



OACUHO

Ontario Association of College & University Housing Officers

REQUEST FOR PROPOSAL

The Ontario Association of College and University Housing Officers (OACUHO) is requesting a proposal for the review, maintenance, and ongoing development of its website – www.oacuho.com

Please read the following and send questions and/or proposal to:

OACUHO

C/O Carol Ford

info@oacuho.com

Important Information:

- Deadline for submissions: March 31, 2010, 5:00 p.m.
- Successful candidate will be notified on: April 30, 2010
- Website Launch Date: August 01, 2010
- Please provide full costing for web development, artwork, and recommended web hosting service.

Request:

OACUHO would like to have a website that reflects the energy, passion, and uniqueness of our industry and organization.

An outline of the required website components appear below, however the outline may change as the committee works to define the requirements.

In addition to the proposed redesign work, please include a quote for the ongoing maintenance of the website and any costs associated with additional modules suggested to meet the needs of the association.

The website incorporates two areas: Public and Members-only.

PUBLIC AREA

ABOUT OACUHO

- About the Organization
- Mission/Vision/Ethics
- Board of Directors

MEMBERSHIP

- The Benefits of Membership (Institutional, Associate, Corporate and Student)
- Qualification of Membership and Fees
- Become an OACUHO Member
- Membership Renewal

EVENTS CALENDAR

- Upcoming Events with online registration form
 - online form on secure page
 - registration to generate an email confirmation to user and Association Manager, as well as saved on website for download

BLOG

- Latest Blog Entry

LOGIN

- Log in page for members, with opportunity to request forgotten password

CONTACT US

- Mail, Email, Phone, Fax

SEARCH SITE**MEMBERS ONLY AREA****MEMBER DIRECTORY**

- Corporate Members
- Member Institutions
- Associate Members
- Student Members

MEMBER SEARCH * *See below*

- Search for member by first/last name
- Search for member by institution (drop down list)
- Search for member by functional area

LISTSERVE

- Listserv Protocol for 8+ listserves , with automatic subscription to general listserve upon registration for all members
- Updating your listserve subscription information

BLOG

- Blog Protocol with RSS Feed
- Latest Blog Entry
- Blog Keywords
- Blog Search

EVENTS CALENDAR

- Monthly calendars
 - Ability to scroll through an entire year of events

NEWSLETTER

- Link to Current Issues
- Link to Past Issues
- Submitting an Article

AWARDS

- Awards Descriptions

- Awards Nomination Form

RESOURCES

- OACUHO Documents
- Best Practices
- Research
- Links
- Other

JOB POSTINGS

- Job Listings

SURVEYS

- Membership Survey
- Other Survey

CORPORATE MEMBERS

- List of Corporate Members (with Logo and Hyperlink to Corporate Website)
- Corporate Member Contact Information
 - Name/Email/Phone/Fax/Website

FAQ

- Updating your contact information
- Volunteering with OACUHO
- Other

SEARCH SITE**Technical Aspects of the Site:****LISTSERVE**

- Listserv with opt in/opt out for various departments (or subscribe all)
- Discussions archived and searchable using keywords
- Blocked 'away' messages or option to review responses prior to posting
- Can listserv be "connected" to member online database to ensure current members receive current listserves?

NEWSLETTER

- Newsletter must be in HTML format and requires a user-friendly template for production of the monthly newsletter.

BLOG

- Association Blog requires HTML format template with a user-friendly interface for members to post comments.
- A linked RSS feed to the new posts of the Blog will be required.

MEMBER ONLINE DATABASE

OACUHO has 4 levels of membership, and this should be maintained online:

- Corporate (should have primary contact name, tel/fax/email, department website, mailing address, and OTHER)
 - o Corporate Additional linked to above (company name, primary contact name, tel/fax/email, website, mailing address and OTHER)
- Institutional (should have primary contact name, tel/fax/email, department website, mailing address, and OTHER)
 - o Institutional Additional linked to above (primary contact name, tel/fax/email, department website, mailing address and OTHER)
- Associate (should have primary contact name, tel/fax/email, MSN Contact, website, mailing address, and OTHER)
 - o Associate Additional linked to above (contact name, tel/fax/email and OTHER)
- Student (should have name, tel/fax/email, mailing address and OTHER)

All primary members have the ability to update their own profile as well as Additional member information until a specified date. This will include the ability to add and/or delete additional members. After the specified date, the primary member must not be permitted to add/delete any Additional members, just make changes. They would be directed to the OACUHO office to make any additions/deletions. (Note: Additional members have access only to their own records).

The OACUHO Office must have administrative rights to allow for the addition/deletion and updating of all member records, and the ability to download various listings to excel as required.

As the “core” database of members remains the same, there should be an opportunity turn on/turn off primary/additional member’s rights and listings as it relates to payment of membership fees.

Any time a change is made to the database, an email is generated with the changes noted to the Association Manager.

Additional Support Requested:

SOCIAL MEDIA PLAN

A successful bid will provide an integrated Social Media Plan proposing integration of functions such as Flickr, YouTube, Twitter and Facebook into the association website.

CONTENT MANAGEMENT SYSTEM

OACUHO is interested in exploring the use of a Content Management System. A successful bid will provide information and suggested method of meeting the association's needs via a Content Management System or equivalent platform.

STATISTICS

Recognizing the inherent usefulness of our website to members, and the level of engagement it provides the association, OACUHO is seeking a flexible and easy to use way to analyze website traffic data such as the integration of Google Analytics. OACUHO requests information in the bid regarding a system that would identify the various membership groups' use of the website resources (i.e. newsletter reads, blogs hits, corporate membership listing viewings, etc.).

WEBSITE REVIEW

Include a listing of websites that you have designed along with your quotation.

Thank you in advance for your submission.

OACUHO Board of Directors