



Orinda Chamber of Commerce

Requests for Proposals: Online Services Maintenance Due Date: February 15, 2024

Background and Description

The Orinda Chamber of Commerce is functioning successfully as a virtual, i.e. no physical office, community service organization. Most interactions with members, the business community, partners, and local government are accomplished through internet-based services and electronic means. Our current web services provider is preparing to retire in early 2024.

As a result, the Orinda Chamber of Commerce is requesting proposals for maintenance of:

- The Chamber's WordPress website, orindachamber.org
- The Chamber's member directory and renewal administration via Membee, a cloud-based vendor software solution
- The Chamber's social media presence and postings

Proposal Format and Content

Proposals should contain the following:

- Experience – Describe your company's qualifications; provide references, and testimonials.
- Local Customers – provide information about non-profit customers your company serves in the Lamorinda area.
- Cost Proposal – Breakdown of costs associated with each maintenance activity and any special consideration given to the Orinda Chamber of Commerce as an all-volunteer non-profit organization with a limited budget.

Submission Process

Proposals should be submitted via email to info@orindachamber.org by February 15, 2024. Late submissions will not be accepted. Any questions can be submitted via email to info@orindachamber.org.

Selection Process

The selection team will rank the proposals based primarily on local experience and cost structure. The selection team will also determine who will be interviewed.

Rules and Conditions

1. No information about the selection team or ranking of the proposals will be provided.
2. Costs incurred for the preparation of proposals will not be reimbursed.
3. The Orinda Chamber of Commerce reserves the right to change the scope of work.
4. The Orinda Chamber of Commerce reserves the right to not proceed with any proposals.