

REQUEST FOR QUOTE

Website Developer

03/19/2023

Central Ohio Young Black Democrats is requesting quotes for a Website Developer or equivalent, as a contract service provider for the organization.

RFQ Submission Guidelines Length of Contract: 2 months

Anticipated Contract Schedule: Monday, April 24, 2023 – Monday, May 29, 2023

Contract not to exceed \$1,000 nor 67 hours of services

Please email quotes to:

Adriana Gordon, Executive Administrator at Central Ohio Young Black Democrats

execcoybd@gmail.com, info@coybd.org

RFQ Submissions must include:

1. Your name
2. Your company name
3. Telephone number
4. Contact person's email address
5. One (1) professional reference

If you have a website and would like to showcase your business, please include a link.

All solicitors/businesses with whom COYBD contracts must, after acceptance of the quote, meet the following criteria:

1. The entity must be registered/licensed to do business in the State of Ohio and in Good Standing.
2. The entity must be able to provide a current W9 Tax Form
3. No bid or quotation may be accepted from any individual or company on the State of Ohio's debarment list.

RFQ submissions will be scored on: 1) Experience, 2) Price, and 3) Availability

RFQ Timeline

- Sunday, March 19, 2023 - RFQ distributed
- Friday, April 14, 2023 – RFQ submission deadline
- Monday – Friday, April 17-21, 2023 – RFQ responses will be reviewed and vendor contract discussion will conclude
- Sunday, April 23, 2023 Contract will be awarded
- Monday, April 24, 2023 – Monday, May 29 (or 31), 2023 – Anticipated Contract Period

Scope of Contract Work

The Website Developer (WD) will work with COYBD Director of Communications Membership & Outreach and the President to help visitors of COYBD understand the work of COYBD in the central Ohio region by providing an engaging and vibrant website design.

Essential Duties and Responsibilities (and framework of contract)

- Working knowledge of services/resources in community
- Ability to work closely with C-Suite leadership to develop a robust marketing site with limited to none ecommerce capabilities

Competencies

- Maintains strict confidentiality with professionally identifiable information
- Adaptable to change and able to work independently and as part of a team
- Strong communication skills (written, verbal, interpersonal, etc.)
- Capable of managing multiple projects concurrently while maintaining a high level of attention to detail on each project
- Manage and prioritize work effectively with minimal supervision
- Proficient with Microsoft Office Professional