

Job Training & Employment Corporation

Amended Request for Proposal

**Website Conversion from HTML TO WordPress, Creation of a Membership Portal  
and Maintenance of WordPress site**

**Job Training & Employment Corporation, Inc. (JTEC) invites you to respond to this  
Request for Proposal (RFP).**

The purpose of this RFP is to select one or more organizations to provide some or all of the services listed below:

- Convert our current large and active HTML website to WordPress using a new downloadable WordPress template which will be provided.
- Create a Membership Portal in WordPress using Membership Works, an appointment plug-in such as cVita and a password protected video plug-in.
- Maintain this site from the date it goes live to June 30, 2019 and provide any essential staff training.

The current URL for this site is [www.capejobs.com](http://www.capejobs.com). The current site serves customers and potential customers of Career Opportunities, the Cape's one-stop career center, as well as interested individuals.

Conversion:

Although most of the content of the new site will most likely include the content from our current site, the WordPress site will have a new URL and its design will be dictated by the new template we are required to use. A link to this template will be provided upon receipt of your letter of intent or as soon as it is available.

While the conversion is taking place, the capejobs site will remain active until the WordPress site goes live in late August or early September, 2018.

Membership Portal:

The Membership Portal should be created immediately upon being awarded this contract and should be operating effectively with the capejobs site before the new WordPress site goes live.

Maintenance & Staff Training:

Once the WP site goes live, we will need you to maintain it. This involves daily postings (Monday-Friday) of Job Alerts, frequent postings of Recruitments, postings on our What's New Page, monthly postings of

our Workshop Calendar, posting of RFPs, in addition to making needed updates, revisions, etc. All of the above will be sent to you via our management staff. In addition, our membership portal will have to be monitored daily to identify members who have used this portal and the services they received through this portal. We will need daily reports with this information. Services could include viewing an online video of one of our Job Search Workshops, registering for onsite workshops through our website, registering to attend an upcoming Recruitment or other event, etc. In addition, you will provide any essential staff training.

### **Introduction to Career Opportunities**

Career Opportunities is operated by Job Training & Employment Corporation (JTEC). Career Opportunities offers both Basic and Individualized Job Search Services. US citizens and legal aliens seeking employment or a career change are automatically eligible for Free Basic Services; while Free Individualized Services, which are more customized, have different eligibility guidelines. Career Opportunities also serves employers looking for talent. In addition, to helping to find qualified candidates to fill job openings, hosting job fairs, informational workshops, etc.; we also make the career center available at no charge to employers wishing to hold their own Recruitments at the career center.

### **Introduction to Job Training & Employment Corporation (JTEC).**

JTEC is a private non-profit 501 C3 corporation that has operated programs in workforce development since its inception in 1985. It is currently the fiscal agent and operator of the one stop career centers on Cape Cod, which were started in 1998. In addition to the basic services offered to career center members, JTEC provides eligible career center members with individualized services such as our “Hire Me Boot Camp”, career counseling, academic remediation, computer literacy, one on one job search preparation; skills training, on-the-job training, work experience and internship opportunities.

JTEC, the Department of Career Services and Department of Unemployment Assistance provide job search services to job seekers and hiring assistance for employers under the umbrella of Career Opportunities, the Cape’s one stop career center. Career Opportunities is located at 372 North Street, Hyannis and JTEC’s Administration is located at 88 North Street.

### **Our Expectations for the Conversion:**

- We expect to work with one knowledgeable WordPress expert from your company.
- We expect that you will study *capejobs.com* prior to submitting your proposal.
- We expect to have GoDaddy continue to host our website, unless you have another potential host in mind and can convince us to change.
- We expect your representative to work closely with the Director of Outreach and Media Relation during the conversion process and be an outstanding communicator.
- We expect that you will use the template provided to create our new WP website.
- We expect to add several plugins as we go along, which you will be asked to purchase and install and have them ready to go live in late August or early September.

- We expect this site to be mobile friendly.
- We expect this site will have an SSL certificate.
- We expect you to recommend the best WordPress security and obtain the security once consent of the Director of Outreach and Media Relations has been granted.
- We expect that no additional purchases of plugins, WP security, etc. will be made without prior authorization from the Director of Outreach and Media Relations.
- We expect that you will make certain the web server and software are operating correctly when we go live.
- We expect any necessary corrections will have been made to assure the site is working properly.
- We expect the site will operate perfectly with the Membership Portal.
- We expect you will provide basic staff training before this site goes live.
- We expect you will have the WordPress site ready to go live by August 10, 2018.
- We expect that you will set the site to go live on the date we schedule our Press Conference— Date TBA and will be available to correct any problems that arise.

### **Our Expectations for the creation of a Membership Portal:**

- We expect that the Membership Portal will have three major components: a membership/password protected content plug-in such as Membership Works; an appointment plug-in such as vcita; a password protected video viewing plug-in.
- We expect that the Membership Portal will be created using a benign theme immediately upon being granted the contract.
- We expect that this Membership Portal will be up and running as a link from the capejobs website within 3 weeks of the start date of the contract.
- We expect that staff will be trained on the use of this portal while linked to the capejobs site, so everyone will understand how it works when the new site goes live.
- We expect that a mirror image of the first membership portal be created with the same components using the new template's theme and its new URL and be ready to go once the new WordPress site goes live.

### **Our Expectations for Site Maintenance:**

- We expect you to maintain this site commencing with the date it goes live through the end of this contract which is June 30, 2019.
- We expect maintenance of this site include everything listed above under Maintenance and Staff Training.
- We expect you to be accessible and responsive to address any problems that may arise.
- We expect you will provide any essential staff training.

### **Proposal Should Include:**

- Information about your company.
- The service or services listed in this RFP that you hope to provide.
- Details on related experience, including real life examples, of similar work completed or in progress.
- 3 references from similar sized organizations and, preferably, from the non-profit sector.
- Your cost for the service/s outlined in this RFP. *If your proposal includes the provision of more than one of the services listed above, the cost for each service must be listed separately. RFPs will be reviewed by the service provided. It is possible for us to end up awarding 3 separate contracts.*
- Payment terms/options- explain how we will be invoiced for the service/s you provide.

### **Timeline:**

Letter of intent to submit a proposal is due by 4:00 pm, EST, Tuesday, May 29, 2018.

Deadline for submitting questions regarding the RFP is due by 12:00 pm, Friday, June 1, 2018.

Response to all questions will be available at [www.capejobs.com](http://www.capejobs.com) on Tuesday, June 5, 2018.

Proposals are due by 4:00 pm, Wednesday, June 13, 2018.

*Letter of intent, questions and Proposal should be sent to Joan at [jrezendes@jteccorp.com](mailto:jrezendes@jteccorp.com) by the deadlines listed above.*

Website conversion: Work will commence on July 2, 2018 and must be completed and ready to go live by August 10, 2018.

Membership Portal: Work to begin July 2, 2018 and must be completed and live by July 20, 2018; Portal with required template must be ready to go by July 31, 2018.

Website Maintenance/Staff Training: Will commence on August 10, 2018 or once the site goes live, and will continue through June 30, 2019.