

Request for Proposals

CMS Setup with Customized Template

1. DESCRIPTION, PURPOSE AND OBJECTIVES OF WEB SITE

Project Description: The BGCA is seeking a Joomla or Drupal developer to design, set up and configure a Joomla or Drupal CMS to replace an existing static html site (www.burnsidegorge.ca). The new site should include form builder with form to email support and a calendar. Preference will be given to a local developer.

Purpose of the redesign is to heighten user experience and ease administrative updates for staff.

Objectives of the redesign of the BGCA website are to:

- Improve web site design and aesthetics
- Develop a quality brand asset that captures attention
- Heighten BGCA's visibility via Internet
- Broaden customer base
- Ease of administrative and web author updates for internal staff

The developer should provide basic demonstration (approximately ½-1hr) on how to add content.

2. BUDGET

Budget: \$1,000

Project start date: August 23, 2010

Project completed by: September 15, 2010

Estimated work: 1 week

3. TERMS AND CONDITIONS

Relevant dates: see item #7 below.

Proposals should be delivered to Kim Perkins, Community Development Coordinator at community-bgca@shaw.ca. Copies should be received by August 11, 2010.

- a. Organization must own, have full access to and have the right to customize site code. (*with the exception of publically available software, for which inclusion must be specifically authorized. Eg Drupal/Joomla)
- b. Terms for proposal:

Bidder status: bidder must disclose any relevant conflicts of interest and/or pending lawsuits.

4. BACKGROUND

The Burnside Gorge Community Association is a nonprofit organization that serves residents in the Burnside Gorge neighbourhood and families in the Victoria area. Established in 1991, the BGCA has almost 50 agency staff members. For more information, please visit www.burnsidegorge.ca

5. AUDIENCE

The BGCA's site will be accessed by the general public, clients, partner agencies, funders, board members and staff. The entire site will be accessible to the general public.

6. REPORTING NEEDS

Integrate Google Analytics

7. TIMELINE

- i. RFP release date: July 16, 2010
- ii. Proposals due: August 11, 2010
- iii. Finalist interviews: August 16-20
- iv. Proposal award date: August 23, 2010
- v. Initial meetings: August 23-27, 2010
- vi. Beta site: September 15, 2010

8. ONGOING MAINTENANCE AND HOSTING

a. Hosting, maintenance and support: Identify any costs that should be assumed as part of the site hosting and ongoing costs for maintenance and support we need in the future. Identify whether we must or are highly encouraged to use your company for support, maintenance or hosting.

9. ATTACHMENTS

- a. Qualifications and Experience: portfolio with examples including urls for at least three sites using a CMS system
- b. Biographies for all who will work on account
- c. Two professional references will be required on acceptance.

Submit proposals to:

Kim Perkins
Community Development Coordinator
community-bgca@shaw.ca
250-388-5251