Request for Proposals

**Release Date:** October 15, 2020  
**Number:** 20-10-15

**Service Needed:** Website Designer

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**About Neighborhood House**

Neighborhood House is a social services agency in King County, WA that operates in the realm of housing assistance, adult education and employment, aging and disability services, community health, youth development, and early childhood education. Last year, we worked with over 16,000 community members to increase access to health, education, and economic opportunity.

Our Child Development (CD) department runs all early childhood education programs, including home visiting programs and preschool classrooms. These programs serve expectant parents in addition to children birth to 5 years old. Learn more about the CD department here: [https://nhwa.org/lookinside/program.php?program=Early+Childhood+Education](https://nhwa.org/lookinside/program.php?program=Early+Childhood+Education)

During the COVID-19 pandemic, we have pivoted to virtual programming for our families and early learners. CD will require a more robust website in order to help those enrolled in our programs as well as conduct outreach to help more community members.

**Scope of Work:**

Hire design firm/web developer to create new website for Neighborhood House’s Child Development department, incorporating the following objectives, audiences, and key functionalities. This new website should have the core infrastructure and be flexible enough to integrate into agency-wide use in the future (not as part of this contract).

**Objectives**

The new website needs to be made with the following in mind:

- Fresh, modern, and updated visual look using agency branding.
- User-friendly navigation for audiences with different skill levels.
- Mobile-responsive and adhering to accessibility standards.
- Integration with external needs such as HR platform and constituent databases in a secure manner.
- Created on WordPress platform with the ability to be expanded and built upon in the future.
- Ease of manageability and ability to update/edit contents internally with templates.

**Audiences**

The new website will need to serve these key constituents:

- Current and prospective clients and community members.
- Current and prospective staff members.
- Supporters and the general public.
Key Functionalities
These are the main functions for the new website:
- Ability to present different divisions and programs information. (E.g. different tabs, subpages, or other organizational methods for our various early learning programs.)
- Ability to facilitate enrollment through a third-party website.
- Ability to securely collect follow-up data and forms directly from the new website.
- Built-in translation functions or multi-lingual capabilities.
- Ability to host remote learning resources and videos, with the potential to be password protected.
- Plan for usability tests before going live.
- Ongoing support and maintenance plan options.

Project Timeline
- Accept RFP submissions through October 25.
- Review submissions and interview potential partners October 26-30.
- Selected partner will be notified by November 2.
- Project begins the week of November 2. Project must be completed by December 20.

Requirements
Ideal candidate has experience designing websites for non-profit organizations. Please submit a proposal with the following:
- Budget, estimated hours, and hourly rates for those that will be involved in the project.
- Previous website project examples, portfolio links, and client references.

Budget
$30-40,000, depending on the above specifications.

Questions
Contact Sayyora Polat at sayyorap@nhwa.org.

Instructions
Email or FAX submissions to: anhthun@nhwa.org or (206) 461-3857, Attention: Anhthu Nguyen