

1) Project Title & Description	<p>Title: Proposal for Website Design, Development, Hosting, Support, Maintenance and Add-on Services for 12-Month</p> <p>About the Project: K9Assistance would like to invite creative design agencies to plan, design, develop and to raise awareness of community causes and allow more visibility for their talents.</p> <p>About K9Assistance K9Assistance is a young charity established in 2020 to promote the acceptance and use of Assistance Dogs (ADs) to enable persons with disabilities (PWDs) in Singapore to improve their quality of life and make Singapore a more inclusive society for all.</p> <p>Our vision is every disabled person with their Assistance Dog can lead life to the fullest. We aim to be the go-to resource for anything on ADs in Singapore and uphold public confidence towards ADs and their disabled handlers.</p> <p>For more information about K9Assistance, please visit our website at https://k9assistance.sg.</p>
2) Project Objective	To revamp the current website to make it more user-friendly, comprehensive, attractive, and accessible to persons with diverse needs including those with vision impairment.
3) Target Audience	People of all ages and works of life who would like to find out more about assistance dogs such as corporate, government agencies, persons with disabilities and their family members, community partners, volunteers, schools, social services agencies, public, etc.
4) Job Scope	<p>I. Website Design and Development (14 to 30 pages)</p> <ul style="list-style-type: none">▪ Design aesthetic should be contemporary, clean, and attractive.▪ Plan, review, design and develop new website, based on 14 -30 pages.▪ Include stock images (up to 20) and illustrations where applicable.▪ Install and configure WordPress content management system and appropriate apps (WordPress theme and plugins) for building, optimising, and securing website.▪ Create online contact form and configure auto-forwarding feature.▪ Incorporate social sharing feature, terms of use, privacy policy, and sitemap pages as well as business / data analysis.▪ Full back up of website upon completion.

	<p>II. Web Hosting, Support & Maintenance for 12-Month</p> <ul style="list-style-type: none"> ▪ Web hosting, SSL certificate, uptime monitoring and backups. ▪ All relevant technical support and troubleshooting. ▪ Website CMS, theme, plugin updates (4 times/year) ▪ Content and images updates up to 2 times per month <p>III. Optional: Add-on Services for 12-Month</p> <ul style="list-style-type: none"> ▪ Web page content writing, up to 15 pages ▪ Search Engine Optimisation on Google, Facebook, etc. ▪ Social Media content creation and marketing, up to 2 times per month
5) Submission	<p>Documents for Submission</p> <ul style="list-style-type: none"> ▪ Interested vendors are required to submit the following documents: <ul style="list-style-type: none"> a. Breakdown of costs, including third party costs that may be incurred where applicable; b. Include optional items with costing for additional items not stated in the job scope where applicable; c. Organisation portfolio/relevant track record; and d. Examples of relevant past project. <p>Quotation must be submitted along with past works by Wednesday, 29 June 2022 before 12noon. Vendor may submit the quotation in totality or in part and K9Assistance reserves the right to award the job to more than one vendor.</p>
6) Contact Person	<p>For enquiries, please contact:</p> <p>Ms Joan Sim K9Assistance (Limited) Contact: (+65) 97615501 Email: joan.sim@k9assistance.sg</p>