



NYS Women Inc. Web Site Request for Proposal

Dated: February 21, 2012

Deadline for Proposals: April 15, 2012

For additional information and questions, please contact: Mary Stelley at mstelley@aol.com

Please e-mail bid to: Mary Stelley at mstelley@aol.com

Proposal submitted by: _____

Terms

Accepted proposals will be effective July 1, 2012. Contract shall be for three (3) years in duration and either party may terminate the contract with 60 days notice. NYSW has the right to accept or reject any and all bids. The current NYSW website can be viewed at www.nyswomeninc.org

The NYS Women Inc is currently using RLComputing, LLC as its hosting provider using the DotNetNuke CMS. Please review their features at: <http://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 memberships and all state meetings. 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. The membership database will be maintained by RLComputing.

WEB DEVELOPMENT AND MAINTENANCE SERVICES consist of posting new and updated information to the site on an as needed basis, and providing feedback to the NYSW Web Content Manager 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 NYSW Content Manger. 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 website monthly:

- 1) Posts the monthly Communicator (Newsletter), which is timely information from the NYSW Officers and Board Newsletter
- 2) Emailing out the Communicator to the members listserv

B. Posting information on the NYSW website quarterly:

- 1) Post the NYSW quarterly publication (PDF)

C. Posting information on the NYSW website annually:

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

D. Posting information on the NYSW website 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 Meetings, and Conference under the Photo Gallery Page.
- 4) Post updates and new information to the Members only section to include bylaws and any other files deemed necessary
- 5) Update broken links to district and local organization websites on the NYSW map page
- 6) Post press releases, legislative issues and other items as received
- 7) Updates the Calendar of Events Page to include the date of the events scheduled for state, districts and local chapters.

Terms of Payment:

- 1) Invoices are due on a monthly basis.
- 2) Invoices shall be sent to Web Content Manager for NYSW as designated by the State President. She will verify pages worked on during the preceding month.
- 3) Web Content Manager will forward invoice to the NYSW Treasurer for payment.
- 4) Contractor will provide a valid name and address for payment to be mailed to.

Job Specifications:

Cost:

1. Receive information from NYSW Web Content Manager

Hourly rate

\$ _____

Attach resume and references

Hosting Recommendation (if applicable)