



Request for Proposal Web Site Design

Oregon and Western Washington Chapter of Healing the Children

The Oregon and Western Washington Chapter of Healing the Children (HTC) is soliciting proposals for a designer to design/maintain a new web site. The web site will replace an existing site at www.htcoregonwashington.org. Please e-mail your proposal to the Healing the Children office at healing.orwwa@verizon.net by **Monday, March 15, 2010, at 3:00 PM.**

Background

Healing the Children is a non-profit 501(c)(3) organization with a mission to restore health to impoverished children of the world through donated medical services. The organization's web site provides a vehicle to showcase its programs, services, and upcoming events, to connect with new volunteers, to acknowledge donors and volunteers, to share different ways to donate and give to Healing the Children, and to provide contact information for the office and key staff.

Web Site Requirements

The design of the new web site needs to consider the following requirements.

- Existing web site content is replicated in the new designed web site. First level "tabs" or sections will be reproduced on the new home page, with the ability to add and modify. New sections may include "Partners," "Frequently Asked Questions," "Media," "Links," and "Volunteers."
- Content will be updated regularly, or be provided by, HTC administrators, including adding and deleting pages. Healing the Children will own all content.
- Web design software is accessible and available to HTC staff and volunteers.
- Web site users are not expected to be exceptionally technically savvy and some may use modems. The web site must be easy to navigate through.
- A new web host will be needed.
- On-line forms will be incorporated into the site. Submittal of the volunteer form must be transmitted to multiple recipients.
- On-line registration for special events, as well as on-line donations, will be incorporated into the site.

The web site design will be accomplished in two phases. Phase one is to go "live" with existing content only. Phase two is to add new content, as provided by HTC.

Proposal

E-mail a copy of your proposal to the HTC office at healing.orwwa@verizon.net by Monday, March 15, 2010, at 3:00 PM. The proposal must address:

- Main point of contact and principle designer for proposed work;
- Web site requirements above, including name of proposed web design software;
- Previous web site design experience;
- Estimated time to complete phase one;
- Preliminary design of a new home page with existing content;
- Cost to HTC of phase one, including software purchases for at least two administrators, and a new web site host;
- And an hourly rate for phase two and on-going web site maintenance, if needed. Phase one is to go "live" with existing content only. Phase two is to add new content, as provided by HTC.

Healing the Children accepts no responsibility for any expenses incurred in the preparation of this proposal. Such expenses will be borne by the respondent.

Selection Process

The selection of the web site designer will be based on the information in the proposals. An offer of pro bono services will be given special consideration. A decision will be made within the two weeks following the submittals.

Healing the Children reserves the right to decide, on a case-by-case basis, whether to reject a proposal as non-responsive.

If you have any questions about Healing the Children, or this proposal, please contact Jody Clovis at 206 356-5680 or clovisfam@comcast.net. Thank you!

Healing the Children
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