Request for Qualifications
Expert WordPress Consultant

The Santa Cruz County Regional Transportation Commission (RTC) is seeking an expert website consultant to assist with technical support and administration of its online presence via three WordPress websites (www.sccrtc.org, www.commutesolutions.org, and www.511montereybay.org). One site was created in the summer of 2010 and the other two sites have recently been redesigned and will launch in July 2011. RTC staff has been trained in day-to-day operation of the websites, but requires on-call assistance with higher-level administration and programming as may be needed.

Typical consultant tasks
- Create and implement a backup plan for the RTC’s websites
- Update WordPress software to current versions on all websites as well as install updates of plugins
- Assist with website administration, management, and developing best practices and policies
- Advise about and implement new website features as may be required

Required qualifications
- High level of experience and expertise with:
  - administering WordPress websites
  - setting up website backup plans
  - installing WordPress software updates
  - installing WordPress plugins and best practices for installation and maintenance
  - programming and customization on WordPress websites
- Clear written and spoken communication skills
- Ability to write clear documentation and provide user-admin training as may be needed
- Familiarity with Google Maps (for integration with our interactive hazard report form)

Submittal Requirements
Interested and qualified consultants are required to submit a resume and the following:
- Fee schedule which includes an hourly rate
- A list of potential additional services which may be useful to the RTC
- References of existing and past clients
Respond to

The required materials and information may be submitted on reproducible paper or as printable electronic files by US mail or electronic mail. In response to this request, all required components must be submitted by **5:00 PM on Friday, July 15, 2011** to:

RTC  
ATTN: Tegan Speiser  
1523 Pacific Avenue  
Santa Cruz, CA 95060  
tspeiser@sccrtc.org

All proposals submitted in response to this RFQ will become property of the RTC and will not be returned.