Information Technology Contractor Proposal Request

The Augustine Fellowship, S.L.A.A., Fellowship-Wide Services, Inc. (F.W.S.), a Twelve Step organization, is seeking Requests for Proposals (RFP) from contractors able to provide experienced and skilled Information Technology services to meet our organization's technology requirements. This contract will ensure optimal technological performance to provide support to our members, staff, and those seeking information about F.W.S. The selected contract will demonstrate a strong background in information management, website design, development, maintenance, the provision of web technologies and best practices. The contractor should have a strong background in the provision of the latest web technologies and best practices. The contractor must be able to provide the ability to develop new tools and frameworks as needed to meet the needs of the organization. Please provide examples of past projects.

F.W.S. is seeking to complete the following projects:
1. Update and manage F.W.S.'s website, including content creation, editing, publishing, and Management of digital file storage.
2. Ongoing website maintenance: ensures that the website is up-to-date, functional, and responsive. This includes regular checks and updates to the site's content, design, and functionality.
3. Management of the organization's email addresses.
4. Provide a contractor representative to sit on the Website Management subcommittee (WMS).
5. Annual Business Conference/Meeting (ABC/M): The organization holds its annual business meeting where the Contractor attends and gives a presentation of the website, its analytics, and highlights. The contractor will provide services to assist the office with ABM registration and provide technical support throughout the conference which is typically a multi-day event.
6. Technical Support: The Contractor will provide technical support to website users such as resolving issues with broken links, login problems, or other technical difficulties.
7. The contractor will research and develop Search Engine Optimization (SEO): The Contractor ensures the website is optimized for search engines. This includes optimizing content for keywords and ensuring that the site's structure and coding are search-engine friendly.
8. Analytics and Reporting: The Contractor will monitor website traffic and performance using analytics tools and generate reports on website performance.
9. Security and Backup: The Contractor will ensure the website's security, including implementing security measures such as firewalls, encryption, and backup systems.
10. Content Management: The Contractor will manage the creation, editing, and publishing of website content, including text, images, and multimedia.
11. User Experience (UX) Design: The Contractor is responsible for designing and maintaining a user-friendly website that is easy to navigate and provides a positive user experience.

Contractor Staffing Requirements:

1. Individuals with an educational background and/or experience demonstrating knowledge of Computer Science, Information Technology, and Web Development technologies.
2. Documented experience in website design, development, and maintenance.
3. Documented experience providing content management systems (CMS) such as WordPress, Drupal, Joomla, HTML, CSS, and JavaScript.
4. Documented search engine optimization (SEO) best practices and experience with web analytics.
5. Documented experience implementing web analytics tools such as Google Analytics.

The Contractor will provide:
1. Content Management Systems (CMS): The Contractor must provide support for WordPress. This includes knowledge of CMS configuration, plugin installation, and content creation.
2. Web Development Frameworks: The Contractor should proficiently use popular web development frameworks such as AngularJS, React, and Vue.js. This knowledge covers web application development, responsive design, and browser compatibility.
3. Web e-Commerce Platform: The Contractor should be skilled in the Miva Merchant platform to build and manage the online store. Also: Caspio, Quickbooks, Qgiv, Amazon S3, etc.
4. Web Design Tools: The Contractor should be familiar with popular web design tools such as Adobe Photoshop, Sketch, and Figma. This includes knowledge of design principles, typography, and color theory.
5. Version Control Systems: The Contractor should proficiently use version control systems such as Git and SVN, and/or have experience in branching and merging, code review, and deployment workflows.
6. Search Engine Optimization (SEO) Tools: The Contractor should be familiar with standard SEO tools such as Google Analytics, Google Search Console, and SEMrush. This includes knowledge of keyword research, on-page optimization, and link building.
7. Web Server Administration: The Contractor should have a strong understanding of web server administration, including knowledge of server setup, security, and performance optimization. This includes familiarity with web server software such as Apache and NGINX.
8. Social Media Management Tools: The Contractor should be familiar with popular social media management tools such as Hootsuite, Buffer, and Sprout Social. This includes knowledge of social media strategy, content creation, and engagement.