

## Request for Proposals

Whether you wish you had a website and don't, are paying too much for hosting per year, or have to wait forever to get your town admin to make changes for you – we can help. Let MCOA build you a website – at no cost to you!

We are creating a template within our “Find Your COA” area to quickly and easily build a website for you. It will use your images, your newsletter, your copy – and we can register your own URL. (A small link back to MCOA will be present.)

We are looking for 5 communities to pilot this program, to help us to develop the template that works best for you, and to get their websites live. A seasoned web administrator will help you learn how to make changes to your website, and be available to lend support should you get stuck.

### Criteria for being chosen:

1. You must have access to the internet to be able to make changes to your site.
2. You must be willing to learn a WordPress administration tool. (As easy as using Word – really!)

### Timeline:

We will be choosing 5 locales to participate by October 5<sup>th</sup> with the target date of having the websites up by January 1<sup>st</sup>. The first websites will take a little longer because we want you to help us create the template that works best for you.

### Cost:

The only cost to you would be if you choose to purchase stock photography or register your own domain/URL, and a bit of your time (we estimate it will take approximately 15 to 30 minutes per week to update the website, depending upon how much content you want to change).

### Note:

There will be no advertising on these sites. They are meant to represent you, not to be for monetary gain. However, if you want to feature a partner or event, you may do that in the spaces provided.

### Proposals:

To complete the proposal, go to <https://fs16.formsite.com/mcoa/websites/index.html> and complete the form by 5pm September 28, 2018.

**Questions:** Please address any questions to Lynn Wolf at [lynn@mcoaonline.com](mailto:lynn@mcoaonline.com) or [413-527-6425](tel:413-527-6425).