



FIRE ADAPTED COLORADO DIRECTORY DEVELOPMENT OPPORTUNITY

GENERAL INFO

Position Status: Contract

Location: Within Colorado

Timeframe: April 15-June 15

Estimated Value: \$3,000 - \$5,500

Reports To: Fire Adapted Colorado - Executive Director

Contact: Becca Samulski, fireadaptedco@gmail.com, 970-739-7899

FIRE ADAPTED COLORADO – CONTRACT OPPORTUNITY

Fire Adapted Colorado (FACCO) is seeking a creative, self-starting, organized and passionate professional to develop a member directory and interactive map for FACCO. We want to have a directory that clearly showcases who FACCO's members are and provides a place where Coloradans can easily find resources for wildfire preparedness in their area. We also want to connect success stories about the wildfire preparedness efforts of our members to help build support for their work.

This is a short-term contract opportunity with potential to provide long-term special project support for FACCO and our members. The selected contractor will work independently on contract tasks in close coordination with the Executive Director and 1-2 board members.

Directory details for approximately half of the members are already collected (26/44 place-based organizations and 7/22 partners) but additional details from remaining members will need to be gathered in cooperation with Fire Adapted Colorado's Executive Director.

PROJECT TASKS

Task # 1

Build an online and mobile compatible directory of FACCO members, potentially using a system like Appsheet (<https://www.appsheet.com/>) that includes:

- Accordion listing of member organizations and agencies
 - Arranged alphabetically by county with additional categories for partners who serve the entire state or a larger geographic area.
 - Dropdowns or accordions include
 - Logo, basic contact information, area served, and link to each member's website (should be linked to internal members Google spreadsheet if possible for easy and automatic updates)

- Brief description of wildfire resilience programs or services offered
- Uses available details from member applications and additional member directory details through a push for member renewal applications and other collection methods, as appropriate, developed in partnership with the FACO Director.

*Currently there are 44 place-based organization members and up to 22 statewide or beyond partner members for the directory listing.

Sample app template for directory listings:

<https://www.appsheet.com/samples/A-simple-CRM-for-managing-contacts-deals-and-interactions?appGUIDString=d08ca7d1-fc8f-4135-bc15-70defa951d42>

Task # 2

Build an interactive map to embed on the [FACO home page](#) that:

- Includes hyperlinks to each county's directory listing(s). The map does not need to link to the partner members who provide services at the state level of beyond.
- When a new member organization is listed for one or more counties, we need a system that will automatically or very simply populate the directory listing and map. New member applications currently come through a Google form into a Google sheet.
- Integrates member success stories, photographs, logos, images, etc.

Contractor will design the map and FACO will provide member content in addition to directory information to incorporate in the map. This may be designed as a story map or a different map viewer format, with a need to be easily updatable and user friendly superseding the desire to integrate stories and graphics beyond the directory listings.

Sample of a similar program by county map:

<https://www.violencefreecolorado.org/find-help/programs-by-county/>

Sample map incorporating local success stories:

<https://maps.deschutes.org/portal/apps/storymaps/stories/67f69a98802b4d4fabf00ac55c5cb979>

QUALIFICATIONS AND EXPERIENCE

Minimum Qualifications:

- Self-directed project management experience
- Ability to complete final directory and map by June 15, 2021
- Experience with website design and app development
- Ability to integrate feedback into final product

DEADLINE AND MILESTONES

Proposal Due: Monday, April 12, 2021, 8:00 AM Mountain Daylight Time.

Contractor selection: April 20, 2021

Draft directory and map: May 21, 2021

Final directory and map: June 15

TO SUBMIT A PROPOSAL

1. Submit a letter outlining your interest in the project and how you will approach development of the directory and map.
2. Include links to 2 or more samples of work relevant to directory development with an explanation of how it relates.
3. Provide 2 references that can speak to your experience working on similar projects
4. Include a budget that highlights quotes for each task, and sub-task as appropriate.
5. Please direct any questions regarding the desired outcomes or existing resources to FACO's Executive Director, Becca Samulski, at fireadaptedco@gmail.com or 970-739-7899.
6. Submit proposals electronically to: fireadaptedco@gmail.com. Proposals will be reviewed upon receipt and accepted until Monday morning, April 12, 2021, 8:00 AM Mountain Daylight Time.

ABOUT FACO

FACO is a statewide organization working to increase capacity among network members and provide sharing and learning opportunities to wildfire-centric organizations within the state.

FACO MISSION

A collective voice and representative organization for Colorado that provides educational and networking opportunities for communities, groups and individual stakeholders focused on reducing the negative impacts of wildfires in the state.

FACO VISION

Fire Adapted Colorado (FACO) provides a statewide platform for information sharing and forward-thinking discussion as related to wildfire issues. FACO acts as a connecting force that works with a collective voice, aimed at creating safer and more resilient communities living with the threat of wildfire.

LEARN MORE ABOUT FIRE ADAPTED COLORADO

<https://fireadaptedco.org/>