplier registration to be notified when solicitations are issued on the State's procurement website (NDBuys) ([N.D.C.C. § 54-44.4-09](#)). Supplier registration does not guarantee a vendor will receive notice of every solicitation ([N.D.A.C. § 4-12-05-01](#)). There are no fees to register as a supplier.

Individuals or businesses entities completing supplier registration must provide contact information for receiving solicitation notices, Tax ID, legal structure, address and phone information. Bidders must also select the commodity codes to identify categories of goods, services, and information technology.

Visit the OMB website for instructions:

[Bidders List Registration Website](#)

For assistance with supplier registration, contact State Procurement Help Desk at 701-328-2740 or ndbuys@nd.gov.

1.9 NDBuys State Procurement Website

This RFI and any related amendment and notices will be posted on the North Dakota NDBuys State Procurement System. Respondents are responsible for checking the [NDBuys system](#) to obtain all information and documents related to this RFI.

Notices related to this RFI will be sent to the supplier List for the needed commodity or service and other known potential Respondents.

Respondents that are registered for the supplier list and would like to receive notices related to this RFI, locate the solicitation in NDBuys and select the "Participate in RFX" button. If you do not see the "Participate in RFX" button, contact the Procurement Officer to confirm you are already included in the list of Respondents to receive notices for the solicitation.

Respondents that have not yet registered for the supplier list and would like to receive notices related to this RFI and must complete the supplier registration. See NDBuys Quick Reference Guides at [NDBuys Quick Reference Guides](#) for how to register.

1.10 Amendments to the RFI

If an amendment to this RFI is issued, it will be provided to all Respondents for the solicitation and to those prospective Respondents who have contacted the Procurement Officer to receive notices related to the RFI. A Respondent shall include in their proposal any required acknowledgements of amendments to the RFI.

1.11 Deadline for Questions

Respondents should carefully review the RFI including all attachments. Respondents may ask questions to obtain clarification, or request additional information in the RFI. Questions must be submitted to the procurement officer in writing by the deadline identified in the RFI schedule:

1. Respondents may submit questions within NDBuys using the "Discussions Tab" in the system (see the [OMB website](#) for a quick reference guide); or
2. Respondents may email the question directly to the Procurement Officer.

The Procurement Officer may elect to respond to questions received after the deadline. If no deadline is specified, questions or objections must be received at least seven days prior to the proposal receipt deadline – Solicitation Closing.

Questions and objections should include a reference to the applicable RFI section or subsection.

Responses to questions and requests for clarifications will be distributed as a solicitation amendment unless the question can be answered by referring the Respondent to a specific section of the RFI.

1.12 Respondent Responsible for Costs

Respondent is responsible for all costs associated with the preparation, submittal, and evaluation of any proposal including any travel and per diem associated with demonstrations and presentations.

1.13 Disclosure of Information and Compliance with North Dakota Open Records Laws

The state of North Dakota has broad open records laws. All information submitted become the property of STATE and may be returned only at STATE's option. All information is subject to North Dakota Open Records Laws. Records are closed or confidential only if specifically stated in law.

Respondents may make a written request to hold confidential any trade secrets and other proprietary data contained in its response. Respondent must clearly identify the material considered confidential and explain why the material is confidential. See the North Dakota Office of the Attorney General website for additional information. <http://www.ag.nd.gov/OpenRecords/ORM.htm>

If STATE receives a request for public information, the procurement officer, in consultation with the Office of the Attorney General, shall determine whether the information is an exception to the North Dakota Open Records Laws, and the information shall be processed accordingly.

2. Section Two – Background

2.1 Background Information

The State operates the Statewide Web Platform (SWP), a centralized web hosting service for North Dakota's executive branch agencies. The SWP is the statewide web content management standard.

2.1.1 The current environment includes:

- a. **Platform:** Drupal, an open-source Content Management System (CMS), self-hosted on-premises, single shared codebase
- b. **Production sites:** 76 websites across 65 state agencies
- c. **Total environments:** Approximately 150 (production, test, and staging)
- d. **Infrastructure:** 120 dedicated Drupal servers, plus shared Apache servers, storage, and backup infrastructure
- e. **Staffing:** Development, business analysis, and contract programming resources dedicated to platform maintenance
- f. **Customization:** Approximately 40% of agencies have custom elements created beyond the standard platform

The SWP operates on a single-codebase model: all sites share the same code, and platform updates (security patches, version upgrades, feature enhancements) are pushed to every site. Individual sites cannot modify Cascading Style Sheets (CSS), modules, or page templates independently. If the standard platform does not meet an agency's needs, custom elements can be created, but these are managed separately.

