

Association of Former Special Agents of the Internal Revenue Service
P.O. Box 4556
Ocean City, MD 21843-4556

Request for Proposal – Website Upgrade, Maintenance, and Web Hosting
Dated: April 18, 2009

Responses Due: May 1, 2009

Send Responses via email to: afsa@centurytel.net

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- Background
 - a. The Association of Former Special Agents of the Internal Revenue Service (AFSA) is a fraternal organization of approximately 1,200 retired federal law enforcement agents. AFSA seeks to maintain the network of relationships, both professional and social, that members shared as Special Agents in IRS Criminal Investigation.
 - b. AFSA has a website at <http://www.afsa-irs.org/>. The scope of this Request for Proposal (RFP) includes:
 - i. an upgrade of the website (including the membership database described below);
 - ii. ongoing website maintenance;
 - iii. web hosting (including maintaining the site domain name registration and the SSL certificate);
 - iv. membership database management, including providing additional query capability for the executive director;
 - v. an upgrade to the current message board software;
 - vi. email support for “bulk” emails to the full AFSA-IRS membership, as well as selected portions thereof;
 - vii. limited content management and maintenance (described below); and
 - viii. routine statistical reporting regarding site utilization, etc.
- Current Website
 - a. The current website has three levels of access: an area open to anyone, a members-only area, and an area available only to AFSA's Executive Director or his designees.
 - b. The public area contains the following navigation links:
 - i. About AFSA/IRS
 - 1. Background/History

- 2. Benefits
 - 3. By-Laws
 - 4. Membership
- ii. Upcoming Events
 - 1. Chapter Happenings - Listing of all current chapters and regularly scheduled events for each.
 - 2. Convention
- iii. Member Ads - Experienced Professionals At Your Service
- iv. Members Only
- v. Officers, Directors and Regional Representatives
- vi. Frequently Asked Questions
- vii. Related Links
- viii. College Scholarship
- ix. Submit Job Announcements for Members
- x. What's New?
- c. The members-only area contains the following:
 - i. CI Bulletin – A weekly update on current events in CI. When special AFSA items of interest arise, this is supplemented with an AFSA Bulletin.
 - ii. Directory Information – The AFSA Membership Directory that is regularly accessed by the members.
 - iii. Message Board (Currently Offline) – A convenient means of sharing information with fellow members.
 - iv. Newsletters – AFSA Newsletters are now available online.
 - v. AFSA-IRS Annual Convention
 - 1. 2009 Convention Information
 - vi. Obtaining Retiree Credentials
 - vii. Legislative Issues – Information on the status of legislation AFSA is tracking
 - 1. Sample Letter for your U.S. Congressional Representatives on the repeal of GPO/WEF (MS Word file)
 - viii. Chapter Happenings – Listing of all current chapters and regularly scheduled events for each.
 - ix. IRS SAC Offices – Listing of all Special Agents in Charge offices and their telephone numbers.
 - x. Job Postings – Information on job opportunities of interest to members.

- xi. Submit information for Chapter Happenings – A means of providing changes for Chapter events.
 - xii. Submit suggested links for the website – A means of providing new or updated website links.
- d. The Executive Director area contains the following:
- i. Edit a User's Information in the Membership Database
 - ii. Query returning Total Number of Members
 - iii. Query returning Number of Members by Age Group
 - iv. Query returning Members Who Have Joined Since a Given Date
 - v. Query returning Members Who Have Logged into the Member's Only Section Since a Given Date
 - vi. Send an Email to All Members or a Selected Group of Members
- e. The message board in the members-only area is a critical component of the website. A primary use of the message board is to post job openings that may be of interest to AFSA-IRS members. Therefore, the message board must be easily accessible, secure enough to prevent unauthorized postings, user-friendly, and have a very low percentage of "down time." The message threads should show the original message and then list each reply in descending date order.
- f. A second critical component of the AFSA-IRS website is the membership database (see attached list of tables and fields). Portions of the database are available to all members; other portions are available only to the Executive Director or his designees. Since the membership database contains a great deal of personal identifying information on AFSA-IRS members, it must also be secure, yet readily accessible to AFSA-IRS members and the Executive Director. The database must have query and reporting components which allow for the creation of mailing labels and membership lists based on various fields in the database. Queries are generally not complex and are typically based on only one or two fields (e.g., a list of all those interested in doing investigative work or all members in a specific state or AFSA region).
- i. New members must have the option to apply for AFSA-IRS membership online. However, the Executive 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.
 - ii. Each member must be able to update his/her directory profile, but the updates must be approved by the Executive Director before being committed to the membership database.
- g. Several pages on the web have dynamic content: Member Ads, Job Postings, Chapter Happenings, and photos (all relatively infrequent ad hoc updates); and CI Bulletins (weekly). 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 AFSA-IRS staff to make routine document uploads to the site.

