

**N.E.W. Manufacturing Alliance
Communication Task Force Meeting
February 23, 2009, 3PM at FVWDB**

Minutes

Attendees: Chris Linn, Casey Fryda, Kim Berg, Sandy Duckett, Ann Franz, and Bobbi Miller

Topic: Website RFPs

Members discussed the RFPs in regards to cost, stability of business, and prior experience.

Company Name	RFP	Hosting	Hourly Rate	Other Thoughts
Acorda Designs	\$9,500	one year free	\$40 per hour (actual times in tenths of hour)	only 2 staff / new company / non profit sites? established business / good growth / recommended stronger security / past experience of committee does not indicate this is a company to work with / have law office on their site that has Build My Own Site listed as co? / proposal exceeded 5 pages
Avastone	6980 / addendum 1,440	\$375	\$90 per hour	use independent contractors as needed? / quality of New North site and capability of that site
Build My Own Site	\$5,555-7,755	\$720		
Infinity	Developer fees \$2,125 / ekrton license 1,800 / web outs \$595-945 each	First year free / then 239.40-299.88 per year	\$85 hour / annual increase of 3-5% per year \$105 per hour (their suggestion is to budget \$500 per year for the next five years)	already familiar with website (have not suggested increased security with site?) / responsive to us when website crashed & learned a lot about the site during that event / worked with NWTC in past and they had good experience / been in business for a long time
NuTerra	\$10,340	no charge indefinitely		emailed proposal as a Word document?

Ultimately, members decided that Build My Own Site and Infinity would be invited to RFP presentations after the pool of candidates was narrowed. A list of common questions will be developed to ask the companies. Additionally, consultants who plan to use a content management system will be asked to give a live demonstration and tutorial that supports that system. Key people who would be assigned to support our project should be on hand to answer questions.

In addition to some general questions, rates should be confirmed and we should inquire about:

- Do they have an hourly rate?
- Non profit rate?

Topic 2: Next Steps

RFP presentations will be held Friday, March 6 at Bassett Mechanical at 8:30 and 9:45. Members of the task force will create a common list of questions for the presentations.