

# RFP for Website Design and Development

Advisory Neighborhood Commission (ANC) 6E is seeking a consultant to design and develop a new website that is based on our current website <http://anc6e.org/>

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### PROJECT OVERVIEW

ANC 6E's current website is outdated and not user-friendly, which makes it difficult for constituents to find documents and needed information easily. We want 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 6E. The website is currently built in WordPress, but we are open to other platforms, if there are solutions that provide better functionality and ease of use. We would like to be able to make minor edits to the content in-house so the back end needs to be user-friendly as well. However, we would like to have professional website management and hosting services.

### 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 ANC advice.

## BUDGET

We are budgeting up to \$8,000 for this project. The final approved budget will cover designing and developing a new website, migrating the content from the old website to the new website, and providing website management and hosting services as agreed upon.

## TIMELINE

- RFP Release Date: July 18, 2024
- Response Deadline: August 29, 2024
- Consultant Selection and Project Kick-off: September 12, 2024
- Desired Launch Goal Date: November 7, 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 YouTube 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
    - A navigation bar that directs to other webpages
    - Search bar (included in all webpages too)
  - Webpage with ANC Commissioners contact information
  - We are open to designing a new logo and choosing a new color scheme
- ❖ The design must be:
  - User- and mobile-friendly
  - Easy to update or tweak content
  - ADA compliant
- ❖ 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 9 p.m. ET on August 12, 2024, by sending one PDF or Word file via email to [6E05@ANC.DC.GOV](mailto:6E05@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 Christ Hart at [6E01@ANC.DC.GOV](mailto:6E01@ANC.DC.GOV) or ANC Commissioner Ahmad Abu-Khalaf at [6E05@ANC.DC.GOV](mailto:6E05@ANC.DC.GOV)