

# Migrating ANC6A Web Site to WordPress

## Request for Proposals

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Advisory Neighborhood Commission (ANC) 6A is interested in migrating its current static HTML web site into WordPress. We are seeking professional assistance in making this transition.

### Specifications

This project has the following components:

- Recommendation of an appropriate WordPress theme and/or template
- Custom template design modifications, if necessary
- Migration of current web site content to new WordPress site, and re-establishing all links
- Testing of new site to ensure complete migration and functionality
- Working with web host to ensure uninterrupted transition of web site and any relevant statistical tracking functionality, and establishing regular backups

Our current web site, [www.anc6a.org](http://www.anc6a.org), functions as both an outreach tool and a virtual “filing cabinet” where all announcements, meeting minutes for the ANC and its committees, supporting documentation, and official ANC correspondence resides. The ANC would like to maintain the current web site design and structure, the components of which are approximately as follows:

- 120 static HTML content pages
- 7,850 linked files
- Site is hosted at WebHSP (WordPress compatible)

### Costs and Timeline

Please specify the order in which each part of the project will be completed, with approximate time and costs required at each step. *For example:*

Task	Time Required	Estimated Cost
Selection of WordPress theme	3 hours	\$150
Migration of content	2 weeks	\$1000

Separately, please indicate any other anticipated or potential costs (additional software, themes, etc.), if known.

Please also indicate your availability and hourly rate(s) for technical assistance or maintenance outside the scope of this RFP.

### **Resources and Assets**

Members of the ANC6A Community Outreach Committee will oversee this transition, and will be available as necessary to assist in migration.

### **Evaluation and Selection Process**

Proposals will be reviewed and evaluated by ANC6A's Community Outreach Committee, with a recommendation on selection to be sent to the full ANC for their approval. Proposals will be evaluated on a combination of factors, including cost and demonstrated experience of respondent.

Please note: ANC6A is a part of the government of the District of Columbia; as such, copies of all proposals must be made available to the public. All proposals and the committee's recommendation will be included as part of the meeting agenda package for the next occurring ANC6A meeting following selection (anticipated December 2014).

### **Format for Proposals**

Proposals should be no more than 5 double-spaced pages, and should include:

- A brief company profile
- Length of time in business
- Core competencies, including experience in WordPress and site migration
- Project timeline with associated costs at each step

In an appendix, respondent should provide samples of projects representative of the items requested in the RFP.

### **Submission Deadline**

**Proposals are due by 5 pm on Friday, December 5, 2014.** They should be submitted electronically to:

Elizabeth Nelson  
ANC6A Community Outreach Committee  
elizabeth\_knits@yahoo.com  
(202) 543-3512

Any questions about this RFP may be directed to Elizabeth Nelson at the contact information listed above.