- Enhancements

- a. The database needs to be upgraded to allow for the AFSA-IRS treasurer to record payment of annual dues online. The treasurer should also be able to use the database to send an email or create mailing labels (for those without email) to all those who are delinquent in their dues or who meet other similar selection criteria.
- b. It may be desirable, depending on cost and complexity, to allow for on-line payment of annual AFSA-IRS dues. **Bidders responding to this 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 a member to post a photo of him/herself as part of his/her profile. **Bidders responding to this 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. AFSA-IRS welcomes suggestions for additional improvement to our website. **Bidders suggesting enhancements other than those listed above should fully explain each item and include the related costs as separate line items in their bids.** For reference, websites of similar associations of retired federal law enforcement agents can be found at:
 - i. <http://www.afcsa.org/> (United States Customs)
 - ii. <http://www.oldstar.org/> (United States Secret Service)
 - iii. <http://www.narpi.org/> (United States Postal Inspection Service)
 - iv. <http://www.afatfa.org/> (Alcohol, Tobacco, Firearms and Explosives)

- Specific Bid Requirements

- a. To be considered, bids must address each of the individual items listed in *Background b.* and *Enhancements a., b. and c.* 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. 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 AFSA-IRS’s expectation that the successful bidder will have a proactive approach to site management.

AFSA-IRS seeks to keep website, message board and membership database 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 inoperable message board, 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 (such as a CI Bulletin or Member Ad) 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 number of the bidder's full-time employees, hours of operation of a telephone help line, or by any other means that the bidder feels to be relevant.

- b. Web pages shall be developed to contain content similar to that on the existing site. However, the new pages shall have a modern "look and feel," and (except in instances where it may be impractical) shall be written using layers rather than frames.
- c. 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 AFSA-IRS. **Any portions of the bid proposing the use of proprietary software must be clearly identified.**
- d. Website navigation shall be streamlined to the greatest extent possible. For example, members shall be able to log into the members-only area from the home page.
- e. A secure means shall be provided for a member to reset his/her password.
- f. A single login shall permit members to access the members-only area of the site, the message board and the portion of the membership database.
- g. The domain name **AFSA-IRS.org** and the organization's SSL Certificate, although to be maintained by the successful bidder, shall remain the property of AFSA-IRS.
- h. All code used to create web pages, data in the AFSA-IRS membership directory, all supporting documentation, and all other items in the possession of the bidder which are associated with the creation or maintenance of the AFSA-IRS website, other than hardware and commercial software owned by the bidder, shall be the property of AFSA-IRS and shall be furnished to AFSA-IRS upon request.
- i. The bidder may subcontract the web hosting, email support and/or message board portions 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 AFSA-IRS. In addition, all subcontracts will be the responsibility of the winning bidder. AFSA-IRS and the winning bidder will

negotiate payment arrangements for the initial website upgrade. AFSA-IRS will pay the winning bidder on a quarterly basis for web hosting and ongoing website maintenance, and the bidder will be responsible for paying all subcontractors.

- j. Bids must separately identify those costs related to the website upgrade from those related to ongoing maintenance and service.
- k. 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, AFSA-IRS may consider multi-year support and maintenance contracts with the winning bidder.
- l. Questions related to this bid must be submitted via email to afsa@centurytel.net. Responses from AFSA-IRS will also be via email.

