



Request for Proposal

Website Reconstruction for the Philadelphia Area Disc Alliance (PADA)

April 11, 2010

Summary

The Philadelphia Area Disc Alliance (PADA) is accepting proposals to redesign and redevelop its website. 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 existing PADA web site, located at <http://www.pada.org>, is built on Drupal and maintained on a volunteer basis. PADA is a non profit organization that runs ultimate leagues, tournaments, and other ultimate related events in the Philadelphia area.

Proposal Guidelines and Requirements

This is an open and competitive process.

Proposals must be sent electronically in PDF format to rfp@pada.org by 5:00pm EST on June 29, 2010. Proposals received after this time will not be considered. All materials submitted in response to this RFP will become the property of the Philadelphia Area Disc Alliance and are subject to public disclosure.

The quoted price should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Vendor selection is anticipated for mid July of 2010. All proposers will be notified directly of the selection or rejection of their proposal.

PADA would like to have league registration up by November 15, 2010, in time for its winter season. The entire proposal does not need to be done by this date nor does the registration need to be integrated with the rest of the site by this date.

Purpose, Description, Scope

Purpose

PADA's current web presence is outdated in appearance, structure, and presentation. Some current website functionalities are broken or unreliable and other, new functionalities are desired. The purpose of this project is to redevelop

and redesign the website to fix these problems. Upon completion of the development of the site, PADA will assume responsibility for web site content maintenance and administration. For 6 months after the completion of the project, proposer should continue to support the website by handling questions, bugs, or other issues with the website. All content, coding and graphics will become the sole property of PADA.

Description

Create a flexible, easy-to-use web site that is simple to maintain. The site must be capable of delivering constantly changing information to our members. The site must also allow non-developers to easily update content without directly accessing source code. Administration of web content will be based on roles to control access and work flow (e.g. league coordinator, administrator, etc.) Our web site must be:

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

Scope

PADA's website must support/do the following:

1. **User Accounts.** PADA members must be able to create and edit their account with standard account features (changing email/password, forgetting password, etc.). Members must be able to complete a "player profile", a series of questions about the player's ultimate and athletic abilities (see: <http://pada.org/playerprofile/update> [must be authenticated]). The player profile questions should be editable with minor or no access to source code. Player profiles must also be exportable to CSV (or other Excel friendly format). Player profiles must support a formula (that authorized users can edit on a league-by-league basis) for converting their registration information into a single number ("player score"). Users must be capable of purchasing a "PADA Membership" indicating they are an active PADA member.
2. **Leagues.** Members with the proper credentials must be able to create/edit leagues. Each league should have its own page with a description of the league and access to registration, schedules, teams, and results. Depending on the phase of the league (registration, active, ended), not all of these options would be available. League pages should be creatable and reusable. The management of the state of a league should be capable of being automated (i.e. it should be possible to enter dates for registration to open and close).
3. **Tournaments.** Members with the proper credentials must be able to create/edit tournaments. Each tournament should have its own page, with the ability to submit bids/payments and view schedules, teams, and

results, depending on the phase of the tournament. Tournaments differ from leagues in that they are one-of, one weekend, events that do not require membership. The management of the state of a tournament should be capable of being automated (i.e. it should be possible to enter dates for bids to open and close).

4. **Registrations.** Members must be able to select and pay for leagues to register for. Players must be able to select other players to "baggage", or players they wish to play on the same team with. When the registration for a league is over, registrations must be capable of being exported to a CSV/Excel supported format. Players should be capable of viewing their past registrations and the state of their current ones. Registrations should require a PADA membership.
5. **Data Exporting.** Registrations and player profiles must be exportable to a CSV or other Excel compatible file type. Exported registrations must link baggages.
6. **Score Reporting.** Members with the proper credentials (team captains), must be allowed to report scores for game results. These results should be viewable by all players. See <http://scores.pada.org/fpsl2009/> for an example of our current league standings page. In the new site, these results should be integrated into the page for the league.
7. **Collecting Payments.** Registrations and tournaments require collecting payments. These payments should be collected by a shopping cart system or Paypal. Payment collections should support coupon codes that are creatable by users with the proper credentials.
8. **Content Pages.** PADA's website has a variety of other content pages not related to leagues and tournaments. All of these pages must be ported over to the new website. These pages must be capable of being created/edited by members with proper credentials. All content pages will be written/provided by PADA.
9. **Editing/Creating Pages.** Any page capable of being created/edited by members should not require knowledge of HTML, but instead done via a WYSIWYG editor.
10. **Look and Feel.** The look and feel of PADA should be modern and consistent. The website should integrate more pictures of PADA players and events (we will provide these).
11. **Navigation.** The navigation of the site should be overhauled to be more organized and emphasize the most frequently accessed pages. The site should indicate what part of the website the visitor is on.
12. **Message Boards.** PADA's current forum (<http://www.pada.org/forum/>) must continue to be supported, but does not need to be integrated with the rest of the site.
13. **Home Page.** The PADA homepage should continue to support blog-style content and updates. These updates should be capable of being made by members with the proper credentials.
14. **Security.** The website should follow modern best practices for security. It should provide protection from current malicious attacks, like SQL injection, Cross Site Scripting (XSS), Cross Site Request Forgery (CSRF), and

similar. It should also support HTTPS for authentication and other requests that send sensitive information.

Budget

A proposal must include the cost to accomplish the project outlined above. The budget must encompass all design, production, and software acquisitions necessary for development and maintenance of the web site. Hosting will be addressed separately and costs for hosting are not included in the budget for this project. PADA currently has a dedicated Linux server provided by Rackmounted. PADA would like to continue to use this server, but is open to discussion about changing hosts.

Proposal Content

All proposals are to include the following:

- Respondent's contact information including name, address, email address, phone number.
- Description of the respondent's experience providing similar services including years of experience, names of previous clients, links to previous sites designed by the respondent.
- Description of the proposer's understanding of the project requirements/ scope of work.
- Description of the proposed process for website design, including infrastructure, utilities, tools, etc. proposed for web page creation. List any technology choices (frameworks, libraries, etc.) that the website will use.
- Estimated schedule for delivery of services, including sufficient review periods by PADA personnel, coordination periods with current PADA web team, training for PADA personnel, etc. Ensure that the date league registrations would be complete by is specified, as outlined in **Proposal Guidelines and Requirements**.
- Fee proposal outlining separately the fee estimates for the minimum requirements as well as additional requirements and capabilities

Proposal Evaluation

Proposals will be evaluated on the following criteria:

- Ability of the proposer to provide all requirements identified in this request for proposal
- Length of proposed schedule of deliverables. Be sure timetable includes time for site review and testing.
- Cost

PADA reserves the right to reject any and all proposals.

PADA Contact

Questions about the project may be directed to:

PADA Web Team

Email: rfp@pada.org

Philadelphia Area Disc Alliance

P. O. Box 42708

Philadelphia, PA 19101

All questions submitted at least three days prior to the RFP due date will be answered.

Philadelphia Area Disc Alliance ♦ P.O. Box 42708, Philadelphia, PA 19101 ♦
www.pada.org