
Request for Qualifications for Website Contractor – using Word Press

Due: July 27, 2020

Background

The Early Childhood Partnership of Adams County (ECPAC) has worked to build an impressive network of partners into a strong, coordinated early childhood system serving Adams County. ECPAC is one of 34 “Councils” created through legislation in 2007, to improve and sustain the capacity, accessibility, affordability, and quality of early childhood services in the areas of Early Learning, Health, Social-Emotional-Mental Health, and Family Support and Parent Education. ECPAC’s task is to convene these partners to maximize the positive impact of systems that serve young children and families during the critical early childhood years, thereby increasing child school readiness, well-being and success. ECPAC works on specific projects known to help prepare children for kindergarten – ECPAC’s ultimate goal.

Project

ECPAC uses a Word Press platform. In 2019, ECPAC worked with a contractor to update our website to make it more reader-friendly and more accessible through mobile devices. However, the contractor who supported this project is no longer available to help with on-going updates and staff were not thoroughly trained on basic features of the new platform. ECPAC staff have already considered needed updates – to include more interactive features and to further upgrade the user experience. ECPAC would like to have an on-going partnership with the consultant hired to be available to support on-going needs and upgrades – with payment at a per hour rate.

Scope of Work:

The scope of work for this contract will be agreed upon and finalized with the consultant – once determined and prior to contracting. Estimated time on project is 35-40 hours total. However, in general it is expected that the consultant will complete:

1. Meetings with key ECPAC staff to identify current challenges with the site needed updates; On-going check ins as needed
2. Creation of new pages and re-design of current pages with new interactive features as needed
3. Creation of user manual for staff to complete basic updates
4. Be available for on-going support at a per hour rate.

Project Timeline

Request for proposals issued: July 13, 2020

Proposals due: July 27, 2020

Consultant selected: by July 29, 2019 (Phone interviews on the 28th and 29th as necessary)

Scope of Work plan, with timelines finalized with consultant: by July 31st with work to begin once contract is signed.

To be included in proposal:

Qualifications of applicant

1. Name of individual/firm and all contact information
 - a. The full name, address of the individual/organization, and the number of years the individual/organization has been performing work similar to that which is described here
2. Qualifications to undertake this project, including specific knowledge and strengths in the following areas (if you are a firm, include the qualifications of both the firm and personnel who will work on this project)
 - a. Experience in website design in Word Press
 - b. Other relevant experience
3. Allocated cost and timeline for each deliverable of the Scope of Work including planned activities in achieving the deliverables - to serve as submitted budget (not included in page limit)
4. Two-Three References from clients who have contracted for similar services – or examples of websites designed by consultant

Budget: \$5,000 for initial project with on-going work paid at a per hour rate:

The budget for this project is dependent on time needed to support the scope of work

Proposal Format

All submissions must be electronic in Microsoft Word or pdf format and should not exceed 3 pages.

Submit proposal via e-mail to: lisa@ecpac.org

Submission Deadline: July 27, 2020

Contact: Lisa Jansen Thompson: 303-428-2029 or lisa@ecpac.org