



Request for Proposal (RFP)

Information Technology Support Services

Issued by: Thumb Community Health Partnership (TCHP)

RFP Issue Date: July 17th, 2026

Proposal Due Date: July 31, 2026

1. Introduction

The Thumb Community Health Partnership (TCHP) is seeking proposals from qualified vendors or independent consultants to provide website design, maintenance, and technical support services utilizing the Wix platform.

TCHP is looking for a reliable partner to assist with ongoing website enhancements, troubleshooting, and technical support to ensure our website remains current, functional, and user-friendly.

2. Scope of Services

The selected contractor will provide support in the following areas:

- Website design improvements and user experience enhancements
- Content updates and page layout modifications
- Technical troubleshooting and website maintenance
- Integration of forms, applications, plug-ins, and third-party tools
- Search Engine Optimization (SEO) improvements
- Website performance optimization
- Ongoing technical assistance and support
- Recommendations for website enhancements and best practices

The contractor will work collaboratively with TCHP staff to prioritize requests as organizational needs arise.

3. Estimated Time Commitment

- **Initial Support:** Approximately **5 hours per week**
- **Ongoing Support:** Approximately **1–2 hours per week**

Actual hours may vary based on organizational needs. Services are expected to be provided remotely unless otherwise agreed upon.

4. Proposal Requirements

Please submit a proposal that includes:

- Company or consultant name and primary contact information
 - Brief overview of your business and relevant experience
 - Experience providing website design and technical support using the Wix platform
 - Description of similar projects completed
 - Proposed approach to providing website support and maintenance
 - Estimated response time for support requests
 - Hourly rate and any additional fees
 - Two professional references
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5. Proposal Evaluation

Proposals will be evaluated based on:

- Relevant Wix website experience
- Experience with similar projects
- Technical qualifications
- Availability and responsiveness
- Professional references

TCHP reserves the right to request interviews, negotiate the scope of work, and select the proposal that best meets the organization's needs.

6. Timeline

RFP Released - **July 17, 2026**

Proposal Due - **July 31, 2026**

Interviews (if needed)- **August 5th – 10th , 2026**

Anticipated Contract Start- **August 15th, 2026**

7. Proposal Submission

Please submit proposals electronically to:

Jessi Taylor - taylor@thumbhealth.org

Questions regarding this RFP may be directed to: **Kari Granz** – granz@thumbhealth.org

8. Terms & Conditions

The Thumb Community Health Partnership reserves the right to:

- Accept or reject any or all proposals.
- Request additional information or interviews.
- Negotiate the final scope of work and contract terms.
- Award the contract to the vendor that best meets the needs of TCHP.
- Choose not to award a contract if it is determined to be in the organization's best interest.

The selected vendor will be required to enter into a service agreement prior to the start of work.