

ANC 6D

Advisory Neighborhood Commission 6D

Southwest | Buzzard Point | The Wharf

RFP for Website Migration

Advisory Neighborhood Commission (ANC) 6D is seeking a consultant to migrate our existing website to a new hosting and development platform to match the functionality and pages of our current website <http://anc6d.org/>.

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PROJECT OVERVIEW

ANC 6D's current website is outdated and not user-friendly, which makes it difficult for constituents to find documents and needed information easily. In the future, we plan to improve our new website to be user- and mobile-friendly, easier to manage and update its contents, and help us better reach our neighbors in ANC 6D.

The existing website is currently built in WordPress. To accomplish our future improvement objectives, we seek to migrate the site away from WordPress to a more modern solution as part of this RFP. In the future, a more modern solution would also allow us to be able to make minor edits to the content in-house meaning the back-end maintenance tools need to be user-friendly as well.

BACKGROUND

Advisory Neighborhood Commissions (ANCs) are locally elected bodies which consider a wide range of policies and programs affecting their neighborhoods, including traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection, and the District's annual budget.

In each of these areas, the intent of the ANC legislation is to ensure input from an advisory board that is made up of the residents of the neighborhoods that are directly affected by government action. The ANCs are the body of government with the closest official ties to the people in a neighborhood. The ANCs present their positions and recommendations — “advice” — on issues to various District

government agencies, the Executive Branch, and the Council. They also present testimony to independent agencies, boards, and commissions, usually under the rules of procedure specific to those entities. Under certain conditions, ANC advice must be given “Great Weight” by those agencies, meaning that they must acknowledge the advice and explain why they do or do not accept it.

ANCs may also present their positions to Federal agencies, but those agencies are under no obligation to pay attention to or consider ANC “Great Weight”.

BUDGET

We are budgeting up to \$4,000 for this project. The final approved budget will cover creating the new website platform configuration, migrating the content from the old website to the new website, and working with the ANC 6D Admin and the selected ANC 6D Commissioner task force to provide complete testing and verification of all functions.

Note that all out of pocket expenses including domain registration, site hosting fees and any paid-on integrations will be paid by the ANC not to exceed \$300 per year **separate from this RFP.**

TIMELINE

- RFP Release Date: July 22, 2024
 - Posted via www.anc6d.org
 - Shared with OANC for vendor recommendations / additional publication
- Response Deadline: August 30, 2024
- Consultant Selection: September 9, 2024
- Project Kickoff: September 15, 2024
- Desired Launch Goal Date: September 15, 2024

DESIRED WEBSITE

- ❖ The desired website will include, but not limited to, the following:
 - Resource Library (sorted by date and can be filtered by date) that includes:
 - Meeting Agendas
 - Meeting Minutes
 - Embedded Zoom videos with recordings of meetings
 - Presentations and documents related to specific meetings
 - Home webpage that includes, but not limited to:
 - Announcements box
 - Mapping tool to locate single-member district and identify ANC commissioner
 - Calendar with upcoming events
 - Webpage with ANC Commissioners contact information.
- ❖ For this project, the selected consultant must:
 - Work with ANC 6D Commissioner task force to identify new website platform and template.
 - Migrate existing Wordpress content to new website.
 - Maintain and use existing logo and design elements.
 - Confirm that the new site is ADA compliant.
 - Ensure that the website includes:
 - Calendar syncing

- File access links as required (links to documents)
 - Email sign-ups and contact protocol.
 - Ability to add/or edit pages in new template.
- Complete testing website on desktop, mobile and tablet and administer post-launch repairs, edits, and ANC 6D Commissioner and staff training.
- ❖ Examples on desired outcomes:
 - [ANC 1B](#)
 - [Advisory Neighborhood Commission 1A – Proudly serving the Columbia Heights neighborhood of Ward 1 \(anc1a.org\)](#)
 - [Advisory Neighborhood Commission 5E \(anc5edc.org\)](#)

SUBMISSION INSTRUCTIONS

Please submit your response to the RFP by 8 p.m. ET on August 30, 2024, by sending one PDF or Word file via email to 6d@ANC.DC.GOV, 6d04@anc.dc.gov, 6d01@anc.dc.gov and 6d07@anc.dc.gov.

- Applicants must include the following in their response:
 - Name and contact information
 - List 2-3 top relevant website projects, role in each project, and links to website(s) URL
 - Number of individuals that will work on the website project, their roles, and responsibilities
 - General overview of website design and build process end-to-end (no longer than one page) with timeline.
 - A budget explanation with the estimated number of hours that will be spent on the project and any non-personnel costs. (no longer than one page)
- If you have any questions, please reach out to ANC Commissioner Bob Link at 6D01@ANC.DC.GOV or ANC Commissioner Andrea Pawley at 6D04@ANC.DC.GOV
- RFP responses will be evaluated by Commissioners Kramer, Link and Pawley as well as our ANC6D Support Admin. The award will be based on “best overall value” to ANC 6D as measured by the delivery of the desired outcomes listed above balanced against total cost and total time for execution. The evaluation Committee will make a final recommendation for full vote by ANC 6D at our September 9th Business Meeting.