



REQUEST FOR QUALIFICATIONS

Title: **Website Technical Support**

RFQ Number: **3610.22.01**

Project Manager: **Amanda Johnson**

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is seeking a qualified website development vendor to partner with the Council's in-house website manager to provide technical support for websites built with WordPress Content Management System.

Work would include, but may not be limited to:

- Coordinating with the in-house website manager to plan and implement major updates, theme upgrades, content templates, and other features;
- Regular maintenance updates to WordPress, plugins, and theme;
- Security upgrades and recommendations for current best practices;
- Training staff on new functions, as needed.

This is an ongoing website development project, with a budget not to exceed \$10,000 in FY2023 (July 2022-June 2023). Successful candidates will have opportunity for continued paid partnership in future fiscal years. Budgets for FY24 and beyond are set by the Council's Board of Directors in their sole discretion. The annual budget prior to FY2023 averages around \$7,000.

Interested parties should submit a resume and/or letter of interest detailing:

1. Relevant expertise and skills
2. Contact information for three client references
3. A list of hourly rates and other applicable charges

Please submit to:

Amanda Johnson, PWSRCAC Project Manager, via email at:

amanda.johnson@pwsrcac.org

Questions regarding this RFQ should be directed to the project manager listed above via email.

Submissions must be received by the project manager on or before September 30 for consideration.

About the Council

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is an independent, nonprofit corporation whose mission is to promote the environmentally safe operation of the Valdez Marine Terminal and associated tankers. Additional information about PWSRCAC can be found at www.pwsrcac.org.

SERVICES REQUESTED

The types of services sought by PWSRCAC may include:

- Update WordPress Core and installed plugins on a regular schedule, to be determined between chosen vendor and website manager
- Review and evaluate theme, plugins, and other technology on an annual basis, and recommend replacement or upgrades as technology evolves to ensure site is modern, up-to-date, user-friendly, and secure
- Create templates for various content types
- Evaluate plugins for additional features as needed
- Training for website manager and other staff as needed
- Provide support and advice on best practices for website management
- Maintain site documentation
- Regular communications with website manager, including participation in annual planning and progress reports
- Perform emergency maintenance
- Other work not listed above may be requested by website manager

EXPERTISE

Experience and skills needed by PWSRCAC to perform the services described above includes but is not limited to the following.

- WordPress Content Management System
- Knowledge of PHP and website security
- Best practices for website accessibility
- Experience with WordPress Full Site Editing (FSE) preferred (sites are not currently using FSE, but we would like to upgrade)
- Experience with extensive PDF libraries preferred
- Best practices for search engine optimization (SEO)
- Familiar with Google Analytics
- Ability to implement custom modifications to WordPress and/or plugins
- Ability to collaborate and work as a team with in-house website manager
- Ability to provide clear and understandable updates on work and projects
- Ability to meet deadlines and stay within budget
- Ability to evaluate current site and recommend changes as needed