

Request for Proposals: The Abbey at St. David's Website Project

Proposals due: February 22, 2019, by 5 p.m.

Email proposals in PDF format to: rebecca.h@stdave.org

Summary

This project involves the design and development of a web site for use by The Abbey at St. David's. This project will follow the timeline outlined below and does not include ongoing maintenance of the site outside of what may be stated in the scope.

The Abbey at St. David's is a place of spirituality, learning, and practice. This website should look and feel like an ancient monastery. It should also allow for exploration.

Project Scope

Activities and deliverables:

- Theme Design and Development: Design a theme for the website. Must be mobile-friendly. There will be a period of revisions and development will start after sign-off on the design. Once development has started, only minor changes can be made without affecting the scope of the project.
- Host and Domain Setup: Source and set up hosting for the requested domain with up to 5 domain-specific emails. Maintenance of the account will fall to The Abbey at St. David's at the conclusion of the project.
- Wordpress Installation and Setup: Install and set up the CMS on the domain mentioned above so that The Abbey at St. David's is able to maintain the site.
- Content Entry: Enter the initial text content provided.
- Images: Photos or art for each page will need to be created or sourced with the initial setup.
- The pages for the site will include:
 - Home (splash page)
 - About
 - Who We Are
 - Support the Abbey
 - Rooms (main traffic area)
 - Podcasts
 - Individual podcast pages
 - Writings
 - Individual writing pages
 - Bulletin Board

- Ongoing Group Practices
 - Individual group practice
 - Classes and Groups
 - Individual class or group
 - Retreats
 - Individual retreat pages
 - Pilgrimages
 - Individual pilgrimage pages
 - Online Classroom
 - Individual class pages
- The features of the site will include:
 - Homepage sliders (or other type of display) for featured speakers, events, etc.
 - Animated doors will open and close to each room
 - Search function for the site
 - Search function for each room (i.e. podcasts can search by speaker or topic, etc.) List room topics first, then other rooms and recommendations
 - Role-based log-in (e.g. to allow updates to pages and podcast tagging)
 - Each “room” will have specific navigation in addition to site navigation
 - Recent Podcasts show on Podcast home page
 - Pop-up overlays or boxes for additional or important information
 - Bulletin board images can be clicked and linked to an event or additional information
 - Registration clipboard (allow registration similar to pen and paper clipboard with first and last name and email, but only show first name)
 - Online classroom must have Zoom interface
 - Social media share options for podcasts, writings, events/items on bulletin boards, classes, etc.
 - Calendar that compiles events and categorizes them per room or other
 - Secure registration and forms to prevent bots and spam (e.g. Captcha)
 - Option for users to create an account and save class and other event information in future website phase
 - Flexible site architecture that allows for additional rooms or expand offerings in future website phase
- Browser Testing: Test the site to make sure it works with modern desktop web browsers. Also test to make sure that the site does not break when viewed on mobile devices.
- Podcast Migration: Import current body of podcasts in Podcast People to new site. Include tags for current information (speaker name, date, etc.). Development will need to allow for future tags of topics and past podcasts.

Deliverables

- Account and login information.

- Website deployed on requested domain.
- A backup copy of the files associated with the site.
- A reference document outlining how to make updates to the site along with a link to online resources.

Schedule and Price

Please provide your schedule, fee, and fee schedule for this project.

Portfolio and References

Please provide at least three links to websites representative of your work and demonstrate how they are comparable to this project. Please also include a reference name, current email, and current phone number for each website.