



May 29, 2018

Request for Proposals: Website Redesign

EDFC is looking to revamp our existing website. We are seeking an individual or company with the necessary skills and capacity to complete the following scope of work under a contract agreement.

Scope of Work

The successful contracted individual will be expected to complete the following project tasks as part of the professional services agreement:

- Install a new WordPress Theme to improve the design and functionality our site
- Ensure that all data is migrated and formatted correctly from the old template to the new theme
- Install Google analytics
- Expand content to include other add on features such as a newsletter sign-up, donation button, inquiry/contact form, etc.
- Install plug-ins for security and back-up;
- Ensure site is set up for SEO

The final product will look clean and attractive. When complete it needs to be accessible for staff to easily administer it in-house, including ability to make changes to content, design, order, pages, links, and any other aspect of the site as our organization grows and changes.

Interested parties should submit their proposals via email to diann@edfc.org no later than Friday, June 15, 2018, with a project start date of July 1, 2018 with the ability to complete the project no later than September 30, 2018.

A proposal should include the following:

- Cover letter and resume of applicable persons
- Timeline and detail of how and when tasks will be completed within the desired timeline
- A link to your portfolio or examples of your work and at least one reference

If you have questions please call 707.234.5705 or email heather@edfc.org

Proposal amount should not exceed \$1,500.