

Vancouver School of Theology New Website Initiative

Issued By

Vancouver School of Theology (VST)

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VST Representatives

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Introduction

VST is a multi-denominational theological graduate school located on the University of British Columbia (UBC) campus in Vancouver, BC. We are seeking a web developer to build a modern and intuitive website, from concept to completion. We strive to establish a strong working relationship with said developer, ensuring that future revisions and maintenance can be easily facilitated.

Goals in Brief

1. To ensure that our web presence is tightly organized, highly informative, and reflective of the values and mission of the school.
2. To provide a comprehensive self-service frontend for current and prospective students by integrating with VST's internal Student Information System (SIS)—with an emphasis on security and user experience (see Phase III under *Proposed Timeline* on page 2 of this document).
3. To compartmentalize the website (initially into public-facing and self-service components) in such a way that each compartment can be deployed and consumed independently of the others.
4. To provide an easy and intuitive way for both technical and non-technical departmental delegates to create and edit content within their domains on the website, without compromising the style and consistency of the website.

Scope & Project Timeline

RFP

January 14 th	RFPs issued
January 28 th	Proposal submissions received
January 28 th to February 7 th	Proposals reviewed
February 8 th	Contract Awarded

Proposed Timeline

- **Phase I** – Discovery & Planning – *Deadline: End of April 2019*
 - The auditing of content and liaising with departmental delegates/content experts at VST.
 - Initial mockups and proofs of concept will be delivered before work on the website proper begins.
 - A solid project timeline and the planning and organization of future phases of the project will be complete at this point.
- **Phase II** – Public-facing Website Development – *Deadline: September 2019 (Subject to change)*
 - Delivery and deployment of VST’s public website component is to be completed before the start of the new academic term (September 2019).
- **Phase III** – Self-serve Student Information System (SIS) Integration – *Deadline: September 2020 (Subject to change)*
 - The evaluation of tools, APIs, and database technologies for interfacing with VST’s SIS (presently Blackbaud Education Edge, but subject to change) will take place initially.
 - Requirements will be finalized at this stage, based on what is desired and what is feasible.
 - Staging and testing of the self-serve platform to commence. Pilot tests with select students to take place before deployment; ideally for a full academic term (~4 months).
 - Final deployment of production platform to take place once it is determined to be stable and free of major issues.

Departmental Liaisons

It may be necessary to engage the following departments at VST (in their respective domains) during the organization and production of content.

- CFO/HR
- Communications
- Development
- Student Recruitment/Alumni Relations
- Registrar’s Office
- Library Technology
- Information Technology

Submission Guidelines

1. Prospective bidders should notify the VST point-person, Hunter Mueller, about their intent to submit a proposal no later than January 21st, 2019. Proposals must be received by 5:00 PM PST on January 28th, 2019.
2. Bidders should present a portfolio of no less than three production websites and a brief description of the scope of the work done on said websites.
3. A technical proposal should be delivered, outlining key personnel, said personnel's skills and specialties, as well as an estimated timeline of development milestones.
4. A price proposal, which includes hourly rates and an estimation of the time required, should also be included.
5. Proposals must be signed by a representative that is authorized to make such decisions on behalf of the company.
6. If you have a list of terms and conditions, please include them when submitting your proposal. Please note that all terms are subject to negotiation prior to any final agreement with VST.
7. Proposals must remain valid for a period of 30 days.

Evaluation of Proposals

VST will evaluate proposals based on the following factors, in no particular order of importance:

1. The estimated cost of the project.
2. Demonstration of prior work.
3. The degree of alignment with our vision for the new website.

VST Reserves the right to award this project to the firm that presents the best value to VST, as determined solely by VST in its absolute discretion.