



NLTAPA Website Development

Request for Proposal

August 26, 2019

Background

The National Local Technical Assistance Program Association (NLTAPA) wishes to replace their current website with one that is more user friendly and easier to update. The current website at www.nltapa.org uses a Drupal engine. It has proven to be hard to edit and update. A web platform, such as Word Press, would be preferred.

Scope

This project involves the design and development of a new web site for use by NLTAPA. The contractor hired by NLTAPA will provide a new website design and work with the NLTAPA Executive Committee (EC) to transfer the existing name of the NLTAPA website to the new platform. The proposers should include a quote for continuing maintenance (if the proposer has this service available). but the actual costs and ongoing maintenance are beyond the scope of this initial development project.

Tasks

The contractor will perform the following tasks as part of this project. The submitted proposal shall provide details on how the contractor expect to accomplish each task.

- Review existing site and suggested revisions provided by the NLTAPA web working group and provide comments/suggestions.
- Prepare a new overall theme and design flow for the new website. There will be a period of revisions and development will start once NLTAPA has signed off on the design. Once development has started, only minor changes can be made without affecting the scope of the project. The website must be user-friendly.
- The contactor shall transfer the old website name and install the new website at: www.nltapa.org
- Prepare the initial content for the website. The final content will be provided by the NLTAPA EC, but the existing website may be used as a guide for the proposer to provide an estimate of the time and costs of the new website. More details on possible changes is provided below. The content should meet ADA requirements.

- Provide an overview of how the site will be stored and maintained. These instructions should include cost information. The proposal shall include an estimate of these costs. Maintenance of the website will fall to NLTAPA at the conclusion of the project. If additional work is needed or the contractor is to be hired to make additional changes or perform maintenance, this will be done outside this project, but the contract shall provide an hourly estimate for this work as part of the proposal.

Deliverables

The final deliverables to be provided include:

- Website deployed on requested domain.
- A backup copy of the files associated with the site.
- Account and login information for the new site.
- instruction on how the site will be stored and maintained.

Proposed Changes from Existing Site

The table on the next page shows the current list of anticipated changes from the existing nltapa.org site. The contractor may use this as a guide for preparing their proposal. The final changes will be determined during the initial scoping of the website. The top row shows the anticipated list of primary areas in the new site. This is just provided for the proposal. The final arrangement will be determined after the contractor is chosen.

NLTAPA Responsibility

The NLTAPA EC shall provide a liaison to work with the contractor on the changes. Any reviews will be done via the NLTAPA liaison. The contractor shall work with the liaison to resolve any issues.

Place of Work

The contractor shall perform the work at a location of their choosing, but NLTAPA will not be obligated to provide any space or hardware to accomplish the tasks.

Project Schedule

The contractor shall provide an anticipated schedule, but two critical dates are:

- The initial overall theme and flow of the website shall be provided to the liaison prior to the NLTAPA Fall EC meeting on November 4, 2019.
- The website shall be in-place by the NLTAPA Winter Business Meeting January 12, 2020.

If there are delays beyond the control of the contractor, they need to obtain approval for the delays from the liaison in writing.

As part of the proposal, the contractor needs to provide the following schedule of proposed task dates.

- Finalize Draft Theme
- Complete initial loading of site content
- Finalize Testing
- Deploy to Staging Site for Client Sign Off
- Deploy to Client Domain

- Client Sign Off and Receipt of Deliverables

Table 1. Proposed Changes to existing NLTAPA.org website

Home/About	Partnerships	Events	Resources	Workgroups	Centers
Spotlight Area – New Center News	Who are they Contact Information	Calendar where Centers can add events (Peer Exchanges)	Categories similar to the PARS Report	List of Workgroups and Members	Interactive Map to click on state and get Center contact information
EC Committee Members (updated photos) Titles Contact Information	How NLTAPA Partners with them	NLTAPA Upcoming and Current Events	Trainers for different categories	Projects the workgroups developing or working on	Regions Show the Region Representative and region meeting dates
Detailed Explanation of NLTAPA	How to become a member of Partner of NLTAPA	Center Conferences	Training Manuals, PDF's Video's Podcasts	Benefits of being on a workgroup	
Mission Statement	What is the benefit of the Partner Organization for a Center?		Links to Access: Basecamp NLTAPA Google Groups Tailgate Talks FHWA CLAS Website Build a Better Mousetrap inform.		
Vision Statement	Become a partnership workgroup participant				
Summer Meeting Announcement					
Winter Business Meeting					
Annual Report					
Photos of Center Activities					
Calendar of Events					

Costs and Payments

The total costs and proposed sub payments for task delivery shall be included in the proposal.

PROPOSAL DEADLINE DATE: September 20, 2019

PROPOSAL SHOULD BE SENT TO: Denise Brown, denise.brown.1@ndsu.edu, 701-328-9856