NORTHEAST
COLLEGES AND UNIVERSITIES
SECURITY ASSOCIATION, INC

1) Summary

   a.   The NorthEast Colleges and Universities Security Association is looking to update our website and retain technical support with an ongoing relationship.

2) Company Background

   a.   The NorthEast Colleges and Universities Security Association (NECUSA) is the nation's oldest campus law enforcement association. Members represent a broad range of institutions: public and private; four year and two year; large universities and small colleges. Some have sworn police departments and some non-sworn security or safety departments. Although the association has no specified geographic area, member institutions are from Maine south to Maryland and west to Ohio. We have also been able to maintain members who move to positions outside of this region due to their strong ties to the organization.

   b.   The primary focus of NECUSA is two-fold: to deliver cost-effective, high quality professional development opportunities within the northeast region and to create opportunities for networking with colleagues, both in person and electronically.

3) Core Objectives

   a.   We recognize an updated, easily accessed and enjoyable website is critical to serving and attracting members in the 21st century. To that end, we are looking for a website that:

   i.   Is visually appealing

   ii.   Is easy to navigate

   iii.   Is easy to update with relevant information such as training and job opportunities

   iv.   Has a members only access section

   v.   Holds important documents for member review

   vi.   Can support Paypal payments for:

         membership renewals

tuition for webinars and training

conference registration

Occasional product sales

b.   We are also looking for an ongoing support agreement that will be cost effective and responsive. We do not anticipate frequent needs, but due to the volunteer nature of our board we do not expect to maintain expertise in managing the website.

c.   NECUSA currently uses Google Suite for emails and shared drives for board members. Functionality between the website and the email is preferred, but not necessarily required.

4)   Project Scope and Delivery

    a.   Hosting platform selection

    b.   Graphic Design

    c.   Frontend Development

    d.   Backend Development

    e.   On-site SEO

    f.   Data Migration

5)   Sitemap

    a.   Our current webpage is not very efficient for navigation. There are a number of pages and subpages, we would like these reorganized into a more user friendly format. Critical pages include:

        i.   Home

        ii.   About Us

        iii.   Conference info

        iv.   Training

        v.   Job Board

        vi.   Membership info and purchase

        vii.   Member sign-in

1. Meeting minutes

2. Financial reports

3. Cracker Barrel

4. Blog / Information sharing

6) Timeline & Milestones

   a. This website should be complete and public in time for the NECUSA Annual Conference in the fall of 2021

7) Functional/Technical Requirements

   a. Board members should be able to enter information such as upcoming trainings and job postings.

   b. Membership form completion, conference form completion and payment for both is required.

   c. A blog feature or question and answer section is requested.

   d. Long term storage of videos such as recorded trainings, or connection to a hosting site such as Youtube is required.

8) Budget

   a. For the development and deployment of the website our budget is negotiable.

   b. The ongoing service fee is negotiable

9) Criteria for Selection

   a. NECUSA values personal attention and customer service relationships, in addition to technical ability. Voting members of NECUSA (including Institutional and Associate) are not eligible for selection.

10) Please direct questions to vp@necusa.org. Questions are due by March 15, 2021 and will be answered individually. Proposals are due March 28, 2021. The board will complete the review of proposals on April 14, 2021. The winner will be notified shortly after that.