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Drupal/CiviCRM Website Developer and Administrator | Portland Area Business Association (PABA)

Submitted by [MrFanta5t1c](#) on Mon, 2009-10-26 01:22

CiviCRM · contract development · existing site upgrade · Online Communications and New Media Manager

Employment type: Contract

Telecommute: Allowed

Portland Area Business Association (PABA)

Request for Proposal

PABA, Portland's LGTBQ & Allied Business Association and Chamber of Commerce, is seeking qualified developers to complete and enhance its current website. We welcome submissions from all interested parties that can demonstrate qualification for the work.

Current Status of PABA site

The current PABA site – www.PABA.com - is a membership-based site constructed from a Drupal content management system and a CiviCrm database. While anyone is able to access the public information on the site, including its membership directory, only registered members may add or update a profile, create content, etc. Members register by submitting payment through a payment module or manual entry by PABA administrators. Once listed as a member, each must fill out profile information for use across the system, but primarily in the Membership Directory.

Users must have records in both systems, Drupal and CiviCRM, in order to access the full functionality of the site. The site has been in development for almost two years and communication problems between the two major components persist.

This Request for Proposals contains three items – Scope I, II, and III – and we are requesting separate bids for each Scope, with an itemization of cost for each item within each Scope, to the extent that such is possible. In order to facilitate the bid process, PABA will grant potential developers access to a development version of the current site at their request. Potential developers may bid on only some or all of the Scopes of Work.

Scope of Work I

Correction of Known Problems on Current Site

- User Names revert to registered email addresses
- Some changes to user/member data are not saved
- Passwords either expire or are otherwise rendered invalid
- New members are not registered as such on both halves of the system simultaneously; this results in some members not receiving email and some not being listed in the Directory
- The logo and photo upload process does not normalize images, resulting in distorted outputs of those images upon display
- "Member-to-Member" specials from member profile pages are not aggregating on the "Member-to-Member Specials" page.
- Drupal content management system lacks clarity; it is often difficult to know where to begin to add or edit content
- Load times for site and searches is slow
- Search results summary does not display most pertinent information
- Static advertising must be standardized and implemented

Training

- Training Board members and their designees in the use of Drupal/CiviCRM for management of content, membership and some communications functions

Scope of Work II

Features to be Added

In the second development phase, PABA wishes to add the following functionality to the website:

- Redesign of pages, including scrolling, to accommodate more content
- Implementation of rotating advertising
- Implementation of site map
- Implementation of one-button reporting on a variety of statistical outputs
- One-button export of complete member contact info for importation into local databases
- Event calendar to send automated reminders of upcoming events
- Implementation of member forums
- Implementation of member polling
- Implementation of an RSS News Feed on the home page
- Implementation of a Job Bank page, aggregated from Member Profile pages
- "Inquire About" Jobs and Member-to-Member specials function that sends email from one member to another
- Implementation of Blog on Homepage
- Implementation of photo gallery and rotating photos across the site
- Addition of "Member Referrals" option that allows one member to recommend another with brief comments that appear in that Member's profile (Member has option

to delete).

- "Request a Quote" function in Membership Directory that allows a viewer to submit an email quote request to all members of a particular business category simultaneously.
- Email aliases for all committees, officers and directors

Scope of Work III

Website Hosting and Administration

- Help in identifying and securing a local web host whose capacities meet current and future needs
- Contract-based website administrator to troubleshoot and resolve technical problems related to Drupal and CiviCRM and to assist Board members in the implementation of content
- Contract-based electronic communications coordinator to design and transmit template-based monthly e-newsletter, to distribute press releases and other notifications to third party websites (such as Twitter, Facebook, and Linked In), to standardize email communications between the Board and the members, and to update routine content such as calendar entries.

Qualifications

Prospective bidders must meet the following criteria:

- Physically located within the Portland metropolitan region
- Accessible by telephone and email during business hours
- Experienced with websites that combine Drupal and CiviCRM (as demonstrated by working sites)
- Able to provide contact information for previous clients of above-mentioned work
- Ability to work with a non-profit organization, including a Board of Directors
- Demonstrated commitment to equality and diversity, in particular as it relates to the LGBTQ community, either through choice of previous clients/projects, through employment policies, or through recommendations.

Potential bidders are encourage to visit the current site – www.PABA.com - and to address any questions or requests for clarification to the Website Development Chair, Mark Santillo, at masantillo@activeimagineering.com or call at (503) 927-5658.

Bids are due at 5:00 p.m. on Wednesday, November 4th. Bids should include:

- Name and business address of Developer
- Name, phone number and email address for primary contact
- List of qualifications to perform Scope of Work
- List of websites that demonstrate these qualifications
- Contact information for referral sources related to these sites
- Evidence of commitment to diversity and equality, particularly for the LGBTQ community.

- Line-item breakdown of costs, to the greatest extent possible
- Time-line for completion of each Scope.

PABA seeks to complete Scope of Work I no later than December 31, 2010 or sooner.

Please send bids by email to masantillo@activeimagineering.com.

PABA appreciates your consideration of this request.

On behalf of the Board of Directors,

Mark A. Santillo, Director
Website Development Chair

Groups: [Portland \(Oregon\)](#)

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