

embrace northern colorado

choosing our future

Request for Qualifications

ENC is a 503(c)(3) multi-issue nonpartisan nonprofit organization dedicated to facilitating a continuing collaborative regional conversation about the future of Northern Colorado and providing technical, planning and other support necessary to sustain that effort. It was incorporated in 2008 and wants to pre-qualify and select an individual or firm to provide IT and web design and maintenance support for its public activities.

ENC is looking primarily for support in five areas:

1. Basic Website Maintenance. The ENC website, <http://www.embracecolorado.com>, is hosted and staff adds content as it's created or occurs. The firm or individual selected would maintain the site in excellent working condition.
2. Create a Plan. Develop an approach to our website that supports the upcoming planned activities we have as an organization. The plan will produce a cost effective approach to maximizing site access and usage.
3. Implement the Approach. This activity may include creating new pages on the site, incorporating an electronic newsletter and CMS, email marketing, social networking, blogs or other strategies. Coordinate with other marketing techniques, media buys and activities as appropriate.
4. Provide Training. Provide training or on-call support for systems, software or programs implemented by the plan or used by staff.
5. Provide Technical Support for IT and web development.

Please provide:

- Profile – describe your qualifications to perform the work
- Rate Sheet – identify your 2010 rates/hour by task

If you or your firm is interested in this opportunity, please provide a brief summary of your qualifications/rates to the contact below by **August 9, 2010**. Email submission is preferred.

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