

# **NYSDSC Consultant- Request for Proposals**

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**Dates Proposals accepted:** March 1, 2023 to March 31, 2023.

## **Background:**

[New York State Disability Services Council (NYSDSC)](https://nysdsc.wildapricot.org/) is a 501c(3) organization of disability service providers in higher education in New York State. The members are involved in the provision of disability services to students in New York State in degree-granting institutions of higher education.  This includes all sectors of higher education, Private or Public Independent, CUNY, SUNY, and Proprietary institutions. As of the year 2020-2021, there were 80,000 [students with disabilities receiving services](https://data.nysed.gov/highered-swd.php?year=2021&instid=08) in the state of New York. This Council participates in proactively facilitating change for the benefit of the disability community in higher education. The core values of the New York State Disability Service Council reside in our deep regard for diversity and inclusion. We believe in enhancing the professional community that we serve through advocacy and professional development with specific focus on leadership, accommodation management, and assistive technology, via state-wide collaborations and initiatives.

There are currently 30 members from CUNY, 115 independent college members, 1 proprietary member, and 133 SUNY members and 5 associate members. Membership total is 284 active members.

In 2017 the NYSDSC Treasurer position was reviewed and separated into various positions and duties or dispersed into NYSDSC committees. The membership Technology and Media position was never formally created but there has been a website committee that has been inactive. There are a couple of members that are available and have some understanding of NYSDSC’s technology, and website but in reality, the members are not Information Technology, or programming people and have limited ability to maintain the technology. The members do have resources in Universal Design in Learning (UDL), Assistive Technology (AT) and requirements of accessible content.

**NYSDSC website committee** maintains the following:

1. NYSDSC conference equipment, storage, maintenance and coordination (Currently have Sound system, Microphones, Projector, computer).
2. Set up equipment and troubleshoot technology at two conferences per year, and mediate with hotel technology vendors.
3. Knowledge of Just Host – Hosting company and communicate with the company contacts to maintain website as needed.
4. Provide webmaster activities to upgrade the current template website as needed.
5. Maintain and monitor online functions for registration for conference, set up events and coordinate payments.
6. Coordinate with treasurer to integrate financial software set up, and maintenance.
7. Coordinate other software integration needs with the website as needed.
8. Monitor and coordinate with Treasurer for any fees for website software costs (Currently using Wild Apricot.org)
9. Runs reports for site usage, sector information, regional information, or other information as needed.

**Membership Coordinator**

1. Maintain Monitor online functions for registration for conference, memberships, and payments
2. Maintain NYSDSC Listserv which is graciously provided through SUNY Binghamton (new users, etc.) The listserv is not updated and there are many still on the website that are not active or paid. Due to upgraded security concerns, this is not an easy Listerv to manage at this time.
3. Creates name tags and monitors who has paid and attended the conferences

## **Seeking Consultant to work with NYSDSC**

An organization or consultant to review our current website and listserv to provide suggestions on whether to change current website and how to increase site and listserv usage and visibility. Membership-only access is an important part of this website. Contrast and compare Membership website platforms which is an all-in-one tool used by many different types of organizations to manage all their membership functions, Listserv, membership only content area, event/conference functions, ability to pay online, ability to sell products online, and the cost variations which typically includes variables by numbers of members hosted.

Contrast and compare other web hosting systems. Web hosting services work by maintaining stable and secure storage spaces. While web hosts provide more than just simple data storage, it's a core part of their functionality. Hosts store data on hardware called web servers, which allows for easy maintenance and access by online users. Create a chart with cost, support, email system, website domain hosting, security, data storage and other pertinent qualities of the available programs (ex: Big Daddy). Review the support/help action ability and provide professional opinion on the quality of the support. If suggestion to move to another hosting site, provide the process and steps in writing.

Access the security of the current website and hosting to troubleshoot and assist NYSDSC to have a secure site and to use the domain name of NYSDSC.org through Wild Apricot.

Due to the NYSDSC membership working with accessibility needs, the systems and suggested products must have accessibility in mind with inclusive design of all people with whatever hardware, software, language, or age; and no matter the hearing, visual, motor or cognitive ability. When sites are correctly designed, developed and edited, all users can have equal access to information and functionality. NYSDSC is committed to accessible design of all associated websites in regard to their compliance with [W3C](http://www.w3.org/WAI/WCAG20/quickref/) Web accessibility initiatives. NYSDSC strives to satisfy all the requirements of at least a level AA conformance success criteria of [WCAG](http://www.w3.org/WAI/intro/wcag.php).

Please provide company or individual qualifications along with project methods, duration and cost, and any benefits that NYSDSC will receive by you participating in this proposal. Provide your intent for consultation for one time and ongoing support costs that the contractor can provide. Provide any contract terms and conditions.