



# The New Mexico Coalition of Sexual Assault Programs (NMCSAP) Request for Proposals (RFP) for Website Design

Issued Date: February 17, 2026

Submission Deadline: March 16, 2026

## I. About the Organization

The New Mexico Coalition of Sexual Assault Programs (NMCSAP) has been a steadfast leader in addressing and preventing sexual violence across the state for the past 40 years. Our mission is to support survivors, foster education, and advocate for systemic change to create a future free of sexual violence.

Our organization is deeply committed to centering equity and advancing justice for historically marginalized communities. We prioritize inclusive engagement with diverse stakeholders, including survivors, advocates, service providers, and community leaders across New Mexico.

## II. Purpose of the RFP

NMCSAP is seeking proposals from experienced companies or contractors to lead a comprehensive and collaborative redesign and development of their organizational website, [nmcsap.org](http://nmcsap.org). The consultant will guide the organization through:

- Strategic visioning and roadmapping exercises to understand organizational needs and values to be incorporated into the website redesign, as well as the high level goal of the re-design.
- Audience mapping to understand who is visiting the website currently and where they are going, in order to identify key content.
- Recommendations and implementation of user friendly host site, site map and navigation, use of forms, directories, integration of CRMs, multi-language translation options, and accessibility requirements.
- Creation and revision of wireframes and page mockups in advance of launch.
- Domain hosting recommendations.
- Full launch support and strategic guidance.
- Troubleshooting support post launch.
- In depth staff training on the host site functionality.

NOTE: The consultant will not be expected to write the majority of website copy and will be supported in that effort by NMCSAP staff and consultants.

### III. Deliverables

- A detailed project timeline, including key milestones and engagement activities.
- Regular status check-ins to ensure timeline is met.
- Recommended site map and navigation, pre-launch wireframe options and revisions.
- Website launch and post launch troubleshooting.
- Live training and training guide on website functionality.

### IV. Desired Qualifications

- Demonstrated commitment to equity and organizational values.
- Experience working with non-profits website builds.
- Collaborate approach to all work.
- 5-10 years of experience in the field.
- Experience working in or with communities in New Mexico or similar geographic contexts.

### V. Proposal Requirements

Please include the following in your proposal:

- Cover Letter: Briefly summarize your interest, qualifications, and approach to this project.
- Consultant Profile: Include a resume or CV highlighting relevant experience and expertise.
- Scope of Work: Provide a detailed description of your approach to carrying out this work.
- Project Timeline: Outline the timeline for completing the scope of work and key milestones.
- Budget and Fees: Provide a detailed budget, including fees, travel expenses, and any other anticipated costs.
- Portfolio of Work: Please provide a list of sites built by the individual or company responding.
- References: Include contact information for at least three references from organizations you have worked with on similar projects.

### VI. Timeline

RFP Issued	February 17, 2026
Questions Due	February 25, 2026

Proposals Due	March 16, 2026
Finalist Interviews	week of March 16, 2025
Consultant Selection	March 23, 2026
Project Start	March 30, 2026
Project Completion	June 2026 or sooner preferred

## VII. Submission Instructions

Submit proposals electronically to: Brittany Poss - [brittany@singlespacestrategies.com](mailto:brittany@singlespacestrategies.com)  
 Proposal deadline: March 16, 2026

## VIII. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated expertise and experience in strategic planning.
- Alignment with NMCSAP's mission, values, and commitment to equity.
- Quality and feasibility of the proposed approach and methodology.
- References and past performance.
- Cost-effectiveness and budget alignment.

## IX. Contact Information

For questions or additional information, contact: Brittany Poss,  
[brittany@singlespacestrategies.com](mailto:brittany@singlespacestrategies.com)

We look forward to receiving your proposal and partnering to envision a future free of sexual violence.