

## Bid Opportunities Current Request for Proposals (RFPs)

**RFP Number:** NJHT RFP 25001

**Division of :** New Jersey Historic Trust

### AGENCY REQUEST FOR PROPOSAL

The Trust is seeking proposals from qualified consultants to create a new conference website that will facilitate our needs to develop and promote the conference while also providing a good user experience.

**Introduction:** The New Jersey Historic Trust is an agency affiliated with the Department of Community Affairs whose primary mission is to advance historic preservation for the benefit of the state's diverse population today and for its future generations. Through its education, tourism, stewardship, and financial investment programs, the Trust saves New Jersey's heritage and strengthens its communities. The Trust also co-hosts the annual state-wide New Jersey History and Historic Preservation Conference. The annual conference attracts over 500 participants in the fields of architecture, planning, heritage site and museum management, public history, archaeology, municipal preservation commissions, county heritage offices, developers, students, and more.

**Summary:** The New Jersey Historic Trust is seeking a proposal from a consultant team with expertise in dynamic website design and implementation to develop and launch a website to promote and market the New Jersey History and Historic Preservation Conference.

Tasks to be completed by the consultant team include:

- Develop the overall website architecture (AI) for a fully developed conference website based on the needs outlined above.
- Wireframe all pages and content pieces based on the approved IA.
- Work in collaboration with Trust staff throughout the design process and content development. This includes site-wide copy content, data points for all forms (participation, registration, sponsorships, etc.)
- Design all pages based on the approved wireframes and site-wide copy content.
- Develop backend CMS for site maintenance and updating, frontend development and implementation of approved designs, and integration with 3rd-party systems for payment processing and/or proposal submissions.

Requirements:  
The fully developed New Jersey History and Historic Preservation Conference website will:

- Have a brand identity
- Be interactive and vibrant
- Have the ability to process payments (registration and sponsorship)
- Have the ability to accept session and poster proposals
- Be designed for compatibility on mobile devices

- Have the ability to link to other sites: YouTube, Facebook, etc.

Thursday, November 14, 2024 at 4:00pm

**Deadline:**

Please send proposals to:

Glenn A. Ceponis, Executive Director [glenn.ceponis@dca.nj.gov](mailto:glenn.ceponis@dca.nj.gov)

USPS: New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625

For hand-deliveries

Glenn A. Ceponis, Executive Director

New Jersey Historic Trust, 101 South Broad Street, 6<sup>th</sup> Floor, Trenton, NJ 08608

**For questions or more information,  
please contact:**

Ashley Parker, [ashley.parker@dca.nj.gov](mailto:ashley.parker@dca.nj.gov)

*The RFP is available in the following formats:  
Microsoft Word [.doc] and Acrobat [.pdf]*

*All bid submissions must include completed mandatory compliance forms.*

*Ctrl + click on the links below for mandatory compliance documents:*

[NJ Standard Terms and Conditions](#)

[Waiver and DPA Contract Checklist](#)

*Ctrl + click on this link for the NJSTART Vendor Portal*

<https://www.njstart.gov/bsa/>