



Formerly NDC | Partners in Community Development

## Request for Proposal (RFP) for Grow America CoP Microsite

### 1. Introduction

Grow America has been selected by the U.S. Environmental Protection Agency (EPA) to create and maintain a new initiative aimed at revitalizing the agency's Revolving Loan Funds (RLF) program. Our proposed five-year approach includes developing a Community of Practice (CoP) that will serve as a platform for invited participants to exchange best practices, collaborate, and document insights. We seek proposals from experienced web developers to build a microsite that will facilitate these activities.

### 2. Project Goals

The primary goals of the Grow America CoP Microsite are to:

- Provide a dedicated space for participants in the CoP to exchange and document best practices related to the EPA's RLF program.
- Facilitate collaboration among over 600 individuals involved in the program.
- Serve as a resource library containing relevant documents, guides, and tools.
- Ensure the microsite is operational by October 2024 to meet the requirements of the EPA grant.

### 3. Key Features and Functionality

The microsite must include the following key features:

- **User Registration and Profiles:** Allow users to create profiles and manage their information.
- **Discussion Forums:** Enable participants to engage in discussions, ask questions, and share insights.
- **Resource Library:** Provide a centralized location for documents, guides, and other resources.
- **Search Functionality:** Implement a robust search tool to help users quickly find relevant information.
- **Collaboration Tools:** Include features such as commenting, tagging, and file sharing to facilitate collaborative work.
- **User Management:** Admin tools to manage user permissions and content moderation.
- **Responsive Design:** Ensure the microsite is accessible on various devices, including desktops, tablets, and smartphones.
- **Analytics and Reporting:** Track user engagement and site activity to measure the effectiveness of the CoP.

### 4. Project Timeline

- **RFP Release Date:** Monday, July 29th, 2024
- **Deadline to Submit Questions:** No later than 12:00 p.m. PST on Thursday, August 1st, 2024.
- **Proposal Submission Deadline:** No later than 12:00 p.m. PST on Monday, August 5th, 2024.
- **Selection of Vendor:** Monday, August 12th, 2024
- **Project Kickoff:** Tuesday, August 13th, 2024
- **Final Launch:** October 1st, 2024



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## 5. Proposal Requirements

Proposals should include the following:

- Company Overview: Name, address, and contact details
- Brief history and background of your company
- Experience and Expertise:
  - Examples of similar projects completed.
  - Relevant case studies and references.
- Capacity:
  - Number of active projects underway
- Approach and Methodology:
  - Proposed approach to the project.
  - Project management and development methodology.
- Team: Team members who will be involved in the project, amount of time they would dedicate to this project, and their qualifications.
- Timeline: Detailed project timeline with key milestones.
- Cost: Comprehensive budget breakdown, which outlines cost(s) for potential enhancements after the CoP's implementation.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise
- Quality and creativity of the proposed approach
- Qualifications of the project team
- Ability to meet the project timeline
- Cost-effectiveness
- References and past performance

## 7. Submission Instructions

Please submit your proposal to Brittani Coy at [bcoy@growamerica.org](mailto:bcoy@growamerica.org) no later than 12:00 p.m. PST on Monday, August 5th, 2024. If you have any questions or require additional information, please email Brittani no later than 12:00 p.m. PST on Thursday, August 1st, 2024.

We look forward to receiving your proposals and working together to build a successful Community of Practice for the EPA's Revolving Loan Funds program.

Best regards,  
Diana Sasser  
Managing Director of Technical Assistance – West  
Grow America