

Request for Information



WEBSITE ADMINISTRATION

RFI Coordinator	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i></p> <p><u>Name:</u> Kati McCormick <u>Title:</u> Executive Administrative Assistant <u>Contact Information:</u> KMcCormick@mmbb.com</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFI Coordinator identified above by:</i></p> <p><u>Date:</u> March 27, 2026, no later than 4:00 p.m., EDT</p>
Response Submission	<p><u>Submission Deadline:</u> April 10, 2026, no later than 4:00 p.m., EDT <u>Submit to:</u> KMcCormick@mmbb.com</p>

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PUBLIC NOTICE

Maine Municipal Bond Bank Request for Information Website Administration

The Maine Municipal Bond Bank (“MMBB”) is seeking information from interested parties regarding website administration.

This Request for Information (RFI) is issued to give interested parties the opportunity to help the Maine Municipal Bond Bank better understand marketplaces and/or specific subject matters, in this instance website administration. All RFIs are non-binding and no award shall be made as a result of the RFI process.

A copy of the RFI and all other related documents can be obtained at the following website:
<https://www.mmbb.com>

Responses must be submitted to: KMcCormick@mmbb.com and be submitted **by 4:00 pm EDT on April 10th, 2026.**

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Website Administrator

PART I INTRODUCTION

A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals,” or “RFP,” document). The Maine Municipal Bond Bank (MMBB) is seeking information from interested parties regarding management of three websites, one for MMBB, one for the Maine Health and Higher Educational Facilities Authority (MHHEFA) and one for the Maine Governmental Facilities Authority (MGFA).

The websites can be viewed at <https://www.mmbb.com> and <https://mhhefa.com> and <https://www.mgfa.com>.

MMBB is a quasi-municipality that specializes in making and servicing long-term loans for governmental entities’ infrastructure and capital improvements. MMBB’s client, MHHEFA is a quasi-municipality that finances capital projects for nonprofit health care and education institutions. MMBB’s client, MGFA is a quasi-municipality that provides tax-exempt financing for the construction, development and maintenance of vital State infrastructure. All three organizations lower borrowing costs by pooling borrowers’ loans into large, highly rated bond issues.

MMBB seeks information about website administrators in Maine with experience performing website maintenance, security management, user and access control, performance optimization, technical support, analytics, reporting and compliance updates.

This RFI is issued solely for planning and informational purposes. It is not a solicitation, does not constitute a request for proposals or pricing, and does not commit MMBB to any procurement action.

B. General Provisions

1. All contact with MMBB regarding this RFI must be made through the RFI Coordinator. No other person/employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit MMBB to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by MMBB to issue a Request for Proposal.
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by MMBB.

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6. **All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.): [State of Maine Freedom of Access Act](#)**
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the RFI Respondent's responsibility to determine the applicability and requirements of any such laws and to abide by them.

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PART II INFORMATION SOUGHT

MMBB seeks information regarding website administrators with capabilities in WordPress management, custom coding, spam prevention, and plugin maintenance.

Also, please describe your typical response time to client requests.

We also seek information regarding the steps that an administrator would take to ensure that a website complies with the Americans with Disabilities Act ("ADA") and related legal requirements. It is important that users of MMBB, MHHEFA and MGFA websites can easily access information and that our websites meet all legal requirements. Please estimate the amount of time necessary to ensure that a website meets ADA requirements.

Additionally, provide information on your approach to file management and archiving website related documents.

Please describe how you support clients in managing and updating website content without coding. This includes tasks such as job postings, uploading PDF documents and making changes to website templates.

Please describe your practices for ongoing website maintenance, including content updates, plugin management, backups to prevent data loss, uptime monitoring, and timely resolution of downtime issues.

Additionally, outline your experience with website security, including the implementation of firewalls, use of SSL certificates, application of security patches and updates, and monitoring for malware, hacking attempts, and other vulnerabilities.

Please also describe how global website elements (such as headers, footers, and site-wide content) are managed and how easily updates to these elements can be made.

Please describe your process for managing user accounts and permissions, including authentication methods and ensuring compliance with privacy and data protection regulations.

Additionally, describe how you monitor website performance, including speed and load times, and your approach to optimizing images, scripts and databases. Please also include your use of caching and content delivery network (CDN) services to improve performance.

Please describe your experience in troubleshooting website errors and assisting users with functionality issues.

Additionally, outline your approach to maintaining and updating privacy policies and terms of service, as well as staying current with web technologies and best practices.

Respondents are not required to submit responses pertaining to every question, but MMBB encourages interested parties to respond to all relevant aspects of the RFI.

MMBB seeks clear, complete responses that demonstrate the Respondent's experience and/or familiarity with the subject matter. **As this is not a competitive RFP process, Respondents must not provide any specific cost or customized pricing documentation in their response.**

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Be sure to provide a brief overview of yourself and your organization, if applicable.

1. Please identify yourself and any organization you represent in this RFI.
 - a. Name of Respondent;
 - b. Organization and affiliation;
 - c. Address (organizational, if responding on behalf of an entity); and
 - d. Contact information (phone number(s) and email address).

2. Please identify your experience in providing website administration, particularly the information requested in PART II Information Sought.

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PART III KEY RFI EVENTS AND PROCESSES

A. Questions

1. General Instructions

- a. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, via email if they do not understand any information or instructions.
- b. MMBB assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

2. Question & Answer Summary

Responses to all questions will be compiled in writing and posted on the following website: <https://www.mmbb.com>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Submitting the Response

1. Responses Due

Responses must be received no later than **April 10, 2026, at 4:00 pm.**

2. Delivery Instructions

Responses must be submitted to the RFI Coordinator via e-mail, as listed on the cover page of this RFI document.

3. Response Format

Responses to this RFI may be developed in a manner that suits the Respondent. All submissions, regardless of format, will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI.

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PART IV REVIEW OF RESPONSES RECEIVED

A. General Information

1. MMBB will review responses received for the purpose of gathering information and market research only. MMBB will not score or rate responses received.
2. MMBB reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received and/or additional information to enhance marketing research efforts.

Appendix A

**RESPONSE COVER PAGE
RFI - Website Administrator**

Lead Point of Contact - Name/Title:			
Organization Name (if applicable):			
Tel:		Fax:	
E-Mail:		Website:	
Street Address:			
City/State/Zip:			