

## **Request for Proposal: Information Technology Support Community Development Society**

### CDS Summary

The Community Development Society (CDS) is a membership based, 501(c)(3) non-profit organization.

The CDS mission is to strengthen community development practice, policy, learning and scholarship through connecting, convening and collaborating. CDS provides leadership to professionals and citizens across the spectrum of community development. Members come from a variety of fields: education, health care, social services, government, utilities, economic development practitioners, citizen groups, and more.

CDS facilitates multiple opportunities to learn what's new in the profession, to exchange ideas, to obtain the most current research and reference information available and to share professional expertise. Our annual conference, publications, and listservs offer:

- Professional development
- Networking
- Information on initiatives and job opportunities
- Recognition for outstanding contributions and achievements
- Opportunities for discussion and debate

The CDS active membership currently stands at 280. Over eighty percent of members practice in the United States with the remaining members coming from nearly 32 different countries around the globe.

### IT Support Overview

CDS is seeking proposals from professionals and/or firms to provide annual IT support for its website and member management system.

The selected vendor will be required to manage and maintain the CDS internet presence to ensure optimal performance, efficiency and maximized uptime. The CDS website and membership management system uses the Joomla Content Management System with EasySocial and membership fee payments are accepted through a link to PayPal. However, CDS is not bound to using the Joomla platform nor PayPal and will consider alternatives.

Please state in a proposal the services that you provide and how they will keep CDS's internet presence and membership management running efficiently through the identified Scope of Work.

### Scope of Work

- Website
  - Provide recommendations for website hosting, optimization, improvements, and/or alternative platforms
    - current CDS website address <https://www.comm-dev.org>
    - temporary login credentials to the member area is available upon request to: [director@comm-dev.org](mailto:director@comm-dev.org)
  - Provide updates to the website on a regular basis within a defined service level agreement
    - Current update requests take a maximum of 4 hours per month.
- Annual Conference Support

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- Make small modification to the already existing conference registration platform to prepare for our conference
- Provide offsite development support during our 3-day conference and ensure registration issues are addressed within an hour of initial report
- Troubleshoot website and registration issues
- Perform regular website administration activities and SSL updates
  - Regular upgrades and security patches
  - SSL renewals
  - Domain registration renewals
- Social Media support and make recommendations
- Maintain and assist with the posting of journal entries for the CDS Journal
  - <https://www.comm-dev.org/professional-development/cds-journal>
- Provide CDS staff software integration support for the following applications:
  - QuickBooks
  - Journal or equivalent
  - Zoom Meetings or equivalent
- Make recommendations on ways to optimize website and member registration page performance

### Proposal

- PDF format or recyclable, stapled hard copy, no page limit
- Cover Letter
- Summary of Firm/Professional Resume
- Business hours and support hours of operation
- Response to Scope of Work
- Please provide the estimated number of hours per month needed to successfully complete the S Scope of Work.
- Please provide an estimated annual fee for services (CDS will break down the payments on a monthly basis). NOTE: Additional conference preparation support will be necessary for a period of approximately 6 months in preparation for the annual conference.
- Please provide point of contact and contact information of designated individual providing IT support.
- Email any questions to [director@comm-dev.org](mailto:director@comm-dev.org)
- Email proposals to [director@comm-dev.org](mailto:director@comm-dev.org)
- Address all proposals to:

### Proposal-CDS IT Support

c/o Justin Dollard Managing Director  
Community Development Society  
7 Meadow Lane  
Rochester, NY 14618

The deadline for CDS to receive proposals is February 22, 2019 5pm EST

**PROPOSALS RECEIVED AFTER THE STATED DEADLINE WILL NOT BE CONSIDERED**