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[back](#)

Category: Technology

1 2 3

Issue Date: 4/6/2010

Contract Number: N/A

[Next](#)

AGENCY LINKS

- > [Manage Solicitation Submissions](#)
- > [Manage Accounts](#)
- > [Manage Locations](#)
- > [Manage Announcements](#)
- > [Manage News and Events](#)
- > [Post Agency Reports \(Qtrly/Semi-Annual\)](#)
- > [Post Award Results](#)
- > [NYS Finance Law](#)
- > [Reports Schedule](#)
- > [FAQ](#)
- > [Upload RFP Documents](#)
- > [Agency Home](#)
- > [Procurement Information](#)

SITE LINKS

- > [Current Solicitations](#)
- > [Open Solicitations](#)
- > [Archived Solicitations](#)
- > [Awarded Contracts](#)
- > [Search](#)
- > [Manage My Account](#)
- > [Agency Report Listings](#)
- > [Home](#)
- > [Help](#)

PUBLIC LINKS

- > [Subscribe to E-Alerts](#)
- > [About E-Alerts](#)
- > [New Registration](#)
- > [Contact Us](#)
- > [News and Events](#)
- > [Announcements](#)
- > [Contract Categories](#)
- > [Procurement Resources](#)
- > [Publication Schedule](#)
- > [News Letter Sign-up](#)
- > [Agency Application](#)
- > [FAQ](#)
- > [Home](#)
- > [Login Help](#)
- > [Agency Reports](#)
- > [Bookmark This Site!](#)

HUGH L. CAREY BATTERY PARK CITY AUTHORITY - WEBMASTER

Description:

The Hugh L. Carey Battery Park City Authority ("BPCA" or "the Authority") is a public benefit corporation created by the New York State Legislature in 1968 to develop a 92-acre site at the Southwestern tip of Lower Manhattan. Parcels are leased to developers who build in accordance with BPCA guidelines, which incorporate "green" provisions mandating state-of-the-art environmental specifications to maximize energy efficiency and minimize water usage. Under an executive agreement, excess revenue generated by the Authority is given to New York City for use in its public coffers. Over the last thirty years, the BPCA has transferred nearly \$1 billion to New York City.

BPCA is currently seeking an experienced webmaster to host and manage its web site. Our ideal candidate is someone with at least two years of experience. Our website attracts unique visitors every month, and is growing rapidly.

Skill Set Requirements and Capabilities: Must have a solid understanding of a variety of graphic software applications and Web-based technologies including, but not limited to, HTML, Photoshop, Illustrator, Dreamweaver, Flash and FrontPage. Proficiency in at least one of the following: PHP, ASP or Cold Fusion. Hands on SQL experience. The candidate must be proficient in the Microsoft Office Suite.

Special Requirements: Individual must have a strong understanding of Web design and be knowledgeable of communication practices. The candidate will work as a functional resource not within the IT organization and provide BPCA web site utilization/optimization recommendations as well as ideas for end user experience enhancements. **Must** provide a monthly report on the number of hits to BPCA website.

This is a hands-on role that requires the ability to multi-task, plan, execute and follow through on projects. Responsibilities include site operations support, Search Engine optimization and day-to-day maintenance of web content. This will require, at minimum, monthly updates, site traffic and utilization reports with the possibility of emergency support and updates as needed or within a maximum of 5 hours of notification.

The selected firm must convey total and unlimited intellectual property rights in the project work in perpetuity and worldwide to the BPCA. There is no additional Bid Package. Proposals must be sent by mail only with the proposal title printed on envelope to the attention of Nidia Reeder. Firms interested in applying must fill out the Mandatory Forms Packet located on the BPCA website at: http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms must accompany the firm's proposal, and must include three references.

For questions on M/WBE participation and sub-contracting goals, please contact Mr. Anthony Peterson at 212.417.2337.

Minority Sub-Contracting Goal: 5%

Women Owned Sub-Contracting Goal: 5%

Due Date: 4/27/2010 4:00 PM

Contract Term: 2 years

Location: Battery Park City New York, NY

Contact: Margarita Santana, Administrative Assistant Affirmative Action
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[Home](#)

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