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## Request for Qualifications Website Development and Webpage Support

The **Northwest Workforce Council (NWC)** is seeking qualified contractors to provide website development, maintenance, enhancement, and support services for two existing websites:

**NWBoard.org**

**NWC-Connect.org**

NWC is interested in establishing a pool of qualified website development professionals or firms capable of providing ongoing website updates, design improvements, functionality enhancements, technical support, content updates, accessibility improvements, and other web-related services as needed.

NWC will maintain a file of qualified respondents and may solicit specific quotes, proposals, or statements of work from qualified contractors when website-related projects arise.

### Qualifications

Respondents must demonstrate:

- Experience developing, managing, updating, and maintaining websites.
- Experience working with nonprofit organizations, government agencies, workforce development organizations, or similar entities.
- Knowledge of website accessibility standards, user experience design, and mobile responsiveness.
- The infrastructure and capacity necessary to provide timely project completion, communication, invoicing, and ongoing technical support.
- Demonstrated effectiveness in the fiscal and administrative functions necessary to provide services funded through federal, state, or local grants.
- A commitment to serving diverse communities and supporting values of inclusion, diversity, equity, and accessibility.

Interested parties must complete a narrative response to the items in Sections 1-3 below and submit via email to:

**info@workforcenorthwest.org**

**Subject Line:** Website Development RFQ

## QUALIFICATIONS FORMAT

### Website Development and Webpage Support Services

*(Respond to items requested in Sections 1-3. Three-page maximum. May include website links within response.)*

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#### Section 1: Respondent Information

Date Submitted:

Organization/Proposer:

Address:

EIN:

Contact Name:

Email:

Telephone:

Website:

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#### Section 2: Brief Description of Organization, Experience, and Ability

- Describe your organization's structure, staffing, and capacity to provide website development and support services.
- Describe your organization's previous projects developing, redesigning, updating and supporting existing websites or webpages.
- Describe your experience with website content management systems (CMS), accessibility compliance (WCAG standards), mobile-responsive design, website security and maintenance, and website analytics and reporting.
- Describe your experience working with nonprofit organizations, workforce development organizations, public agencies, or other mission-driven organizations.
- Describe your process for gathering client requirements, managing projects, testing website changes, and providing ongoing support.

Include examples of related projects completed within the last three years. Provide a brief description of the three most relevant projects which can be used as references, including:

- Organization name/Contact Information
  - Project scope
  - Description of services provided
  - Completion date
  - Outcomes achieved
  - Website URL (if publicly available)
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#### Section 3: Cost Structure and Availability

Please provide:

- Hourly rates
- Typical project rates (if applicable)
- Any retainer options available
- Estimated response times for support requests
- General availability and capacity to accept projects

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## **Evaluation Criteria**

Responses may be evaluated based on the following:

- Relevant experience and qualifications
- Demonstrated success on comparable projects
- Experience with nonprofit and publicly funded organizations
- Technical capabilities and expertise
- Quality of references
- Demonstrated commitment to accessibility and inclusion
- Cost-effectiveness and value
- Capacity to perform work in a timely manner

## **Equal Opportunity Statement**

Northwest Workforce Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. NWC encourages responses from firms and individuals that reflect the diversity of the communities we serve.

## **Reservation of Rights**

- Northwest Workforce Council reserves the right to:
- Reject any or all submissions.
- Request additional information from respondents.
- Interview respondents.
- Establish a list of qualified contractors.
- Negotiate contract terms.
- Award contracts in whole or in part.
- Cancel this RFQ at any time if deemed in the best interest of NWC.