

# Request for Proposal: Website Services

Canadian Quilters Association/ Association canadienne de la courtépointe (CQA/ACC) is requesting proposals from website firms and qualified individuals to perform website services beginning February 1, 2023 for eleven months, with a subsequent annual contract agreement starting January 1, 2024.

## 1. Background information

CQA/ACC is a national non-profit organization with a mission to promote and celebrate quilting and Canadian quilters by preserving the traditions of those who have come before us while looking to new and creative ways to enhance quilting for the present and future. CQA/ACC depends mostly on membership fees, annual conference and sponsorships to further our mission.

## 2. Scope of website services

Under the direction of the CQA/ACC Executive Director and President the webmaster must provide the following:

- Perform backups of website daily, weekly and monthly as required
- Perform updates to WordPress, DIVI theme and all website plugins
- Interface with the web hosting company, InMotion Hosting, as needed
- Maintain and update security certificate, domain and emails associated with the website
- Assist the CQA/ACC Administrative Assistant, when required, to make routine updates to content or pages on the website
- Troubleshoot any programming problems on the website as they occur and in a timely fashion
- Carry out research or contact the appropriate provider of plugins to carry out necessary troubleshooting solutions
- Administer the current National Juried Show online jurying process that has been previously developed for the website. May be asked to redevelop the system as needed.

## 3. Term of Website Services

The contract for website services based upon CQA/ACC Board approval will be for a period from February 1, 2023 – December 31, 2023. At the end of ninety days of service, both CQA/ACC and the contractor will have the option to terminate this contract and renegotiate the fee for continued website services. Such condition will be executable with at least thirty days' notice to the other party.

Negotiation for renewal of a subsequent one year contract will take place in September-October 2023, with the annual contract effective January 1, 2024 to December 31, 2024.

#### **4. Proposal Content**

To describe clearly the proposed understanding of the work to be done, the following content must be included in the proposals:

##### **Qualification Component**

The proposer must demonstrate the capability to perform the above-stated website services. It is strongly preferred that the proposer also have non-profit experience. Please:

- Provide, as references, three current and/or past clients, the length of time the proposer has worked with each client and a short summary of services provided in each case. Please also provide email and telephone contact information for each client.
- Provide a CV or resume of the professional who proposes to direct the overall website service activity. This should include information about the individual's educational background and relevant experience.

##### **Estimated Fees**

Please state the estimated fee for providing website services for the period February 1, 2023 – December 31, 2023. Currently, time spent on website services by the webmaster averages 20 hours a month.

##### **Administrative Component**

- Explain the approaches to performing the website services required by CQA/ACC.
- List expenditures that will be absorbed by the contractor, e.g. postage, copy charges, etc.
- List expenditures that will be additional charges to CQA/ACC.
- Indicate proposed billing rate for expanded services if the need should arise.

#### **5. Conditions for Submission of Proposal**

- Proposals must address each of the website service requirements as stated in this RFP.
- The proposer shall furnish such additional information that CQA/ACC may reasonably require.

- CQA/ACC may ask proposers to provide a representative for an online interview prior to the Board approving a proposal. CQA/ACC will not be liable for costs incurred by the proposer in connection with such an interview.

## **6. Procedures for Submission of Proposal**

Proposal to the RFP should be received no later than Friday, December 16, 2022 at 5 p.m. ET by email to:

Carole McCarville, CQA/ACC Executive Director

[executivedirector@canadianquilteradministration.com](mailto:executivedirector@canadianquilteradministration.com)

If you have questions about the proposal, the organization, or any matter contained within this RFP, please submit your questions via email to [executivedirector@canadianquilteradministration.com](mailto:executivedirector@canadianquilteradministration.com). Questions submitted after 5 pm ET December 16, 2022 will not be answered.