2.1.2 Current platform services provided to agencies:

- a. Platform hosting
- b. Drupal core and module security updates
- c. Application version updates
- d. Ongoing support for features and functionality within the platform
- e. Ongoing accessibility updates applied regularly
- f. Initial onboarding: staged website build, 2-hour training session, go-live preparation and launch
- g. Google Analytics integration under the State enterprise account

2.1.3 Current platform content capabilities:

- a. Content types: Basic Page, Homepage, Landing Page, Map, Events, News, Photo Gallery
- b. Content widgets: WYSIWYG text editor, accordions, videos, PeopleSoft careers feeds
- c. Pre-built displays for news and events items, including an Events Calendar
- d. State branded theme with configurable footer and site menu
- e. Responsive design
- f. Social media integrations (feeds, sharing)
- g. Custom Webforms (evaluated individually, billed hourly at standard State rates)

Agencies are responsible for their own site content. Content editors do not need Drupal expertise to maintain their websites.

2.2 Unique and Challenging Conditions

Suppliers should be aware of the following unique conditions and challenges relevant to the State:

- a. **Scale of migration:** 76 production sites across 65 agencies would need to be migrated in a phased approach, likely spanning multiple biennium budget cycles. The State cannot migrate all sites simultaneously.
- b. **Custom code:** Approximately 40% of agencies have custom elements beyond the standard Drupal platform. These will require individual assessment during migration.
- c. **Single-codebase architecture:** The current platform is aligned across all sites. Any replacement must support a comparable governance model that enforces consistent security, branding, and accessibility standards across all sites.
- d. **State branding requirements:** All sites must conform to the State's brand standards with a consistent look and feel, while allowing agency-level configuration of footers, menus, and social media links.
- e. **Accessibility mandate:** The State must meet WCAG 2.1 Level AA compliance requirements.
- f. **Authentication:** All administrative access integrates with Microsoft Entra ID (formerly known as Azure AD).

2.3 Future Goals & Outcomes

The State's desired future state includes:

- a. **Vendor-managed hosting and platform operations:** The State should have zero involvement in routine platform patching, security updates, and infrastructure management.
- b. **Reduced maintenance burden:** Staff time currently consumed by Drupal core/module maintenance across 150 environments should be substantially reduced or eliminated, freeing capacity for agency enhancement requests and new feature development.
- c. **Transparent cost model:** A per-site or per-agency pricing model that enables clear cost allocation to consuming agencies.
- d. **Maintained or improved content editor experience:** Agency content editors should be able to manage their sites without specialized technical expertise, as they do today.
- e. **Accessibility compliance:** The platform must support WCAG 2.1 AA compliance through built-in templates and regular accessibility updates.
- f. **Data portability:** The State must retain ownership of all content and have the ability to export data in standard formats to avoid excessive vendor lock-in.
- g. **Enterprise governance:** The ability to enforce brand standards, security policies, and feature availability across all sites from a central administrative interface.

2.4 Budget

Respondents are asked to provide estimated costs to help STATE understand implementation, licensing and maintenance costs.

Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI should STATE later decide to issue a competitive solicitation.

Responders should include any other cost information it feels would further clarify the pricing model of its solution.

2.5 Response Format and Content

Respondents are asked to provide a response in the following format:

A. Introduction

Company Name	<input type="text" value="Click or tap here to enter text."/>
Company Address	<input type="text" value="Click or tap here to enter text."/>
Point of Contact Name	<input type="text" value="Click or tap here to enter text."/>
Phone Number	<input type="text" value="Click or tap here to enter text."/>
Email Address	<input type="text" value="Click or tap here to enter text."/>

B. Technical Response

Respondents are encouraged to provide any additional information on the capabilities of their solution.

1. Current Environment

- a. What questions as a Supplier may exist about the State's current environment would be most important to understand in order to provide meaningful feedback, identify risks, and recommend potential approaches?

2. Future State Requirements

- a. What information about the State's desired future state would be most important for the State to further define, validate, or clarify before determining next steps?
- b. Are there additional goals, requirements, objectives, or considerations the State should evaluate or include?

3. Key Supplier Roles

- a. From the Supplier's perspective, what key personnel roles (e.g. 3-5 roles) are essential to the successful delivery and ongoing operation of this type of solution?

4. Costing Approach and Evaluation

- a. What approach would you recommend for the State to collect, structure, and evaluate cost proposals in a consistent and comparable manner?
- b. Describe or provide examples of pricing templates, cost categories, or pricing models that would help the State understand and compare potential cost drivers across different solution approaches.

5. Schedule and Timeline

- a. Based on your experience with similar migrations, implementations, what timeline ranges, phases, dependencies, or sequencing should the State consider?
- b. Identify any potential risks, dependencies, or recommended adjustments.

6. Additional Considerations

- a. Are there any additional factors, issues, risks, or considerations the State should evaluate as it determines possible next steps for the Statewide Web Platform?

C. Cost Estimate

Respondents are asked to provide estimated costs to help STATE understand implementation, licensing and maintenance costs.

Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI should STATE later decide to issue a competitive solicitation.

Responders should include any other cost information it feels would further clarify the pricing model of its solution.