



Ohio Association of Community Action Agencies

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Request for Proposal

Date: July 8, 2021
Contact: Kathryn Clausen, Communications Director
Ohio Association of Community Action Agencies (OACAA)
140 E. Town Street, Suite 1150
Columbus, OH 43215
kathryn@oacaa.org

Respond By: August 3, 2021
Re: Website Hosting, Technical and Security Support, www.oacaa.org

About OACAA: Community Action is a nationwide network of over 1000 agencies that work to help people in poverty overcome barriers that have prevented them from becoming self-reliant. Community Action Agencies (CAAs) empower low-income families and individuals to help themselves and their community. By alleviating poverty, communities are stronger and safer. OACAA's members include 47 locally controlled agencies providing help to over 700,000 individuals in all 88 counties in Ohio.

Summary of Need: The current website is designed in WordPress using Elegant Themes Divi theme. The staff use the Divi Builder to update most components of the website. Third party plugins are utilized for the Self-Sufficiency Calculator, Find An Agency directory, and various components of functionality including Twitter feed and more. Regular daily and weekly page updates will remain an in-house responsibility.

Scope of Work:

- Transfer files from live site to an appropriately sized server
 - Approximately 10,000 visitors per month
 - Capacity necessary for high volume hits upwards of 10,000/second
- Regular site and database backups
- Plugin and theme updates
- Custom plug-in data updates including the Self-Sufficiency Calculator, Find An Agency, and Well-Being Dashboard
- Creation of Ohio Well-Being Dashboard (interactive)
- WordPress expertise and troubleshooting
- Emergency, on-call technical and security support
- Domain, SSL maintenance and renewal

Timeline: Complete transition no later than September 1, 2021.

Submission: Contact Kathryn Clausen for questions or additional details needed to submit proposal. Proposals must be received no later than August 3, 2021. Include the following information:

- Itemize cost estimates per the Scope of Work wherever possible
- Include annual, monthly fees, regular, one-time, or special fees where applicable
- Detail company capacity for ongoing support
- Estimated timeline to complete transfer of services