Properties

DateCreated:	11/22/2005 9:10:59 AM	DefaultView:	Datasheet
LastUpdated:	11/22/2005 10:16:18 AM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	4
Updatable:	True		

Columns

Name	Type	Size
TreasName	Text	50
TreasStreet	Text	50
TreasCityStateZip	Text	50
TreasEmail	Text	50
Dues	Text	50

Properties

DateCreated:	12/17/2005 6:40:09 PM	DefaultView:	Datasheet
LastUpdated:	12/17/2005 11:03:29 PM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	106
Updatable:	True		

Columns

Name	Type	Size
GeoRegionID	Text	50
GeoRegion	Text	50

Properties

DateCreated:	11/20/2006 7:45:58 PM	DefaultView:	Datasheet
LastUpdated:	11/20/2006 7:45:58 PM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	21600
Updatable:	True		

Columns

Name	Type	Size
LogID	Long Integer	4
MemberID	Long Integer	4
LogonDateTime	Date/Time	8

Properties

DateCreated:	11/25/2005 9:24:35 AM	DefaultView:	Datasheet
LastUpdated:	07/09/2007 9:23:08 PM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	2879
Updatable:	True		

Columns

Name	Type	Size
MemberID	Long Integer	4
FirstName	Text	50
LastName	Text	50
MiddleName	Text	50
UserName	Text	50
Password	Text	50
HomeStreet	Text	50
HomeStreet2	Text	50
HomeCity	Text	50
HomeState	Text	50
HomeZip	Text	50
HomePhone	Text	50
HomeCell	Text	50
EMAIL	Text	50
DOB	Date/Time	8
POB	Text	50
Deceased	Yes/No	1
DOD	Date/Time	8
SABEGDATES	Date/Time	8
SAENDDATE	Date/Time	8
SACURRENT	Yes/No	1
FORMERAGENT	Yes/No	1
RetiredDate	Date/Time	8
SPFNAME	Text	50
POD	Text	50
Supername	Text	50
SuperPhone	Text	50
SATitle	Text	50
CUREMPLOY	Text	50
BUSSTREET	Text	50
BUSSTREET2	Text	50
BUSCITY	Text	50
BUSSTATE	Text	50
BUSZIP	Text	50
BUSPHONE	Text	50
BUSEMAIL	Text	50
FAX	Text	50
BUSCELL	Text	50
AdDescrip	Memo	-
AdWeb	Anchor	-
FornLang	Text	50
q1	Yes/No	1

q2	Yes/No	1
q3	Yes/No	1
q4	Yes/No	1
IDDATA	Yes/No	1
JOINAFSA	Date/Time	8
MEMBER	Yes/No	1
CompMbr	Yes/No	1
CompMbrYr	Text	50
WORK	Text	50
SKILL_A	Yes/No	1
SKILL_B	Yes/No	1
SKILL_C	Yes/No	1
SKILL_C2	Yes/No	1
SKILL_D	Yes/No	1
SKILL_E	Yes/No	1
SKILL_F	Yes/No	1
SKILL_G	Yes/No	1
SKILL_G1	Yes/No	1
SKILL_G2	Yes/No	1
SKILL_H	Yes/No	1
SKILL_I	Yes/No	1
SKILL_J	Yes/No	1
SKILL_K	Yes/No	1
SKILL_L	Yes/No	1
SKILL_O	Yes/No	1
NewMember	Yes/No	1
App1	Yes/No	1
App2	Yes/No	1
App3	Yes/No	1
MbrSig	Yes/No	1
AppSubDate	Date/Time	8
ED_AtYourServiceYes	Yes/No	1
ED_Officer	Yes/No	1
ED_RegRep	Integer	2
ED_RegDir	Yes/No	1
ED_WhyQuit	Text	50
WorkType	Text	50
GeoRegions	Text	50
LastLogon	Date/Time	8

Properties

DateCreated:	12/17/2005 6:44:56 PM	DefaultView:	Datasheet
LastUpdated:	12/17/2005 7:39:27 PM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	942
Updatable:	True		

Columns

Name	Type	Size
MemberGeoRegion	Long Integer	4
MemberID	Long Integer	4
GeoRegionID	Text	50
MemberGeoNote	Text	50

Properties

DateCreated:	12/28/1998 10:55:12 PM	DefaultView:	Datasheet
Filter:	((tblMemberSkills.SkillID="C"))	LastUpdated:	11/13/2006 10:18:35 PM
OrderByOn:	False	Orientation:	Left-to-Right
RecordCount:	2362	Updatable:	True

Columns

Name	Type	Size
MemSkillID	Long Integer	4
MemberID	Long Integer	4
SkillID	Text	5
MemberSkillNote	Text	90

