

NATIONAL RESOURCE CENTER ON DOMESTIC VIOLENCE (NRCDV)

Website Development Consultant

Brief Background:

The NRCDV is a nonprofit funded by the U.S. Department of Health and Human Services. Its primary focus is to provide comprehensive information, training and technical assistance to support community response to and prevention of domestic violence in the fifty states and US territories.

The NRCDV is in the process of updating its main website and the website of one its projects, the Women of Color Network. They are both up and running but need added features and functionalities.

The domain names have been established with the following URLs:

<http://www.nrcdv.org/>

<http://womenofcolornetwork.org/>

Scope:

The NRCDV seeks an website development consultant to accomplish the following tasks:

NRCDV Website

1. Add a search function on the right tool bar above the “Join our mailing list” box.
2. Add a sitemap to the website.
3. Synchronize the featured information section with the featured information section on VAWnet, the NRCDV’s online resource library (www.vawnet.org).
4. Activate the social networking sites to enable users to follow VAWnet on FB and Twitter, remove the Google+ icon, add a Flavors.me icon with link to www.flavors.me/NRCDV, and add the social media “Share” function for all pages.
5. and so that users can share on Google+.
6. Edit the footer at the bottom of each page to include the HHS funding disclaimer (currently the footer size is not sufficient):
 - Notice of Federal Funding and Federal Disclaimer: This website is funded through grant # 90EV041001 from the U.S. Department of Health & Human Services, Administration for Children and Families, Family and Youth Services Bureau. Neither the U.S. Department of Health & Human Services nor any of its components operate, control, are responsible for, or necessarily endorse this website (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided).
7. Add a private page for the Domestic Violence Resource Network to share meeting details, vendor resources, etc.
8. Add more pages for training, staff and BOD info, etc. designed to facilitate

NRCDV staff's ability to upload data into preformatted web pages or document locations.

9. Option for creation and maintenance of multiple blogs both restricted within a team of the website or those made available to the public.

WOCN Website

1. Add a "Join us on (Social Media sites)" including Facebook, Twitter, LinkedIn, and decided Blogospheres.
2. Internal website blogs and password protected room for WOCN members.
3. Online Resource Manual with clickable links for visitors to navigate to specific organizations.
4. WOCN Movie Teaser playing on the main page with music.
5. Set up Community Pages for members to retrieve new and archived WOCN Weekly Updates and our newest addition the up-and-coming Voice Magazine also a place to upload youtube videos of important event videos.
6. Highly organized Resources/Publication space for WOCN publications including eMagazines with flipbook application.
7. Create a WOCN Store link for WOCN products.
8. Create an App Boutique; a listing of suggested apps for smartphones for the movement.
9. WOCN Moments of the Month Page: monthly published story of WOCN in the movement with archived pages.

Minimum Requirements:

Respondent's proposal must meet the following minimum requirements:

1. Vendor currently provides website design services.
2. Public access to all of the features on the website is not dependent on specific browser, that is, the web interface is *browser agnostic* and works with commonly used browsers found on Windows, Linux and Mac computer systems.
3. Intuitive and consistent options for navigating the website.
4. Multiple level security, completely contained within the website infrastructure, and not reliant on peer-to-peer connectivity.
5. Flexibility to add, remove and update content using tools and templates that do not require extensive knowledge of web development languages or technical structure.
6. Pages and features compatible with limited bandwidth access by the public.
7. Web interface options that can accommodate individuals with disabilities in accordance with the American with Disabilities Act (ADA).
8. Capability of the NRCDV IT staff to:
 - a. Control size of individual web pages.
 - b. Control size and types of images used within the site.
 - c. Control publishing of links to other websites.
 - d. Report website maintenance activity and statistics on content type: Updates, downloadable documents, web pages, calendars.

- e. Report number of visits to site
9. Email interfaces, if any, are not dependent on a specific email client.
10. Provide any documentation of changes to system configuration, that were made to supply the agreed upon product. A user guide will be required to help with site administration.

Proposal Content:

All proposals are to include the following:

1. Complete contact information with address for the respondent
2. Number of years of experience in website design, implementation and support
3. Description of the proposed process for website design and implementation in conformity with scope and minimum requirements outlined above
4. Experience of staff working on the project
5. Accessibility features of the proposed website
6. Description of infrastructure, utilities and tools proposed for web page creation and maintenance
7. Proposed phases or steps in implementation of the website design, infrastructure and maintenance
8. Options for training NRCDV staff in creating and maintaining website content
9. A budget for the project that lists one time and recurring costs for: Website design and implementation
10. Specifications and configurations required to support the proposed system, including specifications for all software components required for the system, but not provided as part of the proposal. In other words, hardware and software requirements for NRCDV and network configurations will e needed.
11. Requirements, if any, for bandwidth to the internet necessary to support reasonable performance of website maintenance tools.
12. List of three references with contact information for whom the vendor has developed and implemented websites

Project Completion Date: September 25, 2012

Schedule of RFP process and project activities:

Activities	Dates
Distribution of Request for Proposal	July 9
Proposals Due	July 30, 2012
Meetings with Vendors	August 6-8
Selection and Notification	August 13-14
Project Start	August 20
Testing	TBD

Meetings with relevant NRCDV staff	On-going
Implementation	September 21, 2012

Request: **Proposals must be received by July 31, 2012. They can be emailed or sent via regular mail.**

Contact: Farzana Safiullah, Director Of Operations
3605 Vartan Way, Ste. 101
Harrisburg, PA 17110
Phone: 1-800-537-2238, ext. 138
Fax: (717) 545-9456
Email: fsafiullah@nrcdv.org