REQUEST FOR PROPOSAL

ABOUT ADVOCATES

Advocates champions people who face developmental, mental health, or other life challenges. We partner with individuals and families to shape creative solutions to even the greatest obstacles.

We provide a broad range of services for people facing life challenges such as addiction, aging, autism, brain injury, intellectual disabilities, and mental health challenges. At Advocates, thousands of individuals and families living in Massachusetts and Rhode Island find the supports they need to lead rewarding lives.

To learn more about our organization, please see www.Advocates.org.

SCOPE OF WORK

Advocates recently merged with two human services organizations. As part of this merger, we acquired several programs with standalone websites. We are looking for a web development firm to assist us with the general maintenance, technical support, and upkeep of these six existing websites, in addition to specific projects related to the sites. One such project is the creation of a WordPress site for Cape Cod Family Resource Center. At this time, we are seeking proposals for ongoing website maintenance and for the creation of a WordPress website for Cape Cod Family Resource Center. Anticipated projects are outlined only to give a sense of possible future workflow.

Ongoing Website Maintenance

We are seeking ongoing website maintenance, including site health checks for security and performance, monitoring issues and bug fixing, theme and plugin updates, and occasional technical assistance and troubleshooting. Each of the six websites is currently undermanaged and out-of-date; we can make basic content changes but at times require an additional layer of support. Please find additional information about each of the websites in the Website Inventory section at the end of this document.

Creation of CCFRC WordPress Website

The website for the Cape Cod Family Resource Center was built using the GoDaddy CMS. We would like the CCRFC website to be recreated using WordPress, allowing for consistency across

the six standalone program websites. The scope of this project will include creating a new website with fewer than 15 static pages and with the ability to create events. You can view the current website here: https://capecodfamilyresourcecenter.org/

Examples of Anticipated Website Projects

We anticipate the need for several project-based website tasks, such as consolidating the six websites onto a single hosting platform and re-theming outdated WordPress sites with special consideration given to user accessibility. Over time, we would like to explore the possibility of the same web developer managing not just our six WordPress sites, but also our main Drupal sites (www.Advocates.org, www.AutismAlliance.org, www.AutismWelcoming.org). As such, special consideration will be given to those firms who are comfortable working with both WordPress and Drupal.

RFP REQUIREMENTS

Please provide the following information regarding your services.

- Company overview
- What makes your company a great fit for this project, including any experience with non-profits, human services, and/or health care providers
- Examples of related work designing and building accessible websites
- Scope of work and pricing for ongoing maintenance of six WordPress sites
- Scope of work and pricing for moving Cape Cod Family Resource Center site to WordPress
- Comfort level with anticipated website projects
- Availability (e.g. M-F 8am-4pm; could begin work as soon as January 2025; etc.)
- Main contact for the project

CONTACT INFORMATION

Submit your proposal and any questions you may have to Alexander Montville, Marketing Operations Specialist, AMontville@Advocates.org.

WEBSITE INVENTORY

Of the six websites below, five are currently active and one is unpublished with redirects in place. Most are built in WordPress, and one [that we'd like to eventually move to WordPress] uses the GoDaddy CMS.

The Assistive Technology Conference of New England (ATCNE)

Currently on hiatus, the Assistive Technology Conference of New England (ATCNE) showcases the latest in assistive technology to help enhance and change the lives of people with disabilities of all ages.

The ATCNE website has been taken down and redirected to a page on the TechACCESS website. For additional information about the conference, visit https://www.techaccess-ri.org/assistive-technology-conference-of-new-england/.

Autism Resource Center

Autism Resource Center provides information, resources, and support for children and families in Worcester, MA and its surrounding communities. Visit their website here: https://www.autismresourcecentral.org/

Cape Cod Family Resource Center (CCFRC)

Cape Cod Family Resource Center (CCFRC) offers programs and services to help families on Cape Cod get the support needed to succeed. Visit their website* here: https://capecodfamilyresourcecenter.org/

*Note: The CCFRC website needs to be migrated to WordPress from the GoDaddy CMS.

The Darnell School

The Darnell School is a special education school for children in Hudson, MA with a mission to enrich and enhance the lives of students so that each child reaches their fullest potential and greatest level of independence. Visit their website here: https://darnellschool.org/

No One Walks Alone (NOWA) Recovery Support Center

The goal of NOWA is to inspire, motivate, and encourage the Blackstone Valley community by showing that recovery from addiction and substance abuse is possible. Visit their website here: https://nowarsc.org/

TechACCESS of Rhode Island

TechACCESS of Rhode Island is an organization that provides assistive technology services to people with disabilities. Visit their website here: https://www.techaccess-ri.org/