



Request for Proposal – Webmaster

Date: February 10, 2015
Deadline: April 15, 2015
For additional information and questions, please contact: finance@nyswomeninc.org
Please e-mail bid to: finance@nyswomeninc.org

Proposal submitted by: _____

Terms

Accepted proposals will be effective July 1, 2015. Contract shall be for three (3) years in duration and either party may terminate the contract with 60 days notice. NYS Women (NYSW) has the right to accept or reject and all bids. The Current NYSW web site can be viewed at www.nyswomeninc.org.

NYSW is currently using RLComputing, LLC as its hosting provider using the DotNetNuke CMS. Please review their features at www.dnnsoftware.com and www.rlcomputing.com. The web site must stay in DotNetNuke due to the online payment system in place and the integration to the membership database.

Online payments are taken for membership dues and all state meeting registrations. The CMS contains a registration management system for all state events. The membership database is built in Classic ASP. This is where NYSW manages all aspects of tracking members, dues, chapter information, communications, etc. This membership database is tightly integrated into the member's only section. RLComputing will maintain the membership database.

WEB DEVELOPMENT AND MAINTENANCE SERVICES consist of posting new and updated information to the site on as as-needed basis and providing feedback to the NYSW President regarding process and quality control issues. Additionally, maintaining ongoing communications with the hosting provider to resolve all technical issues or questions in a timely manner is required, as is reporting all issues to the NYSW President. Candidate must be familiar with Web Content Editors and provide references to which ones they have worked with.

Webmaster Duties

A. Posting information on the NYSW web site monthly:

- 1) Posts the *Communicator*, a monthly newsletter which is timely information from the NYSW officers and Board members

B. Posting information on the NYSW web site quarterly

- 1) Post the NYSW quarterly publication *NIKE* (PDF)

Posting information on the NYSW web site annually:

- 1) Posts the NYSW President's picture on the home page with the President's message
- 2) Posts the newly installed officers biographies and pictures on the Officers page
- 3) Updates the officers' email address on the Officers page and all other pages on the site that contains email addresses, such as info and Contact Us (President's email) page
- 4) Update forms/guidelines for all programs



C. Posting information on the NYSW web site on an as-needed basis:

- 1) Posts the President's message
- 2) Posts a new version of the Leadership Directory under the member's only section
- 3) Posts pictures from all meetings-Board and Conference under the Photo Gallery Page
- 4) Posts updates and new information to the Members only section to include bylaws and any other files deemed necessary
- 5) Update broken links to region and local chapter web sites on the NYSW map page
- 6) Post press releases, legislative issues and other items as received
- 7) Update the Calendar of Events Page to include the date of the events scheduled for state, region and local chapters.
- 8) Check email daily to address all changes within 48 hours. Provide backup procedure if not available or on vacation.
- 9) Update social media with all news articles, marketing campaigns, articles on women's issues
- 10) Add news articles from *NIKE* and *Communicator* to web site.
- 11) Update conference and board meeting web sites, online registration and all materials.

Terms of Payment:

- 1) Invoices are due on a monthly basis
- 2) Invoices shall be sent to NYSW treasurer, who will verify pages worked on during the preceding month.
- 3) Contractor will provide a valid name and address for mailing of payment.

Job Specifications:

Cost:

1. Update NYSW web site as directed

Hourly Rate

\$ _____

Attach resume and references

Hosting Recommendation (if applicable)