



Request for Proposal – Webmaster

Date: February 12, 2018
Deadline: April 10, 2018
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, 2018. Contract shall be for five (5) years in duration and either party may terminate the contract with 60 days notice. New York State Women, Incorporated. (NYSWI) has the right to accept or reject any and all bids. The Current NYSWI web site can be viewed at www.nyswomeninc.org.

NYSWI 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 NYSWI 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 an as-needed basis and providing feedback to the NYSWI 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 NYSWI 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 NYSWI web site quarterly

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

B. Posting information on the NYSWI web site annually

- 1) Posts the NYSWI President's picture on the president page with the President's message
- 2) Posts the newly installed officers biographies and pictures on the Officers page
- 3) Updates the chapter and region pages with updated officer information along with the forms throughout the site that send emails to officers.
- 4) Update forms/guidelines for all programs

C. Posting information on the NYSWI 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 NYSWI 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.
- 12) Update online registration forms.

Terms of Payment:

- 1) Invoices are due on a monthly basis
- 2) Invoices shall be sent to NYSWI 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 NYSWI web site as directed

Hourly Rate

\$ _____

Attach resume and references