



## **Request for Proposals: Website Design/Redesign For MN-iaclea**

Company Name: **MN-iaclea**

Websites URL: **[www.mn-iaclea.org](http://www.mn-iaclea.org)**

Contact Name: **Chris Cichosz**

Phone Number: **1-507-450-4173**

Email: **[ccichosz@winona.edu](mailto:ccichosz@winona.edu)**

### **Introduction**

MN-iaclea is the Minnesota Chapter of International Association of Campus Law Enforcement Administrators. The mission of our organization is to promote professionalism within the Campus Public Safety community. MN-iaclea holds meetings in various locations within the state on a bi-monthly basis, with an annual two-day spring and fall conference each year. MN-iaclea wants to redesign its website currently found here:

**[www.mn-iaclea.org](http://www.mn-iaclea.org)**

You have been selected as a vendor to respond to this request and would like to ask you to prepare a proposal to accomplish the task that includes timeline, cost, and deliverables. The following RFP includes a background of our organization and describes the purpose of the redesign, its desired functionality, and specific requests relating to the proposal. We understand that details may be subject to change upon vendor recommendation and/ or research of more optimal solutions. In your proposal, please feel free to suggest alternatives where noted.



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### 1. COMPANY BACKGROUND

*MN-iaclea was formed to develop, promote, and support a common interest in professional campus law enforcement and/or security services. MN-iaclea strives to maintain, upgrade, and improve the quality of those services and the people who provide those services. In doing so, MN-iaclea members will enhance the safety, security and integrity of the higher education community for which they serve.*

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>	<b>Title</b>
<i>Chris Cichosz</i>	<i>President</i>	<i>ccichosz@winona.edu</i>	<b>1-507-450-4173</b>	<i>President</i>

### **2. Budget**

*MN-iaclea is budgeting between \$3000-\$7000 for this website redesign (Phase 1), with a potential additional 2-year maintenance and service contract with a base cost for 3 hours of annual updates and additional work done at a cost/hour basis (Phase 2). When constructing the budget, please list the website, maintenance, and service contract as separate components.*

*For Example:*

*Phase 1- Base Bid - \$7000*

*Phase 2- \$1000 (2-year Maintenance and Service Contract), \$50/hour for additional work.*

### 3. Timeline

*Present a realistic timeframe for the project and include an expected launch date. A good time frame accounts for review and approval processes and accommodates multiple rounds of revisions. Think about how fast your organization can turn around this type of feedback.*

RFP Release Date

*May 17, 2021*



## Response Deadline

*Proposals due on June 7, 2021*

## Vendor Selection

*Review and selection of vendor will occur after the June 11, 2021 Business Meeting.*

## Project Kickoff

*Begin work July 1, 2021.*

## Project Update and Beta Version Complete:

*August 15, 2021.*

## Desired Launch Goal Date

*Desired Launch date: September 1, 2021*

## **4. Challenges**

*Desire of the organization to have a one-stop location for the organization and a desirable functional website for access to all records, forms, business, and payment functionality.*

## **5. Goals**

- 1. Simple website design with single landing page and new branding.*
- 2. Google Powered Docs, Forms, Drive, Gmail*
- 3. Eventbrite Linked Page for All Payments*
- 4. User Functionality to Make Updates to Website*



## **6. Requirements**

- 1. Single Landing Page that is simplistic with updated coloring and branding*
- 2. Link to an internal Google Drive for Chapter members to access documents*
- 3. Link to external Eventbrite page for payments*
- 4. Link to Editable Google Doc Showing Chapter Meetings and Events*
- 5. Link to Google Docs for Membership Form*
- 6. Link to Google Doc with Chapter By-Laws*
- 7. Link to Google Doc with Current Chapter Officers*

## **7. Submission Instructions**

Please send completed proposals in PDF format to Chris Cichosz ([ccichosz@winona.edu](mailto:ccichosz@winona.edu)) by specified date above.

All proposals should include the following details on company background and project estimates:

- Name, address, email, phone, website
- Number of years in operation
- 1-3 relevant projects, who worked on each project, link to case study or website URL
- Number of hours and general timeline from start to completion (approx.)
- Project management approach
- General overview of website build process from beginning-to-end