Request for Proposals
Re: Community Resource Guide Website

Project Overview

Who is Spaulding for Children

Spaulding for Children is a private, non-profit child welfare agency, established in 1968; one of the first agencies in the country that specialized in finding and training adoptive families for the placement of children with disabilities and other challenges.

Spaulding's Mission
In partnership with families, communities, organizations, states and the nation, Spaulding for Children's mission is to assure that all children grow up in safe, permanent families and have the help they need to be successful in life.

Background

Funded by the Department of Health and Human Services, Administration for Children & Families, Children's Bureau beginning in October 2023, the National Center for Enhanced Post-Adoption Support (The Center) serves as the hub for post-adoption expertise and evidence-informed training and technical assistance services in support of States, Tribes and Territories located across the United States, as they develop and implement culturally responsive, comprehensive, linguistically appropriate and accessible post-adoption services.

The Center is led by Spaulding for Children in partnership with Child Trends, Harmony Family Center, Raise the Future, C.A.S.E., and the National Adoption Association.

Adoption and guardianship are important permanency outcomes for children/youth in foster care when reunification with their birth family is not a possibility. The best means of assuring safe and stable permanency requires the comprehensive and consistent availability of adoption and guardianship services and supports for adoptive, guardianship, and kinship families across the nation.

The Project

As part of its work with a Tribal site, the Center is seeking a qualified consultant or team to design and build a Tribal Community Resource Guide: a professional, easy-to-use guide delivered as a website that can also be printed in full or by section. The guide brings together Tribal community resources, services and programs, along with a few outside resources, all in one place.

The goal is to give community members one clear way to see everything available to them, making it easier to find and access the services they need. The guide is for two audiences: Tribal community members looking for services, and the staff who support them.

The guide will list about 100 programs in 12 sections, with about 20 programs or fewer per section. It will be its own website, linked from a button on the Tribe's main website. We are

describing what the site needs to do, not how it should look. We want to see your ideas for design, layout and approach.

Scope of Work

Spaulding for Children is seeking a professional (web developer, agency or consultant) to design and build the resource guide website. Persons qualified must demonstrate competence and experience in website design and development, including sites with a content admin area.

Specific tasks will include:

- Discovery sessions with the Center team and the Site. We will provide processed data; discovery is to explore structure and design only.
- Content strategy, taxonomy and editorial framework.
- Import and structure of about 100 vetted, standardized community and family resources provided by the Center.
- A professionally designed, accessible guide website, printable in full or by section, with a graphic comparison index for each section.
- A print cover page with a short index, and a back page.
- Two rounds of revisions based on client review and feedback.
- Final delivery files, including a style guide for future updates.
- Administrator access, training for editors, and a short written guide on how to add, edit and remove entries.
- Short-term follow-up after launch for bug fixes and minor maintenance.

Website requirements

- The website is the main deliverable. It works well on computers, tablets and phones, and no login is needed to use the public site.
- Crisis phone numbers are shown on every page.
- Search across the whole guide, and filters by who a program is for and by key features (for example emergency help, free, walk-in).
- **Graphic comparison index:** each section has a graphic index, placed before the listed resources, that lets users compare resources at a glance, similar to comparing products when shopping online. It flags key features for each resource (for example Tribal-specific, temporary, ongoing, emergency).
- Each program has its own page and web address that can be shared, with a "last updated" date.
- A correction form so anyone can suggest a change. Suggestions go to staff for review and never change a listing directly.
- Final graphics incorporate elements of the Tribe's existing website (logo, colors, fonts).

Printing

- The website comes first, and printing needs to work well for people who want a paper copy.
- Print the full guide, chosen sections, or a single program, from any device. Printouts of more than one program include a cover page with a short index and a back page with key contacts.
- Each section starts on a new page, programs are not split across pages, and printouts are built from the current data.

Editing, security and ownership

- The listings work as a database, not static text, so entries can be kept current. All editing happens in one login-only admin area used by 3 or 4 designated staff editors.
- Editors can add, edit and remove listings, review correction suggestions, and import and export the full list as a spreadsheet or CSV.
- A separate login for each editor, with two-step sign-in and a change history. Secure connection (HTTPS). The site stores no personal information about families.
- Meets WCAG 2.1 Level AA accessibility. Pages load in about 3 seconds or less on a typical phone connection.
- The Tribe owns the content, data and web address. Domain, hosting and admin accounts are registered to the Tribe.

Data provided

We will provide the program data, already researched and standardized, as a spreadsheet and CSV with a field guide. The vendor imports and structures this data. The vendor does not research or vet resources. One photo per section will be provided or approved by the Tribe.

The vendor/consultant will be asked to complete the tasks with input from the Center team and the Site.

Project Budget

The approved consultant/vendor will be paid up to $30,000. Please itemize any anticipated out-of-pocket expenses (for example hosting, licensed fonts, stock imagery) separately, and state how many rounds of revisions are included.

Project Timeline

The project will start the end of November, 2026. The successful candidate will develop a timetable with Spaulding on the deliverables; however, all work associated must be completed by the end of February, 2027, followed by the short-term follow-up period for piloting and fixing any bugs.

Submission Requirements

Submissions for this opportunity are due by November 13, 2026.

Submissions must include:

- A scope of work describing how you will meet the goals and tasks above by the end of February, including a design concept for computers and phones (sketches or sample screens are welcome) and how you will meet the accessibility and security requirements
- A detailed budget with the proposed timeline
- Examples of similar work, ideally directories, resource guides or sites with a content admin area
- Resume if individual consultant / organizational information if a business, including any experience with Tribal or community-based organizations (preferred)

Evaluation Criteria

- Quality and clarity of the proposed approach
- Overall cost and value
- Feasibility of the proposed timeline

For questions related to this specific project, please contact bdabaja@spaulding.org

Submissions should be sent to: bdabaja@spaulding.org