

Northwest Indiana Genealogical Society
P.O. Box 595
Griffith, IN 46319

Request for Proposal – Members-Only Website, Maintenance, and Web Hosting
Dated:

Responses Due:
Send Responses via email to: nwigs@hotmail.com

Contact: Gerard Dupczak
Email: nwigs@hotmail.com

Background

The Northwest Indiana Genealogical Society (NWIGS) is a fraternal organization of approximately 175 individuals. NWIGS members wish to gain an understanding of the historical and genealogical background of the past and present residents of Northwest Indiana, disseminate genealogical information and foster a greater knowledge within the community through educational forums, book sales and trips. NWIGS is recognized by the Internal Revenue Service as a Section 501(c)3 not-for-profit organization. NWIGS has a limited budget for this project.

NWIGS has a website at <http://www.rootsweb.ancestry.com/~innwigs/index.htm>. NWIGS wants to establish another website to provide its members with additional research capability not offered to the general public. This “members-only” site will provide access to databases developed by NWIGS.

The scope of this Request for Proposal (RFP) includes:

- the establishment of and the operation of a members-only website;
- database storage and data retrieval;
- ongoing website maintenance;
- web hosting (including maintaining the site domain name registration and the SSL certificate);
- limited content management and maintenance; and
- routine statistical reporting regarding site utilization, etc.

Current Website

The current website is hosted by Rootsweb, a commercial entity providing free web hosting for organizations and individuals dedicated to genealogical research. Rootsweb has ultimate control of the content and does not permit “members-only” areas. All content must be accessible by the general public.

The current website contains the following navigation links:

- What's New?—a consolidated listing of new items or changes to the website
- Online Archives—links to data that are maintained internally on NWIGS' website
- Research Resources—links to other resource sites

- Our Publications—the listing of NWIGS' publications and an order form
- Our Current Projects—the listing of projects in process
- Northwest Indiana Views—a collection of vintage photographs and postcards relative to the Northwest Indiana region
- Genealogy Links—hyperlinks to other websites
- Surnames—a listing of surnames being researched by NWIGS members. The listings have a hyperlink to e-mail the member if contact is desired
- Personal Websites—hyperlinks to personal websites of NWIGS members
- Past NWIGS meetings—collection of articles about past NWIGS meetings
- Lookups—Description of lookup procedures and fee schedules
- Heritage Circle--NWIGS hopes to encourage the preservation of Lake and Porter Counties' family history through proven lineage of the early settlers' descendants. This page describes the requirements for application
- Membership—this page contains membership applications and other information regarding membership in NWIGS
- Guestbook—Visitors to the site can record their comments here
- About Us—Information regarding current and past board members, along with other information about NWIGS

Proposed Work

1. Members-Only Website
 - a. NWIGS wants to create and maintain a members-only website. The initial page, with selected links, will be visible to members and non-members. The initial page and selected links will display limited information regarding the databases available to members-only. The intent is to entice non-members to join NWIGS in order to get on-line access to the databases. The type of information available to all users will be similar to the data accessible on NWIGS' current website. The members-only area will provide access to more extensive data accessible only in our publications. NWIGS newsletter "TWIGS", available only to members, will be published in an on-line format and will not be mailed to members unless specifically requested.
 - b. Several pages on the web have dynamic content. The bidder will be responsible either for routine content management of the site to the extent that it is necessary to update these items or, in the preferred alternative, to provide a simple means for authorized NWIGS staff to make routine document uploads to the site.
2. Optional Enhancements--There are several enhancements for which the bidder may provide separate bids. The bidder has the option to provide separate bids for these items.
 - a. It may be desirable, depending on cost and complexity, to give new members the option to apply for NWIGS membership online. However, the Membership Director is to be notified (via email?) of a pending application and must approve the application before the member record is added to the membership database. Bidders responding to this part of the RFP should include costs to add and maintain this capability as a separate line item(s) in their bids, along with an explanation as to how they will provide this feature.

