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WordPress Web Developer

Request for Proposals

Overview

A Denver-based nonprofit is seeking a skilled web developer to build a WordPress website on a contract basis in early 2025. The project involves choosing and setting up hosting, migrating an existing WordPress site to a new WordPress theme, and ensuring all user experience functionalities are correctly implemented.

The web developer will work closely with the organization's in-house UX/UI designer to ensure the final product meets the nonprofit's needs. All research and discovery, as well as wireframes and prototype design, will be developed by the in-house designer in Figma in collaboration with the nonprofit client. In-house designer will lead all client-facing meetings, though the developer may occasionally be needed to meet with the nonprofit client in certain circumstances.

Scope and Responsibilities

The selected web developer will be responsible for the following tasks:

- **Server Setup:** Choose the best hosting environment for the new website, ensuring it is fast, secure, scalable, and easy to manage.
- **Site Backup:** Create a backup of the existing website and document the time the backup was made.
- **WordPress Theme Research and Installation:** Research and install a new, licensed WordPress theme.
- **Content Migration:** Transfer the site backup to the new theme. Ensure all previous content is correctly displayed and fully functional.
- **Tool Installation and Configuration:** Install and configure Google Analytics monitoring tools. Install ADA compliance software. Install widgets for English/Spanish translation. Set up automated backups. Configure CloudFlare or another recommended security tool.
- **Site Launch and Support:** Launch the new site. Provide troubleshooting support for any issues that arise post-launch.

- Frontend Development:
 - Site Configuration:
 - Collaborate with the UX/UI designer to build a mobile-responsive and visually appealing layout in WordPress, including the home page, headers, footers, and other priority site elements in WordPress.
 - Ensure cross-browser compatibility and optimized site speed and performance.
 - Backend Development:
 - Content Migration: Transfer the site backup to the new theme. Ensure all previous content is correctly displayed and fully functional.
 - Set up and configure the WordPress CMS.
 - Develop custom plugins or modify existing ones to meet functionality requirements.
 - Integrate third-party APIs and services.
 - Ensure website security and implement best practices for data protection.
 - Set up a robust database structure.
 - Provide user authentication and access control as needed.
 - Ongoing Maintenance
 - Regularly update WordPress core, themes, and plugins.
 - Perform regular backups and site health checks.
 - Fix bugs and issues promptly.
 - Provide technical support and troubleshooting.

Proposal Requirements

Interested candidates should provide the following information in their proposal:

- Contact Information: Name of the individual, contact details, and brief company history or individual background.
- Relevant Experience: A portfolio showing examples of previous work similar to this project. References from past clients.
- Technical Expertise: Detailed description of experience with WordPress, server setup, Google Analytics, ADA compliance software, translation widgets, CloudFlare, and other relevant tools.
- Project Approach: Outline of the proposed approach to completing the project and estimated timeline for each task.
- Cost Estimate: Detailed cost estimate for the entire project, including any potential additional costs.

To Apply

To apply, please send an email of interest to Carrie Webber, Design Manager, at webber@bellpolicy.org. In your email, include details from the proposal requirements listed above with the subject line: Web Develop RFP Response. Deadline to apply: **Dec. 31, 2024**