



Environmental Education Association of Illinois  
1505 N Broadway Ave  
Urbana, IL 61801  
[WWW.EEAI.NET](http://WWW.EEAI.NET)

## **Request for Proposals - EE Illinois Resource Database Researcher and Developer**

Issue Date: 11/9/2021

Proposal Due Date: 12/15/2021

### **Overview:**

The Environmental Education Association of Illinois (EEAI) is a collaborative network of individuals and organizations committed to promoting high quality environmental education that increases the environmental literacy of all children and adults in our state. We are a federally recognized 501(c)3 non-profit organization. Our individual members include educators, docents, administrators, and students from non-profit organizations, schools, universities, and state agencies. Our organizational members include local education agencies, universities, environmental organizations, and community and state agencies all working to protect, enrich and restore the world around us.

This Request for Proposal (RFP) is to solicit the services of a professional website developer to research, design and create an Illinois Environmental Education Resource database on the EEAI website.

### **Background:**

As a professional association, EEAI fosters collaborations, sponsors professional development opportunities, gathers and disseminates information on environmental education, and promotes public understanding of the value of environmental literacy. The EEAI website serves as the resource hub for formal and informal educators, students, recent graduates, advocates, and many other community members. Events, grant opportunities, job postings, educational resources, academic and news articles, and many other resources are shared through the website. However, there is not a comprehensive listing of Illinois based resources, facilities and community assets that provide environmental education services. Such a resource would enable local educators, individuals and organizations to connect with resources and services that are already available in their area or throughout the state. We expect this database to include:

- A map feature that will provide a visual of where IL EE resources are located, with clickable links to learn more about those resources



- A topic-based search feature
- Separate pages for each resource that include logo, descriptions, contact information and links to the resource
- A submission form that enables community members to easily send in their information to be reviewed and added to the resource database

#### **Database Hosting Details:**

- EEAI maintains our membership database through Wild Apricot
- EEAI website is hosted through Weebly
- The IL EE Resource Database is intended to be hosted on the Wild Apricot site

#### **Scope of Work:**

The successful contractor will design and develop the resource database to be hosted on EEAI's Wild Apricot site. In addition, the contractor will utilize the EEAI organizational members and other EEAI partners to enter the first 50 resources into the database. The submission form will also be created and tested so that educators can submit additional resources. The contractor will provide EEAI staff and board members with training and written instructions on how to update and maintain the resource database. The contractor is expected to work closely with the Executive Director throughout this entire process and be available for support from the launch of the new site through the end of the contract.

#### **Terms of the Contract:**

The contract will begin on or around January 1, 2022 and end April 30, 2022. The payment for the anticipated work for this scope of services will not exceed \$8,000 for direct services, including materials, services, and any reimbursements to other professionals engaged by the contractor.

#### **Proposal Narrative:**

Proposers shall provide a brief narrative that addresses the following:

1. Background
  - a. Qualifications
  - b. Relevant professional credentials
  - c. Previous experience in providing similar website content creation in the last five years
2. Strategy
  - a. Suggestions for how database could be created, including applications that may need to be used.
  - b. Possible barriers to creation and maintenance with suggestions for dealing with these issues
3. Logistics



- a. Estimated time for database creation
- b. Process for testing user functionality
- c. Pricing of any additional applications or services that would be required
- d. Terms and conditions

**Proposal Submission:**

Questions concerning this RFP should be directed to Abbie Enlund, EEAI Executive Director at [executivedirectoreeai@gmail.com](mailto:executivedirectoreeai@gmail.com)

Proposals must be received on or before 12/15/2021 at 11:59pm. Please submit proposals as a single PDF file to [executivedirectoreeai@gmail.com](mailto:executivedirectoreeai@gmail.com).

Proposals should include the following:

1. Proposal Cover Form (Appendix A)
2. Proposal Narrative (described above)
3. Two (2) Professional References

EEAI reserves the right to contact references and to request additional information as deemed necessary during the review process. Information provided in response to a clarification request will become part of the proposer's technical proposal.

EEAI will assemble a team of reviewers who shall read and score proposals, and who have the final authority to select the developer. Interviews of potential contractors may occur. It is expected that a final candidate will be selected by December 22, 2021.



### Appendix A: Proposal Cover Form

Please provide the information below, sign and date the form, and include this as the first page of your proposal.

Name:	
Title:	
Company/Organization is applicable:	
Address:	
Telephone:	
Email:	

I certify that all information contained in this proposal is true and accurate and understand that falsification of information may be cause for non-review or award revocation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_