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October, 2026

RE: Request for Proposal to Provide Content Management System Design Services for Docomomo US/MN

Docomomo US/MN seeks to partner with a Development vendor to update and migrate the existing website, docomomo-us-mn.org, to a modern Content Management System (CMS).

Docomomo US/MN welcomes Development teams and companies with experience in Database Architecture, Geographic Information Systems, Content Management Systems, Graphic Design and Marketing Services to respond and prepare a proposal to accomplish the updates sought for the Docomomo US/MN website.

The budget for this project is estimated between $19,000–$25,000. Funding will be based in part through grant monies received through The Minnesota Legacy Cultural and Heritage Amendment, which is under application. The final award determination will be made by December 10, 2026. If grant funding is awarded, work may begin after January 1, 2027. Target date for project completion is July 2027, ahead of our prime fundraising season in the fall. Statutorily, the project must be finalized by the end of 2027.

A Development vendor will be chosen on a Best Value basis, meaning that qualified bids will be evaluated based on factors beyond total price and performance metrics. Factors that may be considered include, but are not limited to:

- Demonstrated quality and timeliness of performance on previous projects.
- Ability to organize and present project plans.
- Technical capabilities of Development team.
- Qualifications and past experience of key personnel.
- Previous project budget performance and ability to minimize cost overruns.
- Understanding of history, architecture, design and the Modern Movement.

About Docomomo US/MN:

Founded in 2011, Docomomo US/MN is the Minnesota chapter of Docomomo US. The organization is a Minnesota 501(c)3 registered nonprofit. Docomomo is the international working party for the Documentation and Conservation of buildings, sites, and neighborhoods of the Modern Movement.

Docomomo US/MN promotes the exploration, documentation, conservation, and sustained use of Minnesota's manifestations of Mid-Century Modernism (roughly spanning 1935 to 1975), including residences, sacred spaces, commercial buildings, and outdoor spaces.

Docomomo US/MN is run by an all-volunteer Board of Directors made up of mid-century enthusiasts, historians, preservationists, architects, interior designers, visual artists, craftspeople, real estate professionals and students; among others.

About docomomo-us.mn.org:

Docomomo-us-mn.org is the online home for Docomomo US/MN. The website is rich with content relating to pioneering architects and designers working in Minnesota at mid-century, significant Modernist buildings and sites across the state, and information about educational events and tours available to the public.

The current website was released in 2015, and is built on a Weebly theme that is no longer supported; it has largely outgrown the original design. There are about 150 static pages on the site that can be split into roughly five categories:

- Organization Information (5 pages)
- Static pages dedicated to extended research on specific topics (50 pages)
- News/ Blog posts (10 pages)
- Program info from the 2015 Minneapolis National Symposium (15 pages)
- Past Events, including event recordings and downloadable slideshows (70 pages)

Goals for docomomo-us-mn.org Redesign:

The main purpose of the website redesign is to bring the existing rich historic and research materials into a modern Content Management System: to streamline events production and archiving, to enrich existing content with search and accessibility tools; and to open website maintenance to volunteers via varying levels of admin access. All signs point toward setting up the new site in WordPress for futureproofing and extensibility, but we are open to other CMS options.

The Docomomo US/MN website redesign should:
- Update the look and feel of overall site, according to Docomomo US/MN graphics standards.
- Translate site content for full functionality on mobile / tablet devices.
- Include tiles on the homepage that pull from internal static pages, past research projects, news/ blog posts, event listings, and social media integration.
- Simplify content categories, improve navigation.
- Host static pages containing extended research, documentation projects; pages may include photos, videos, downloadable PDFs, etc. and must be WISIWIG editable.
- Host a news/ blog module with the ability to link to individual articles.
- Host a dedicated events module that will allow automatic listing of upcoming events, and maintain an archive of previous events with permanent URLs. Media associated with events listings may include photos, PDFs, video recordings, and livestream embeds. Integration with Eventbrite or similar ticketing platform, if possible.
- Integrate with NEON CRM via API or other means to provide current members of the organization access to member-only resources and early-bird ticketing options for events. CRM is maintained by national organization, Docomomo US.
- Maintain current URLs to all existing pages and blog posts, or provide redirects to avoid broken links after the transition to new CMS.
- Utilize modern analytics tools to understand traffic sources and user behavior; implement modern search engine optimization (SEO).
- Prioritize open-source CMS themes and modules over custom code.
- Be accessible to all, including those using assistive technology. ADA (Sec. 508) compliance on the majority of pages.

Scope of Services and Timeline

Task One: Planning and direction setting (January 2027)
• Developer delivers design board (or mood board) demonstrating fonts, color palette, pattern(s), basic messaging, and exemplary images which follow the Docomomo US/MN graphic standards. The Docomomo US/MN logo and theme will be used on all materials.
• Developer collaborates with the Docomomo US/MN website committee to compile details, final scope and expectations for website transition.

Task Two: Website Visual and Structural Design (January-February 2027)
• Designs will follow current Docomomo US/MN branding guidelines, including colors and typefaces.

Task Three: Coding and CMS Development (February-March 2027)
• Developer will do the heavy lifting to build out the CMS. Using a mix of custom code, and readily available open-source modules or applications, the development team will set up the CMS according to Docomomo US/MN requirements. The CMS will allow non-technical volunteers to make updates to events and news posts, without the possibility of introducing errors that could break the functionality of the site.

Task Four: Migrate website to new CMS (March-May 2027)
• Resources on the existing website will be migrated to new CMS, using automated tools wherever possible. For pages where automated migration is not possible:
• Developers will provide guidance to Docomomo US/MN interns and volunteers to migrate – page-by-page – existing static pages, event recordings, and research articles to new CMS while adding photo alt-text for improved accessibility.

Contract Award Timeline

All questions and general correspondence regarding this Request for Proposal should be directed to Ben Clasen at ben@docomomo-us-mn.org or 651-210-0494.

Requests for Proposal are due by 12/1/2026, 11:59pm, CST.

Contract expected to be awarded by 12/18/2026

RFPs may be submitted electronically in PDF format or hardcopy to: ben@docomomo-us-mn.org

Ben Clasen, Technology Chair,
c/o Docomomo US/MN
850 Decatur Ave N
Golden Valley, MN 55427

Proposals will be evaluated by members of the technology committee of the Docomomo US/MN board. They will be evaluated based on experience with similar type projects, ability to meet phase deadlines, and bid amounts. The technology committee will conduct interviews of the top candidates and make a recommendation to the Docomomo US/MN Board which will make the final decision.

Proposal Requirements

1. Title page (name, address, phone, contact person, date).
2. Letter of interest.
3. Firm profile and qualifications.
4. Description of related experience including 2-3 client references or links to past projects.
5. Information on key people that will be actively engaged in graphics and development.
6. Fees (break out by task) and method of payment.
7. Other information deemed helpful in demonstrating your ability to successfully complete this project such as industry awards, recognition, etc.

We look forward to considering your proposal. Thank you for your time and interest in this project!

Sincerely,
Ben Clasen
Docomomo US/MN

(20261023 v1.1)