

## **REQUEST FOR PROPOSAL**

Request for Proposal for Website Maintenance Services

Release date: July 11, 2019

Proposals due July 25, 2019

Responses to the Early Learning Coalition of Southwest Florida, Inc. Request for Proposal for Website Hosting and Maintenance Services (referred hereinafter as the "RFP") will be received by the Coalition until 5:00 pm Eastern Daylight Time on July 25, 2019 at the Early Learning Coalition of Southwest Florida's Main Office located at 2675 Winkler Ave, Suite 300, Fort Myers, Florida 33901.

It is the Proposer's responsibility to examine the RFP, become familiar with all statutes, laws and rules affecting this RFP to determine that the Coalition's requirements are clearly stated, and to submit its Proposal in a timely, complete, and procedurally correct manner. The Contract will be awarded through written/or electronic notice to the qualified and responsive Proposer whose Proposal is determined to be the most advantageous to the Coalition, taking into consideration price, quality, and other criteria.

This RFP has been issued by the Early Learning Coalition of Southwest Florida. The contact person listed below is the sole point of contact for this RFP. The contact person for the RFP is:

Jane Hess  
2675 Winkler Ave, Suite 300  
Fort Myers, FL 33901  
Jane.hess@elcofswfl.org

## **SCOPE OF WORK**

The length of this contract is for three (3) years.

### **Objective**

The Early Learning Coalition of Southwest Florida (ELC) seeks a company to help maintain a content-rich website, designed for disseminating information to families, caregivers, child care providers, healthcare practitioners, and the community at large using the WordPress platform.

### **Requirements**

The Proposer will maintain a dynamic website that adapts to traditional desktop computers, smart phones, tablets and other mobile browsers to allow for the:

- ability to incorporate any future software needs for the Provider Portal and Parent Portal in a secure environment
- ability to archive information and have it available for visitors to the site
- ability to display the website on a variety of browsers, including Internet Explorer, Firefox, Safari, and Google Chrome
- ability to utilize editable and on-going surveys in various areas of the website

- ability to monitor website statistics
- provide a scheduling module that allows a link to the ELC PayPal account that will record registrations for training classes, take fees, accurately record the number of attendees, and provide the ability to send communications to training class registrants.
- provide a scheduling module that allows a link to the ELC LiveScan account that will schedule registrations for fingerprint scans and allow for payment with a link to the ELC PayPal account
- ability to write code, as needed to maintain the site or to create new features to the site

## **PROPOSAL INSTRUCTIONS**

Hard copies and electronic copies of the Proposal Package will be accepted.

Hard copies of the Proposal Package (one original and two copies) must be mailed to:

Early Learning Coalition of Southwest Florida  
Attn: Jane Hess  
2675 Winkler Ave, Suite 300  
Fort Myers, FL 33901

**OR** one copy of the Proposal Package must be emailed to [jane.hess@elcofswfl.org](mailto:jane.hess@elcofswfl.org).

Proposal must include:

- A. Proposer Names, Contact Person Name, Title, Telephone, Fax, Email, Proposer Address
- B. Prior relevant experience
- C. General plan for provision of services
- D. Detailed cost for provision of services (including ongoing website maintenance, security, etc.) included with the total quote for services

The selected vendor will be required to enter into an agreement with the ELC for the services referenced in this RFP.

The ELC cautions Proposers to assure actual delivery of Proposals either by hand, by U.S. Mail or courier, directly to the office of the ELC, or emailed to the contact person, no later than the deadline set for submission of the Proposals. Proposals and modifications to Proposals received after the time and date specified herein for Proposal submissions will not be considered.

Questions concerning Proposals should be sent directly to [jane.hess@elcofswfl.org](mailto:jane.hess@elcofswfl.org). No phone inquiries, please.