

REQUEST FOR QUOTE

Organization Overview

The National Environmental Education Foundation (NEEF) provides knowledge to trusted professionals who, with their credibility, amplify messages to national audiences to solve everyday environmental problems. Together, we generate lasting positive change.

NEEF works with professionals in health, education, public lands and the media to connect the environment to everyday choices and actions so the public can live well while protecting and enjoying the environment. Through our programs, such as Classroom Earth, National Public Lands Day, National Environmental Education Week, Earth Gauge[®] and our Pediatric Environmental History Initiative, we offer Americans knowledge to live by.

www.neefusa.org

Purpose

To solicit a quote for site modifications to classroomearth.org (CE) and planetconnect.org (PC).

Scope of Services/Tasks

We would like to modify classroomearth.org and planetconnect.org to accommodate the incorporation of new elements and components. We would like to maintain current functionality and similar architecture as the current classroomearth.org and planetconnect.org sites.

Specifically, we would like to:

- Develop quiz functionality (see <http://eeweek.org/quizzes> for examples) (CE);
- Present the content on subject landing pages in a more user-friendly way (see <http://classroomearth.org/taxonomy/term/10> for an example) (CE);
- Reformat the 'Green Job' and 'College Connection' landing pages (see current pages: http://planet-connect.org/career_center and <http://planet-connect.org/colleges>) to be more similar to the Grants/Contests page (http://planet-connect.org/funding_opportunities);
- Create an interactive interface for the Nature Center map database for the Classroom Earth website http://eeweek.org/nature_centers.htm;
- Improve search capability and resource tag system (CE);
- Revamp homepages (more white space added in between sections/blocks and new font styles and sizes – e.g., <http://education.nationalgeographic.com/education/>) (CE and PC);
- Alter the size and style variability of block titles (CE Homepage example – 'IN THE NEWS' in larger font, all block titles with options for background font colors) (PC Homepage example – More block title options, not just a blue background/white text font);
- Develop the ability to integrate an "E-portfolio" platform (such as 'Moodle' or 'Mahara') (CE and PC);

- Add content options to CE users' public profiles, allowing them to include a photo; select their interests from a list; share their school name and location and the grade level and subject they teach; and create a personal list of "favorites" from the CE site;
- Enable CE administrators to keep track of which resources are rated and favorited and by which users;
- Ability for 'super users' to edit the content and positioning of each block/content area.

Content Management System

The Classroom Earth and Planet Connect websites were built on Drupal 5, we would like the new websites to be upgraded to Drupal 7. Need to include both an upfront discussion of the differences in Drupal 5 and Drupal 7 capabilities and lay out a process for determining ongoing site modifications that can be implemented by NEEF staff vs. strictly vendor.

RFQ Submittal and Requested Information

Submissions should include:

- 1) A cover letter from a representative authorized to sign any contract that may result. In the letter please include a description of overall services you provide, qualifications and experience of your company.
- 2) A description of any services provided by subcontractors and their qualifications and experience, if applicable.
- 3) Detailed quote that includes a line-item cost estimate of each service/task, timeline and any payment and delivery terms (such as warranties or guarantees).
- 4) A list of at least three references from organizations you have worked with previously.

Submissions will be due on August 17, 2011 COB. They will only be accepted by email at bcato@neefusa.org. **Submissions before August 17 are welcome and appreciated.**

Selection Process

There will be a question period for contractors considering a submission. Questions will be taken by email at bcato@neefusa.org. All questions will be due by August 3, 2011 COB. Questions and answers will be posted on August 10, 2011 at www.neefusa.org/rfq_questions.htm.

NEEF will take into consideration each submission equally based on the requirements stated above under RFQ Submittal and Requested Information. NEEF may follow up with questions to specific submissions. Note that while a competitive price is of great importance, the quality of work and references for the organization will also be highly considered.

NEEF may choose to interview final candidates if necessary.

We expect to have made a choice and start work by September 1, 2011.

Contact Information

For the purposes of this RFQ, the contact will be:

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For more information on NEEF and its programs, please go to www.neefusa.org.