Properties

DateCreated:	12/17/2005 6:34:43 PM	DefaultView:	Datasheet
Filter:	((tblMemberWorkType.WorkTypeID="g2"))	LastUpdated:	11/18/2006 7:39:47 PM
OrderByOn:	False	Orientation:	Left-to-Right
RecordCount:	1496	Updatable:	True

Columns

Name	Type	Size
MemWorkType	Long Integer	4
MemberID	Long Integer	4
WorkTypeID	Text	5
MemberWorkNote	Text	90

Properties

DateCreated:	12/28/1998 10:55:12 PM	DefaultView:	Datasheet
LastUpdated:	11/13/2006 10:18:30 PM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	14
Updatable:	True		

Columns

Name	Type	Size
SkillID	Text	5
Skill	Text	50

Properties

DateCreated:	11/09/1998 7:02:09 PM	LastUpdated:	04/01/2001 10:24:13 PM
OrderByOn:	False	RecordCount:	52
Updatable:	True		

Columns

Name	Type	Size
STAbbr	Text	2
State	Text	50

Properties

DateCreated:	12/04/2006 8:53:10 AM	DefaultView:	Datasheet
LastUpdated:	12/04/2006 9:07:01 AM	OrderByOn:	False
Orientation:	Left-to-Right	RecordCount:	1007
Updatable:	True		

Columns

Name	Type	Size
TrackChangesID	Long Integer	4
MemberID	Long Integer	4
FirstName	Text	50
LastName	Text	50
MiddleName	Text	50
UserName	Text	50
Password	Text	50
HomeStreet	Text	50
HomeStreet2	Text	50
HomeCity	Text	50
HomeState	Text	50
HomeZip	Text	50
HomePhone	Text	50
HomeCell	Text	50
EMAIL	Text	50
DOB	Date/Time	8
POB	Text	50
Deceased	Yes/No	1
DOD	Date/Time	8
SABEGDATES	Date/Time	8
SAENDDATE	Date/Time	8
SACURRENT	Yes/No	1
FORMERAGENT	Yes/No	1
RetiredDate	Date/Time	8
SPFNAME	Text	50
POD	Text	50
Supername	Text	50
SuperPhone	Text	50
SATitle	Text	50
CUREMPLOY	Text	50
BUSSTREET	Text	50
BUSSTREET2	Text	50
BUSCITY	Text	50
BUSSTATE	Text	50
BUSZIP	Text	50
BUSPHONE	Text	50
BUSEMAIL	Text	50
FAX	Text	50
BUSCELL	Text	50
AdDescrip	Memo	-
AdWeb	Anchor	-
FornLang	Text	50

q1	Yes/No	1
q2	Yes/No	1
q3	Yes/No	1
q4	Yes/No	1
IDDATA	Yes/No	1
JOINAFSA	Date/Time	8
MEMBER	Yes/No	1
CompMbr	Yes/No	1
CompMbrYr	Text	50
WORK	Text	50
SKILL_A	Yes/No	1
SKILL_B	Yes/No	1
SKILL_C	Yes/No	1
SKILL_D	Yes/No	1
SKILL_E	Yes/No	1
SKILL_F	Yes/No	1
SKILL_G	Yes/No	1
SKILL_G1	Yes/No	1
SKILL_G2	Yes/No	1
SKILL_H	Yes/No	1
SKILL_I	Yes/No	1
SKILL_J	Yes/No	1
SKILL_K	Yes/No	1
SKILL_L	Yes/No	1
SkillsSet	Text	50
WorkTypeSet	Text	50
GeoRegionSet	Text	50
NewMember	Yes/No	1
App1	Yes/No	1
App2	Yes/No	1
App3	Yes/No	1
MbrSig	Yes/No	1
AppSubDate	Date/Time	8
ED_AtYourServiceYes	Yes/No	1
ED_Officer	Yes/No	1
ED_RegRep	Integer	2
ED_RegDir	Yes/No	1
ED_WhyQuit	Text	50
WorkType	Text	50
GeoRegions	Text	50
LastLogon	Date/Time	8
TrackWhen	Text	50

Properties

DateCreated:	12/17/2005 6:28:17 PM	DefaultView:	Datasheet
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Orientation:	Left-to-Right	RecordCount:	17
Updatable:	True		

Columns

Name	Type	Size
WorkTypeID	Text	50
WorkType	Text	50