Addendum to:

Lighthouse Writers Workshop Website Development and Integration

Request for Proposal

(RFP)

Issue Date: 12/5/2022
Response Due Date: 1/20/2023
Attn: Genna Kohlhardt
Lighthouse Writers Workshop
Genna@lighthousewriters.org

1. Overview

1.1. Update to Project

While the high-level goals of our project remain what as listed in the RFP, feedback from potential vendors has led us to open up our RFP to a broader range of solutions. We'd like to migrate our business processes to more appropriate systems, which can include but aren't limited to Drupal, a third party CRM, Wordpress, or any combination of. In the long term we are looking for a solution that accomplishes everything listed in the RFP (3.1), addresses the two major pain points outlined in the RFP, and builds Lighthouse a sustainable system that can manage our growth and serve our mission.

2. Objectives & Scope

2.1. Changes to Website Objectives

Critical objective of migration and upgrade:

- Migrate the site off of Drupal 7, but to whatever platform best serves Lighthouse's needs. This could be the latest fully-supported Drupal, Wordpress, or another platform.
- Ensure our CRM needs are met as part of the new solution.
- Optimize the solution for scalability, to facilitate the growth of Lighthouse without requiring staffing to manually manage functions that can be automated or eliminated through integrations.
- Ensure more accurate and timely accounting by reducing manual steps and data re-entry.
- Mitigate business continuity risks, including security issues, functionality continuity, and staff training issues.

Secondary objectives of migration and upgrade:

- Create a more manageable website functionality for staff and faculty interfaces
- Build scaffolding for future improvements, as budget allows
- Manage the need for flexibility against the need for customization
- Increased registration in courses and events based on improved functionality
- Improved accessibility.
- Better inform our community about what we're up to

2.5. Updated Timeline

RFP	Date
RFP distributed	**12/5/2022**
RFP Addendum Released	**12/21/2022**
RFP question & answer period	**12/19-1/13/2022**
RFP responses due	**1/20/2023**
Evaluation and communication to selected vendors	**1/30/2023**

LWW reserves the right to close the RFP early if the right proposal is submitted early.

Website Development & Build	Date
Kickoff	**Feb 2023**
Onboarding and Site Mapping	**Feb to April 2023**
Phased implementations and site testing	**Feb to Aug 2023**
Staff training and onboarding	**July to Sept 2023**
Website launch date- this date is flexible as long as our site is supported	**Oct 1, 2023**

4. Updated Detailed Response Requirement

Please send your response as an email attachment to genna@ligthousewriters.org in whichever format works best for you (including but not limited to .pdf, pptx) to address the requirements below.

4.1. Executive Summary

Please provide a high-level synopsis of your firm's response to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

4.2. Approach and Methodology

Please provide a high-level description of your proposed approach and the methodology you would use to achieve the objectives of this project.

4.3. Team Composition

Please provide any relevant details about the team that you would have working on this project, including the number of team members, where they are based, and whether any are sub-contractors or otherwise not direct employees of your organization..

4.4. Communication Strategy

Please provide a high-level description of how your firm approaches communication with clients during projects, including any preferred channels or programs.

4.3. Proposed Timeline

Please provide your proposed timeline and please articulate what parts of the project (if any) your firm considers feasible to be delivered as quickly as possible, and no later than Oct 1, 2023.

4.4. Pricing

Please provide a high-level estimate of costs to do the assessment and deliver recommendations to address the requirements and pain points outlined in Section 3. If recommending a third party software, please include a summary of expected initial and ongoing licensing costs as part of your response..

4.5. Please provide contact information

Organization Name	
Contact Name	

Title	
Address	
Office Phone Number	
Mobile Phone Number	
Email	

4.6. Please provide 2-3 descriptions/examples of prior work that best exemplifies your company's capabilities and relevance to this project