WINDSOR-ESSEX REGIONAL
Chamber of Commerce

Request for Proposal (RFP)
Website Development and Migration Project

Introduction

The Windsor-Essex Regional Chamber of Commerce (the Chamber) is soliciting proposals from qualified web development firms to redesign, develop, and migrate its current website to its own WordPress platform. Additionally, the selected vendor will be required to provide training to the Chamber's staff on website maintenance and the utilization of new features.

1. Project Overview

The Chamber's current website is managed and hosted by ChamberMaster. It consists of two components:

- Website – www.windsoressexchamber.org
- Database – https://windsorchamberon.chambermaster.com

The two components are linked and licensed through ChamberMaster.

This project involves creating only a new, modern website that will be fully managed by the Chamber. It must maintain the functionality of integrating with the database. The project includes the complete redevelopment of the website component on WordPress, ensuring a seamless migration of existing content, implementation of new features, and staff training.

The project goal is for the Windsor-Essex Regional Chamber of Commerce to have full control and ownership of the website, while still using an underlying database for membership and event management, including billing and reporting.

The new website must be fully functional and integrated with the current database [ChamberMaster] portal by December 1, 2024. Additional information regarding ChamberMaster may be found at: https://helpdesk.chambermaster.com/home/

2. Project Goals

- Modernize the Chamber website with a user-friendly and visually appealing design.
- Enhance website functionality and user experience.
- Ensure seamless content migration to WordPress.

- Provide comprehensive training to the Chamber staff on maintaining the new WordPress website and using its additional features.
- Integrate the website with the database for membership administration and event registration.

3. Scope of Work

a. Website Development and Design:
- Redesign the website with a modern, responsive design that reflects the Chamber's brand.
- Develop the site using WordPress, ensuring it is scalable, secure, and easy to manage.
- Integrate database features such as event management, membership management, news and updates, contact forms, and search functionality.
- Ensure the website integrates seamlessly with the database to facilitate membership administration and event registration.

b. Content Migration:
- Migrate selected existing content from the current platform to WordPress.
- Ensure all links, media, and documents are transferred and function correctly.

c. Training:
- Provide training sessions for the Chamber staff on how to maintain the website, update content, and use new features.
- Supply documentation and support materials for future reference.

4. Deliverables

- A fully functional WordPress website meeting the Chamber's specifications.
- Successful migration of selected content from the existing platform.
- Integration with the database for seamless membership and event management.
- Training sessions for the Chamber staff, along with comprehensive training materials.
- A maintenance plan for post-launch support.
- Completion of the entire project, including database integration, by December 1, 2024.

5. Proposal Requirements

a. Company Information:
- Name, address, and contact details of the firm.
- A brief overview of the company, including years in business and areas of expertise.

b. Project Approach:
- Detailed description of the proposed approach to website development and migration.
- Proposed timeline for project completion, ensuring all deliverables are met by December 1, 2024.
- Outline of the training program for the Chamber staff.

c. Experience and References:
- Examples of similar projects completed, preferably for chambers of commerce or similar organizations.
- References from past clients.

d. Cost Proposal:
- Detailed cost breakdown, including design, development, content migration, training, and any ongoing support fees.
- Payment terms and schedule.

6. Evaluation Criteria

- Proposals will be evaluated based on the following criteria:
  - Quality and relevance of past work.
  - Proposed approach and methodology.
  - Ability to meet the project timeline, ensuring all deliverables are completed by December 1, 2024.
  - Cost-effectiveness.
  - Quality of training and support.
  - Experience with database integration.

7. Submission Guidelines

Proposals should be submitted electronically in PDF format to Greg Morgan at gmorgan@windsoressexchamber.org by July 31, 2024. Any questions regarding this RFP should be directed to Greg Morgan at (519) 966-3696 x 228.

8. Terms and Conditions

- The Chamber reserves the right to accept or reject any or all proposals without any obligation or compensation to bidders.
- All submitted materials become the property of the Chamber and may be used for project evaluation and selection.
- The selected vendor will be required to sign a contract with the Chamber outlining the project scope, deliverables, timeline, and payment terms.

The Chamber looks forward to reviewing your proposal and potentially working together to enhance the Windsor-Essex Regional Chamber of Commerce's online presence.

Thank you for your interest in partnering with the Windsor-Essex Regional Chamber of Commerce.