



REQUEST FOR PROPOSALS

Save Ontario Shipwrecks Website Upgrade and Support

Save Ontario Shipwrecks (“SOS”), a Provincial Heritage Organisation and registered not-for-profit in the Province of Ontario, is seeking proposals for migration of the saveontarioshipwrecks.ca website to a newer and more stable version of Drupal, implementation of mobile responsive theme, and support/maintenance services options to assist with break fix support and feature enhancements to the site.

Save Ontario Shipwrecks Provincial Board of Directors

Krissy Nickle – President and Board Chair

November 21, 2016

RESPONSES DUE: Monday, December 19, 2016 at 5:00pm

Save Ontario Shipwrecks (“SOS”), a Provincial Heritage Organisation and registered not-for-profit in the Province of Ontario, is seeking proposals for migration of the saveontarioshipwrecks.ca website to a newer and more stable version of Drupal, implementation of mobile responsive theme, and support/ maintenance services options to assist with break fix support and feature enhancements to the site.

ORGANIZATIONAL BACKGROUND

Save Ontario Shipwrecks is a not-for-profit organisation, dedicated to Marine Heritage Conservation. In order to carry out this purpose, four long term goals have been set out:

- a) To stop the destruction of marine heritage sites;
- b) To identify, evaluate and monitor marine heritage sites;
- c) To conduct projects which contribute to the knowledge and understanding of Ontario’s maritime history; and
- d) To provide the diving community and the general public with the opportunity to learn and understand more about Ontario’s maritime history, and the value of our marine heritage resource.

The role that SOS plays in marine conservation in Ontario is a vital one both in the academic and practical sense. Academic in that we seek to learn as much as possible, to record this knowledge for future study, and to pass our knowledge along. Practical in that much of our study is in active field work, and in actual preservation of existing endangered heritage and recreational resources.

PURPOSES OF SERVICES REQUESTED

SOS is seeking proposals from firms that specialize in Drupal website migration, development, integration, and support to upgrade our main site saveontarioshipwrecks.ca which is hosted on the Drupal 6.0 platform to a stable and newer version of Drupal as Drupal 6 has reached its end of life.

We are seeking to enhance user experience with a fully responsive site along with ensuring that the site is 100% PCI compliant and secure with all the necessary and required security updates applied onto our infrastructure. While not required by law, SOS would like our website to meet the accessibility standards set out in the Accessibility for Ontarians with Disabilities Act (AODA). The Vendor must adhere to high coding standards and work in collaboration with the SOS Team to smoothly transition all the critical integration pieces and the complete set of currently existing functionalities to Drupal 8 and deliver a highly customizable user-friendly website with a rich set of Admin features for daily content management by Content Administrators and also ensure that the platform is robust for building new features and for enhancing existing functionalities in the future. We also request a quote for maintenance services that should cover project management oversight, code development and QA, and technical documentation/support.

SCOPE OF WORK

SOS requests proposals to provide services including but not limited to the scope of work described generally below:

- Create a separate Drupal Development environment to upgrade our current website from Drupal 6 as stated above.
- Migrate all the content and architecture workflow, but use a responsive design so that our website renders well on all devices ranging from mobile devices, tablets, and desktops.
- The new website must be compatible with all major browsers including but not limited to Internet Explorer, Safari, Google Chrome, and Firefox.
- The site must be compatible on the latest iOS devices, Android smart phones and tablets, and the newer Windows 10 phones and tablets.
- The site must have social media integration.
- The site must meet Web Content Accessibility Guidelines (WCAG) 2.0 Level A

The main backend tasks include:

- Implement the new Drupal instance onto production infrastructure.
- Analyze and report on usage of functions/modules by existing Drupal 6 environment.
 - Broken/out-of-support/unavailable modules in Drupal 8 will need to be replaced.
- Implement new functions/modules on the Drupal 8 environment
 - Includes migration of the custom module “SOS” to the new platform. (The SOS module generates a membership card PDF and tax receipt for membership purchases.)

In your proposal, please provide a breakdown of the time and cost estimates for the requirements stated above. Also, specify details on the training that you would be able to offer to facilitate our on-going content updates and maintenance of the site.

SUBMISSION PROCESS

Two (2) copies of your proposal must be received no later than 5:00PM EST, Monday, December 19, 2016. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

Krissy Nickle
PO Box 1083
St. Marys, ON
N4X 1B7

Proposals should provide a straightforward, complete and concise description of the firm's capabilities to satisfy the requirements listed within this request for proposal ("RFP").

Firms submitting a proposal may be required to interview with SOS staff or representatives. In this submission stage, firms may be provided with additional information on application uses and specifications, which may provide an opportunity for firms to clarify or elaborate on their proposals; in no way will any additional information or the interview itself change the original submission.

SOS's request for an interview shall not constitute acceptance of a proposal.

Submissions should include numbered sections with the following information:

1. Anticipated scope of services/project approach to accomplish the expectations stated above, ensuring that the scope of services is fully executed and to the satisfaction of SOS.
2. Anticipated schedule of timeline for implementation.
3. A description of the firm's capabilities to provide these services, including relevant experience with not-for-profits and other organizations and capacity to support this endeavor through its entirety or plan to subcontract or partner with other firms to fulfill the project.
4. Overall cost proposal for all elements included within the scope of services, including a proposed fee. (Although proposed fees will be taken into account, SOS reserves the right to negotiate a lower or different fee structure during a best and final offer process with any firm within the competitive range.) We welcome presentation of a range of cost options depending on the program capabilities and output.

RESOURCES

a. Point of contact/ project manager:

Krissy Nickle

Email: krissy@nickle.ca

Phone: 519-671-2472

Address:

PO Box 1083

St. Marys, ON

N4X 1B7

b. The executive board of SOS will be responsible for making technical and nontechnical decisions and reviewing proposals.

EVALUATION CRITERIA

Proposals will be evaluated with the following criteria:

- Suitability of the Proposal - the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
- Aesthetic Capabilities - prior work demonstrates artistic and innovative, user friendly interfaces that engage communities and viewers.
- Candidate Experience - candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels - the price is commensurate with the value offered by the proposer. As a non-profit institution, SOS is able to accept pro bono service and recognize the provider to the full extent allowed by the Revenue Canada, including naming the proposer within the web site and other collateral as a SOS supporter and partner.
- Depth and Breadth of Staff - the candidate firm has appropriate staff to develop the site in the time frame needed.
- Proposal Presentation - the information is presented in a clear, logical manner and is well organized.
- Demonstrated commitment to high service level agreements (SLA).