

REQUEST FOR PROPOSAL

Online Student Registration Development

February 18, 2006

1. SUMMARY

Chinese School Andover (CSA) is accepting proposals to design and develop an online registration application. This will be a concept to completion production. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

The online registration application will be an integrated module on the CSA web portal, which will be launched in June of 2006.

2. PROPOSAL GUIDELINES AND QUALIFICATION

Proposals received after March 7, 2006, will not be considered. If you wish to submit alternate solutions, please do so. The price you quote should be inclusive in U.S. Dollar. In your proposal please provide your company name, the post office address, name of the contact person, and email and phone number. CSA will negotiate contract terms upon selection. To qualify, you must have successfully developed and deployed PHP/MySQL/Apache based web application from referable clients. The programmers would participate in the development must have more 3 years of web development experience. Please include the contact information of at least two references, as well as the resumes of the key developers.

3. PURPOSE, DESCRIPTION AND REQUIREMENTS

Purpose

The current CSA student registration is a manual process. An opportunity exists to develop an online registration application to reduce the administration work load and to provide better communication among CSA administration, its teachers and student parents.

Description

Create an online registration application with an intuitive interface. It must be fully integrated to [e107 website system](#), and can support concurrent users with reasonable response-time. It is a web-based and database driven application based on the CSA online registration data model. To be effective, the application must be:

- Easy and intuitive
- Visually pleasing
- Informative
- Safe and secure
- Quick to load and operate

Requirements

Reqmnt.	Requirement	Description
1	e107 plugins interface	The application must adopt e107 plugins interface
2	Database integration	The application will read from a MySQL database

		and write back to it. The data model will be provided.
4	Integration to e107 user group and login	Each class will be a user group in an e107 portal, and the teacher and students or their parent will become members for the group. Also the access authorization to registration pages will be processed by e107 system.
5	Set up class in a semester	School administrative staff will be able to set up classes for a new semester
6	Registration class	e107 portal members will be able to create and edit registration account and add students to its account. They can then registration class for students
7	Manage tuition	School treasurer will be able to update tuition payment

Functional specification has been designed and comes with click-thru web pages and backend database model. You can request the documents by assigning a confidential agreement.

4. TIMELINE

- This RFP is dated February 18, 2006. Proposers may also request a copy be sent via email by contacting John Zhao at jzhao@csandover.net
 - Proposals are due no later than March 7, 2006.
 - Proposals will be evaluated immediately thereafter. During this time we may require interviews over phone or web conference with our evaluation team on or about March 17, 2006. You will be notified if this is requested.
1. The name of the candidate firm who has been selected will be decided on or about March 25, 2006.
 2. Negotiations will begin immediately with the successful candidate and should conclude no later than March 30, 2006.
 3. The project must be completed and delivered by May 30, 2006.
 4. Engagement work complete and application goes live on June 15, 2006.

5. CONTRACT TERMS

The CSA will negotiate contract terms upon selection. A project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

6. BUDGET

Please provide cost proposals to accomplish the scope outlined below. The budget must encompass all design, production, and software acquisitions necessary for development of the application. List pricing for:

- Phase I: Requirements Review & UI Design
- Phase II: Administrative Web Pages
- Phase III: User Online Registration

The CSA has allocated \$800 for this project. However, we will entertain responses for greater than \$800.

7. BACKGROUD OF ORGNIZATION

CSA, established in August, 2003, is a volunteer-based, non-profit organization. It offers education in Chinese language and promotes cross-culture exchange. CSA adapts the Chinese Pin Yin phonetic (Han Yu Pin Yin) system and simplified Chinese characters writing system. Language class ranges from kindergarten to 12th grade.

CSA also offers series Chinese culture programs that include Chinese dancing, drawing, paper crafts, chess, Tai Chi, Chinese music, and Chinese history.

Operating on Saturday morning at the Pike School in Andover, Massachusetts, CSA is governed by its Board of Directors. The School Administration, with the help from CSA students and parents, manages its weekly program.