

Studebaker Drivers Club Web Master

Bid Specifications

Term of Contract: January 1, 2008 to December 31, 2010

General Qualifications: The successful bidder will be an experienced Web designer, skilled in capturing articles about Studebakers in the general media, article editing; design and layout of web pages; photo scanning and cropping; management of contributing authors; skilled in the use of a computer and web creation software such as Microsoft Front Page, graphics conversion from many different formats (The Turning Wheels Ads are submitted in Adobe PageMaker and must be converted to HTML); able to meet deadlines; knowledgeable of the Internet; experienced in creating and maintaining electronic files.

The successful bidder will have a general knowledge of the Studebaker Corporation, its history and its products.

The successful bidder will be required to forward e-mails and questions to the appropriate SDC official for responses.

The successful bidder will have a general knowledge of the Studebaker Drivers Club. Priority will be given to members of the Studebaker Drivers Club, Inc.

General Description: The Studebaker Drivers Club Web Master shall:

- a. Provide, or contract for, a server with a minimum storage of 250 Megabytes and enough bandwidth to give the approximately 13,000 members of the Studebaker Drivers Club, plus the general web browsing public access to the site.
- b. Work with SDC Membership Secretary to provide linkage to a secure website to allow on-line registrations, SDC Meet Insurance applications, Turning Wheels Back Issue purchases, SDC Club Store purchases, etc.
- c. Maintain the web site on a weekly basis so that the site is current with any breaking news (such as the Studebaker SUV in 2003) and weekly updates to the e-mail "Hot List".
- d. Provide locations on the web site for access only by SDC members through the use of their membership number. This limited access will require a means to integrate the website access with the membership secretary records.
- e. Update the National Officers, Regional Managers and Zone Coordinator listings within 10 days when notified of changes.
- f. Receive Chapter officer and contact information from SDC Chapters and post within 10 days.
- g. Create What's Happening area for Chapter activities postings to provide quick posting forum for SDC Chapters. Receive What's Happening information electronically from SDC Chapter contacts and post within 10 days. Provide electronic copy monthly to the SDC Turning Wheels editor for publication.
- h. Solicit and edit articles for publication on the site.
- i. The site should be constantly developed to reflect current standards.
- j. Be able to electronically scan all photos for use on the classified ads on the site, format will be JPEG.

k. Monthly, receive the classified ads and color photos from the Turning Wheels Editor, convert them to html and post them to the website not sooner than 20 days after that Turning Wheels issue has been mailed.

l. Receive copy by mail, fax and the Internet. Equipment required to handle fax and Internet transmissions will be provided by the Web Master and will be the property of the Web Master unless otherwise agreed upon.

m. Provide statistical software to monitor and record the numbers of hits on the web site. The statistics should be password protected and the password made available to the SDC Board of Directors.

n. Provide annual report to be submitted to the SDC Board of Directors meeting.

o. The SDC Web Master will report directly to the SDC president.

p. Maintain off server back up of web site.

q. Submit the site to major search engines

The bid must include the following:

a. Total amount of the bid on an annual basis.

b. Indicate line item expenses other than the professional services of the webmaster.

d. Provide a statement summarizing the bidder's goals and vision for the web site.

e. A current resume.

f. Any other terms, conditions and costs as proposed by the bidder.

A non-incumbent bidder must include at least three copies each of two samples of his/her work that are relative to this bid. Ideally, samples will include other websites created or maintained by the bidder. Non-incumbent bidders shall provide three references.

General Terms & Conditions: The Web Master will serve as an independent contractor and, as such, is fully responsible for all normal operating expenses (office cost, utilities, phone, etc.), all taxes, insurance, travel, lodging, meals, and such other expenses/obligations normally associated with such a position.

The cost to register and host SDC's website will be borne by SDC.

The cost of providing and maintaining computer hardware and software and other equipment as set forth in these specifications and such other equipment normally associated with the creation and maintenance of a web site be the responsibility of the web master. In the event SDC shall require the web master to purchase hardware, software or other equipment not set forth in these specifications or not normally associated with the website creation and maintenance, SDC will purchase and pay the cost of such hardware, software and other equipment.

After the bid is awarded, a contract will be executed between the successful bidder and SDC. This contract will include the terms of the bid as approved by the SDC Board of Directors, performance review, early contract termination and such other terms and conditions as approved by the SDC Board of Directors.

Copyright notice: Web Site, Domain name and work product is the property of the Studebaker Drivers Club, Inc., and shall carry the appropriate copyright law as required by the U.S. Copyright Office. Unless otherwise directed by the President of SDC or his/her duly appointed

representative, the webmaster shall make the appropriate filing of each issue with the U.S. Copyright Office and will be reimbursed for the cost of such filings by SDC.

Notice: The Studebaker Drivers Club reserves the right to refuse any and all bids.

Submission of Bids & Deadline:

All bids must be received no later than May 15, 2007.

Bids are to be sent to:

Ed Reynolds
97 North 150 W
Greenfield, IN 46140-8562