



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

727 15th St NW, Suite 500
Washington, DC 20005

tel. 202.661.8067
fax. 202.452.9328

Request for Proposals Website Design

Deadline for Submission: June 1, 2024

Summary

The Foundation for Advancement in Conservation (FAIC) seeks one or more consultants to assist in a website redesign for an outreach program that supports collections care at small and mid-sized museums, libraries, archives, and galleries. Connecting to Collections Care (C2C Care) (www.connectingtocollections.org) provides webinars, online courses, and a moderated forum to help small and mid-sized museums, archives, and libraries care for their collections. The website receives over 250,000 views annually, and over 75% of collections care professionals recently surveyed called it an essential or important resource in their work.

FAIC will contract with a web designer to modernize the design of the site, bring the website into ADA compliance, and make the site mobile-adaptive. C2C Care has a significant archive of past C2C Care programs on a wide variety of collection care topics on the site, which are currently hard to access based on existing search, tagging, and labeling. The contractor will improve the website search tool to help users find and retrieve these programs more easily.

Scope of Work

Contractor will

- Work with FAIC Project Manager to develop a new visual design for the C2C Care Wordpress website
- Ensure the new site is mobile-adaptive
- Bring the site into full ADA compliance, according to [Section 508](#) Information and Communication Technology Accessibility Standards
- Remove the existing Resources section that shares external resources and redesign the internal search function to include only past C2C Care webinars and courses
- Improve usability of the above search function
- Incorporate feedback from one round of C2C Care advisory group beta site review
- Work efficiently through e-mail and video/phone calls, sharing and managing draft documents and project communications

FAIC will

- Provide a Project Manager for project management and all primary contact
- Provide access to the Wordpress site
- Work with the C2C Care advisory group to beta test the new site and share feedback with the consultant
- Be available for ongoing consultation on the project and give timely responses to Contractor's requests for information and advice.



Schedule

The semi-flexible schedule is:

- FAIC selects consultant(s): Early July 2024
- FAIC and consultant confirm website redesign elements: Late Summer 2024
- Review of draft site redesign by program Advisory Group: October 2024
- Revision and implementation of any changes: November 2024

FAIC aims to launch the redesigned site by the close of 2024.

Proposal Format and Requirements

Respondents must furnish an electronic version of their proposal (PDF format preferred, not longer than four pages). Estimated price and terms for services should be included. Please address the following areas in your proposal:

- Experience: Briefly describe recent projects to demonstrate experience relevant to the proposal
- Timeline: Provide a proposed timeline
- Qualifications: A brief statement on why you believe you are qualified to carry out the project
- Budget: Your fee for your services to complete the project

Selection

FAIC staff will review and examine all proposals received. We expect to notify the selected consultant no later than July 1, 2024.

Contact or Questions

Tiffani Emig
Deputy Director
Foundation for Advancement in Conservation
727 15th Street, NW, Suite 500
Washington, DC 20005
202-750-3346
temig@culturalheritage.org
www.culturalheritage.org

About FAIC

FAIC is a 501c3 foundation created in 1973. Its mission is to save cultural heritage for future generations, protecting it from decay and destruction.

FAIC carries out a wide range of programs to provide continuing education, scholarships, research, publications, emergency programs, and assistance to collecting institutions. Further details can be found on the FAIC website: www.culturalheritage.org/foundation