

# Texas Technology & Engineering Educators

## WEBSITE BID GUIDELINES

**ALL BIDS ARE DUE August 15, 2011 BY MIDNIGHT**

**Websites must be LIVE for consideration of bid.**

**Bidders will be notified by September 1, 2011 as to the status of bid.**

### **PURPOSE OF WEBSITE**

The purpose of this website is to promote TTEE (T<sup>2</sup>E<sup>2</sup>) who is the primary advocate for the study of Technology Education, in all grades, to prepare the youth of Texas for success in a Technological Society.

This website will serve as the focal point to the organization as well as a major means of communication between members throughout the state of Texas.

### **SERVICES**

Said person will provide the following services during the development of the website:

- Develop a page layout, look and feel to be used throughout the site.
- Design the navigation scheme.
- Edit, optimize and incorporate content in the form of text, photographs and images provided by current website.
- Optimize the website for search engine positioning using keywords relevant to our niche group of teachers.
- Career Clusters using the approved TEA icons
  - Architecture and Construction Teachers
  - Arts & A/V and Communication Teachers
  - Information Technology Teachers
  - Manufacturing Teachers
  - STEM Teachers
- Create a Site Index to maximize search engine positioning for your website. A Site Index is one of the most valuable pages.
- Create a Contact Us page – that will utilize our Constant Contact service.
- Create a Web-blog (Blog) page as part of our Search Engine optimization strategy for the website.
- Updates of website information from only approved Executive Committee members:
  - Executive Secretary
  - President
  - President – Elect
- A required page of checks and balances of items submitted for change or updates must be in place.
  - Date Posted
  - Date Submitted
  - Subject
  - Submitter

**\*\*\*TTEE reserves the right to accept or reject any and all bids that are submitted.**

### **SUGGESTED SITE MAP (Please change as you see fit – a complete redesign is okay)**

The following site map is proposed. The site map may change during the development of the website. A good example would be: [www.ctat.org](http://www.ctat.org) this is clean and uncluttered and has a logical navigation. The following items should be included on subsequent pages/drop downs.....

- Home
- Board of Directors/Members List
- Forms: Membership, Awards Applications, Officer Apps....etc.
- Vendors/Supporters
- Parent/Children Organizations....i.e. ITEEA, TSA, PLTW.....
- Current Year Awards with Pictures
- Teacher Resources (Currently Technology Links combine with Useful Links & UNT...)
- Region Map
- Conference Information
- Taters
- Newsletter
- Contact Us – Constant Contact
- Search Box
- Archives
- Social Networking Sites are a must to be included

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### **SCHEDULE**

This schedule defines the major tasks to be completed during the life of the project. Individual tasks may be added, deleted or moved as required to meet the demands of the design. The elapsed times are estimates and may vary depending on workload, changes and submissions.

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### **PROPOSAL/WINNING BID**

Proposed Bid Website Submitted by: August 15, 2011

Winning Bid will be announced by: August 19, 2011

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### **CHANGES/CORRECTION/FEEDBACK**

1<sup>st</sup> Proof for Executive Board approval: August 25, 2011

2<sup>nd</sup> Proof to Executive Board by: August 30, 2011

Full Live Website submitted by: September 1, 2011

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The following items must accompany your bid. Please list all fees in detail.

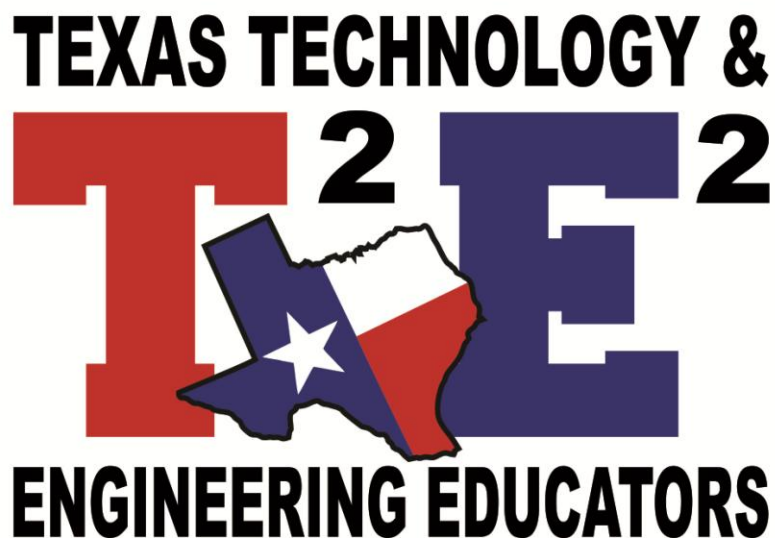
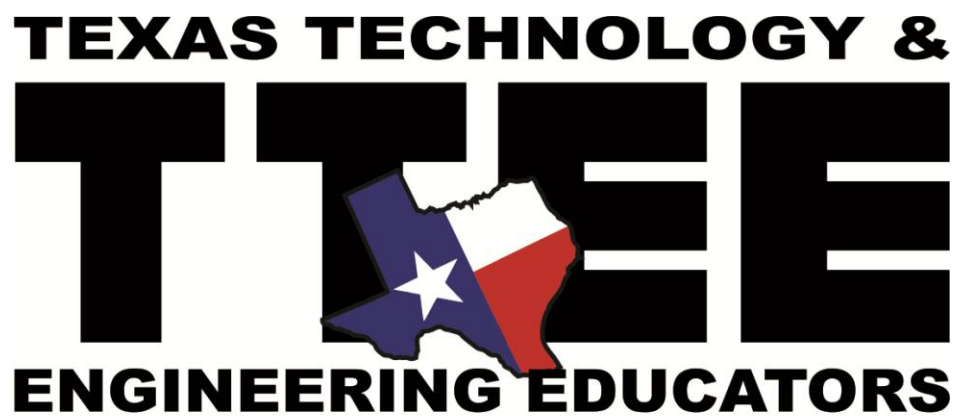
DESIGN FEES

WEBSITE MAINTENANCE

OTHER

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Please use the following logos in your bid/website. Updated logos will be given at time of bid approval.



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