



SBA Community Navigator South Carolina website

Request for Proposal

1/10/2022

1. Website Project Overview

- a. The SBA Community Navigator South Carolina website's purpose is to provide the public with program information, profiles on each "spoke" in South Carolina, resources for minority businesses and a calendar of trainings to access as well as success stories and relevant news and updates of the impact of the program in each "spoke's" community. The "spokes" will have access to a log in portal to make updates to their profile and access essential resources.

2. **Format:** Would like the website to be built in Square Space. Template with member access is fine if it keeps cost down for the log in access.

3. Outline of Phase 1

- a. Home page
 - i. Logos of each "spoke"
 - ii. SBA Community Navigator Logo (attached)
 - iii. Intro description of program with link overview of program
 1. [Found Here](#)
 - iv. Link to Grantees announcement
 1. [Found Here](#)
 2. List of "spokes" with their logos, service area contact info and linked to each "spoke's" website
- b. First Tab – "About the program"
 - i. Drop-down list that includes:
 1. [Program Overview](#)
 2. [Community Navigators](#)
 3. [Hub and Spoke Model](#)
 4. [Program FAQ sheet](#)

4. Outline of Phase 2

- a. Second tab – "Meet the Spokes"
 - i. Drop-down list to include each "spoke" linked to each unique profile (8 Spokes total)
- b. Third tab – "Training Resources and Training Calendar"
 - i. Spokes need to be able to upload and edit pdfs to the Resource Page and add training dates and with registration info to the calendar
- c. Fourth Tab - "News & Insights"
 - i. Drop-down list to include:
 1. "In the News"
 - a. Compilation of press releases, interview, and other earned media
 2. "Stories"
 - a. Compilation of success stories, images, graphics, and editorial content

- d. Third tab – “Contact”
 - i. List contact information for each “spoke”
 - ii. List contact information for SCACED

- e. Log in portal with unique login information for each “spoke”
 - i. SCACED will be able to upload and edit back end info for grant and program management that will only be visible to the spokes once logged in
 - ii. “Spokes” will be able to access resources and guidelines only available in the log in portal

5. Targeted Timeline

- a. Phase One completed by February 18
- b. Phase Two completed by March 18

6. Website Design and Development Budget

- a. \$5,000

Please direct all questions to kate@scaced.org, Please respond to this RFP by February 4.