

# Request for Quotation

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## Website Design & Hosting Services

For The:

# Lane Council of Governments

## Background

The Lane Council of Governments (LCOG), in partnership with Food for Lane County (FFLC), is currently seeking quotations for web design and hosting of a new combined website for the Meals on Wheels program.

The purpose of this RFQ is to assist the agencies in identifying how vendors would meet this need, and what the associated costs would be. This is not an official solicitation for proposals.

## Current Environment

Lane Council of Governments (LCOG) partners with Food for Lane County (FFLC), to deliver Meals on Wheels to homebound older people in Lane County. FFLC provides the Meals on Wheels in Eugene and LCOG delivers the Meals on Wheels in Springfield and outlying Lane County communities. The two organizations work together under a common logo to promote the program and to recruit volunteer and donor support.

The Lane Council of Governments and Food for Lane County, both located in Lane County, Oregon, will continue to own and operate their own individual websites for providing services to the local community. Together the two agencies partner in providing Meals on Wheels to about 1,300 homebound people in the County. Over time, the program has grown in complexity, and there is increasing interest in creating a separate shared Meals on Wheels website.

A current shared Meals on Wheels website would modernize engagement with the donor and volunteer networks, and ensure continued stability of the Meals on Wheels program in to the future. Having an updated content management system would greatly improve staff's ability to support and respond to the community need.

As a result, the Lane Council of Governments is requesting quotations from vendors on how they would complete this work and what the budget would be for the project.

## Project Elements

The purpose of the new site is meant to include the following elements:

- A modern, mobile platform for providing customers with information on the Meals on Wheels Program & Services.
- Offer the opportunity for individuals and businesses to easily and securely make online charitable donations.
- Offer the opportunity for prospective volunteers to indicate their interest. Incorporation of 4-6 images and/or videos we would like to use, and consistency with our existing colors and logo.
- Audience is primarily Donors and Prospective Volunteers
- Main content categories include: Volunteer; Donate; Get Help; About Us

## Scope of Work

The proposal should include pricing for the following:

1. Website Graphic Design and Hosting Services
2. A user-friendly content management system that allows staff to post content, including monthly menus and newsletters
3. Simple contact form for potential volunteers to share their contact information
4. Online form for people who want to sign up for the mailing list
5. Ability to link to DonorPerfect software to make online donations. (Still investigating whether offering monthly giving through this website will be an option)
6. Social media account creating and integration
7. Assistance with registering a new domain
8. Secure certificate (SSL) for the new website protection for both administration login and public pages.
9. Search optimization

## Work Requirements

The proposal must include:

1. Vendor must have proven experience with web design and hosting.
2. Pricing for a mobile-responsive design.
3. Vendor must provide at least one client reference from a related project.
4. Vendor must be able to represent design interests from LCOG and FFLC, and to work effectively with staff from both agencies.
5. Please provide a project start (availability) date.
6. The timeframe for this project is to Go Live in December 2017. Please provide an estimated project completion date.

## Submittal Information

Proposals are due by 5:00PM (PST) November 13<sup>th</sup>, 2017. Proposals and any questions should be submitted electronically to the following:

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