

Save Ontario Shipwrecks RFP FAQ

Please find below a list of frequently asked questions regarding our RFP for website design. If the answer you are seeking is not below, contact the designate in the RFP.

Q: Is there any restriction on offshore based service providers?

A: No, all qualified vendors are welcome to bid.

Q: We would like to know whether we will be able to apply for the Bid as we don't have reference to give for similar implementation.

A: A similar implementation is not a requirement. Experience with the type of technology; ie. CMS, databases, etc is a requirement. If you are unable to answer the RFP in the method specified, you should not respond.

Q: Would you be able to let me know what details you're looking for when you ask us to explain our business model?

A: This question is designed to help us understand who we are dealing with. For example; the size of your firm, if you outsource dev work or perform all in house.

Q: Do you have budget ceilings for each of the two phases of the project?

A: There is no budget ceiling; we expect the functionality specified at the most competitive price possible.

Q: Will the new website need to be compatible with IE6?

A: Not necessarily however with the proliferation of less capable mobile browsers, the main features of the site should function in these or lower versions of desktop browsers. If some advanced features do not function in these browsers, that is ok.

Q: The RFP notes that the "Web site must not require plug-ins as a default." Could you clarify what type of plug-ins are being referred to?

A: Plug-ins and more advanced browser support for the CMS, reporting, etc are fine. See above

Q: Does the project also call for the creation or revision of content?

A: No, we expect most of the work to be around the framework of the website. Existing content can be used and key members will edit and maintain through the new CMS.

Q: Within the brand identity and identity framework does the logo have to remain the same?

A: No it does not. See p 10 of the RFP under "Logo".

Q: What system are you currently using for membership management (purchasing and renewing membership). Are you hoping to use that same system on the new site or another system?

A: We process the paper copies of the membership form and our membership chair inputs them manually into the system for tracking, reporting, card generation, etc.

Q: Would the organization be open to a proprietary Content Management System?

A: Yes, as long as it was well documented and no code is hidden or encrypted. Future vendors should be able to modify or enhance the deliverable.

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Q: Regarding the Membership Features; could you please detail the “specific functionality” requirements as mentioned in bullet point #1 on page 13 of the RFP?

A: Existing functionality of the membership database is not complicated and is mostly around reports and filtering of data. For example, a list of members by chapter, verification of membership status, editing of background data (ie. adding a new chapter), etc.

Some reports are available to only certain roles (ie. there is an administrative report that chapter chairs and event coordinators can query the database by last name and postal code to verify their membership and insurance status). The most complex function would be our PDF generator that pulls values from the database to create a letter and membership card or tax receipt for your members. There is a single letter option and a batch (for tax receipts).

This is a screen shot showing all of the current options.

Edit:

- My SOS Membership Profile
- Provincial
 - Membership
 - Years Of Service
 - Roles
 - Role Types
 - Committee Types
 - Access Priviledges
 - Change Log
 - Buoy Status
 - Buoy Sites
 - Buoy Types
 - Buoy Anchor Types
 - Buoy Status Types
 - Buoy Current Types
 - Buoy Hull Material Types
 - Buoy Line Size Types
 - Buoy Line Types
 - Organizations
 - Users
 - Repair Years of Service
 - Create Membership Cards

Reports:

- Buoy Status Report - 2010 - 2011
- Provincial
 - Current Members (html /excel)
 - Expired Members (html /excel)
 - Count of Members (html /excel)
 - Count of Members by Membership Type (html /excel)
 - Count of Members by Committee and Year (html /excel)
 - Newsletter by mail (html /excel)
 - Newsletter by email (html /excel)
 - All Members, Current and Past (html /excel)
 - OUC Member Spreadsheet (html /excel)
 - Years of Service (html /excel)
 - Current Roles (html /excel)
 - All Roles (html /excel)

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Q: What is the current database storage type for the Membership data? (for export/migration purposes)

A: Most of the databases are on MySQL. The project manager will work with the successful bidder to deliver a sample data set for development and a final data set for final deployment.

Q: Does SOS expect to move the signup from PDF format to secure online form with commerce features (fee processing)?

A: Yes, this is probably the highest priority item in the RFP. Online membership renewal is seen as closely related to our success recruiting new members and retaining existing members. SOS has a PayPal account and is open to other clearinghouse options for funds received.

Q: Regarding the Vessel Database; what database type is this and will it be possible to export an XML data dump for import into the new system?

A: Yes, all databases will be exported to a format that is appropriate for the new system.

Q: Are there any other related databases that we should consider which will require public facing data entry forms?

A: Public facing databases include;

- Membership
- Heritage (shipwreck)
- Buoy Status
- Shipwreck Geek (trivia app)

Q: Just to confirm proposal delivery; do you require hard copy documents to be delivered to the address shown on page #16?

A: Electronic delivery is preferred. The address was given in the event that anyone would need it, however we expect no deliveries with this method.

Q: As per the website features, will SOS be wishing to preserve a Newsletter Application?

A: Delivery of a newsletter link should be part of the membership system (as this is where the preference of our members for email or post is defined) and a function of a particular role to generate the appropriate emails. For those members who have chosen a hard copy, there should be some type of export or report to generate mailing labels.

Q: Regarding the SOS Chapters; SOS currently deploys both Sub-Domain and Sub-Directory options for the charter sites. Will SOS wish to conform to a single standard for developing the charter websites? This is highly recommended.

A: Yes, a single standard will be used and chapter areas of the site should be;

- a) Generated / driven from the database
- b) Be managed by specified members of that chapter

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Q: Does SOS wish to consolidate their email list into the new WCMS?

A: We would expect a list server for the board and chapters and as part of the membership database the ability for;

- a) Chapters executives to be able send emails to all members of their chapter.
- b) The provincial executives to be able to send messages to;
 - a. All chapter chairs
 - b. All members
- c) As part of the membership database, users should be able to opt in or out of certain mailing lists (see newsletter example above). We have ideas for other mailing lists such as for those members with survey training to be able to opt in to a mailing list for project managers to call for volunteers etc.