- b. It may be desirable, depending on cost and complexity, to allow for on-line payment of annual dues. Bidders responding to this part of the RFP should include costs to add and maintain this capability as a separate line item(s) in their bids, along with an explanation as to how they will provide this feature.
- c. It may be desirable, depending on cost and complexity, to allow for on-line purchase of NWIGS publications. Bidders responding to this part of the RFP should include costs to add and maintain this capability as a separate line item(s) in their bids, along with an explanation as to how they will provide this feature.
- d. NWIGS welcomes suggestions for additional improvement to our website. Bidders suggesting items other than those listed above should fully explain each item and include the related costs as separate line items in their bids.

Specific Bid Requirements

To be considered, bids must address each of the individual items listed in Proposed Work (1), above, providing a description of the work that will be performed, a timeframe for completion of the work upon award of the contract, and the costs associated with each item. Bidders may address the individual items in Proposed Work (2). Bids addressing only Proposed Work (1) will be given equal consideration as those addressing Proposed Work (1) and (2). Bids for upgrades and enhancements based on an hourly cost with a “not to exceed” upper total cost limit are preferred, but other pricing schemes will be considered. Bids for site maintenance and ongoing tasks such as content management may be bid either on a “per item” basis in each category, or on a per hour basis. It is NWIGS’ expectation that the successful bidder will have a proactive approach to site management.

NWIGS seeks to keep website down time to a minimum. Therefore, each bidder must address issues related to security, availability of technical support in the event of a vandalized site or other security breach, and availability of technical support and typical time to resolve issues such as an inability to submit a membership application or a broken navigation link.

Each bidder must also specify the maximum time from receipt of an item for posting until it will be on the website.

Although 24/7/365 availability of technical support is not required, bidders must provide clear detail about the availability of a contact with knowledge of and access to the website for maintenance or problem resolution. Availability may be established in part by the number of the bidder’s full-time employees, hours of operation of a telephone help line, or by any other means that the bidder feel to be relevant.

The website may be developed using any common, commercially available web development tools, database management software, etc., as selected by the bidder. The bidder may not use proprietary software for development of the site without the prior written consent of NWIGS. Any portions of the bid proposing the use of proprietary software must be clearly identified.

Website navigation shall be streamlined to the greatest extent possible.

A secure means shall be provided for a member to reset his/her password.

Each member’s unique login shall permit members to access the members-only area of the site.

The domain name, preferably NWIGS.org and the organization’s SSL Certificate, although maintained by the successful bidder, shall remain the property of NWIGS.

All code used to create web pages, data in the NWIGS databases, all supporting documentation, and all other items in the possession of the bidder which are associated with the creation or

maintenance of the NWIGS website, other than hardware and commercial software owned by the bidder, shall be the property of NWIGS. Up-to-date versions of these items shall be furnished to NWIGS not less frequently than quarterly. Nothing in this requirement, however, shall preclude the bidder from using identical or similar code or designs in the creation and/or maintenance of websites for other customers.

At a minimum, the vendor must test the initial website and subsequent updates to assure proper display, rendering and operation at screen resolutions of 800x600, 1024x768, 1280x800 and 1680x1050 with both the Microsoft Internet Explorer (v. 6.x and higher) and the Mozilla FireFox (v. 2.x and higher) browsers.

The bidder may subcontract the web hosting portion of this RFP. However, the bidder, as "general contractor," assumes all responsibility for performance by any subcontractors. The bidder must clearly identify in the bid which portions will be subcontracted and to whom. Changes to subcontractors may not be made without the express written consent of NWIGS. In addition, all subcontracts will be the responsibility of the winning bidder. NWIGS will pay the winning bidder on a quarterly basis, and the bidder will be responsible for paying all subcontractors.

Bids must separately identify those costs related to the website upgrade from those related to ongoing maintenance and service.

The initial contract will be for the upgrades and enhancements listed, plus one year of website hosting, maintenance and technical support from the date on which the upgraded website comes online. Upon successful completion of the first year of support and maintenance, multi-year support and maintenance contracts may be considered.

Any and all exceptions to these bid requirements must be clearly listed and explained in detail at the beginning of the bid submission.

NWIGS reserves the right to reject any and all bids.

Questions related to this bid must be submitted via email to nwigs@hotmail.com. Responses from NWIGS will also be via email.