



# BRPC

Berkshire Regional Planning Commission

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## **SOLICITATION FOR WEBSITE DEVELOPER BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION**

Berkshire Regional Planning Commission, as fiscal host for the Berkshire County Boards of Health Association (BCBOHA), seeks a contractor to serve as a Website Developer for the BCBOHA website. The Developer may submit a proposal to revamp the current BCBOHA website ([www.bcboha.org](http://www.bcboha.org)) or develop an entirely new one. The goal is for the BCBOHA staff to be able to maintain and revise the website easily once it is developed. The BCBOHA website houses essential information on emergency preparedness and public health in Berkshire County.

**Scope of Work:** The contractor will develop a secure, attractive, user-friendly website for the BCBOHA that provides an overview of the BCBOHA's various initiatives, members, partners, and upcoming events.

**Tasks:**

1. Develop a new website or revamp the current website to include information on BCBOHA's initiatives, members, partners, and events. Content will be provided by BCBOHA staff.
2. Provide a preview of the website once complete to the BCBOHA Executive Committee (meets 3<sup>rd</sup> Wednesday of the month at 12:45 PM) and incorporate changes suggested.
3. Provide instruction to staff on updating/revising the website. The website must be able to be easily edited and maintained by BRPC staff after the website is finalized.
4. The website must have updated security.

Applicants shall be chosen based on the following criteria:

- At least 2-3 years of Experience with Website Design and Development for small to medium-size organizations.
- Prioritization shall go to applicants who can complete the website on a quick timeline, taking no longer than 2 months to complete.
- Examples of current work (please provide links)
- If the applicant chooses to revamp the current website, must be familiar with WordPress.
- Preference will be given to Berkshire County or nearby applicants.
- Price.

Submit proposals to [info@berkshireplanning.org](mailto:info@berkshireplanning.org) by Friday, November 10, 2023. Decisions will be made by Wednesday, November 15, 2023, close of business.