

# **ICSA / ISSA SCORING PROGRAM**

## **REQUEST FOR PROPOSALS**



5-6-19

Prospective Consultants:

SUBJECT: REQUEST FOR PROPOSALS FOR WEBSITE PROGRAMMING SUPPORT

The Inter-Collegiate Sailing Association (ICSA) and Inter-Scholastic Sailing Association (ISSA) invites the submittal of proposals to provide on-demand website programming and support services. These services shall commence after a contract is approved by ICSA and ISSA.

Instructions and forms to be used in preparing the proposal are found in the information included in the Request for Proposals (RFP).

The schedule for this RFP will be as follows:

Request for Proposals Published	Monday, May 6, 2019
Questions Due	Friday, May 31, 2019
Responses Posted	Friday, June 14, 2019
Proposals Due	Friday, June 28, 2019 by 3 pm (PST)

For technical questions regarding this RFP, please contact Scott Wilson, by email at [whatcomsailing@gmail.com](mailto:whatcomsailing@gmail.com). Question responses will be posted on the RFP website at [www.collegesailing.org/projects](http://www.collegesailing.org/projects) on Friday, June 14, 2019. It is the responsibility of any proposers to review the RFP website at [www.collegesailing.org/projects](http://www.collegesailing.org/projects) for any RFP revisions or answers to questions prior to submitting a proposal in order to ensure their proposal is complete and responsive.

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## ATTACHMENTS / EXHIBITS

Exhibit A - RFP Selection Evaluation Form

Exhibit B – Skills Assessment Form

# **1. INTRODUCTION**

## **1.1 Brief Overview of the Project**

The Inter-Collegiate Sailing Association (ICSA) and Inter-Scholastic Sailing Association (ISSA) are soliciting proposals from qualified consultants to provide programming and support services for the Techscore Scoring Program Websites.

The duration of the contract awarded as a result of this RFP is expected to be an annual contract from the date of execution of the agreement.

## **1.2 ICSA / ISSA**

The Inter-Collegiate Sailing Association (ICSA) is the governing authority for sailing competition at colleges and universities throughout the United States and in some parts of Canada.

The Interscholastic Sailing Association (ISSA) governs secondary school sailing in the United States, in both independent and public high schools.

## **1.3 TECHSCORE COMMITTEE**

The Techscore Committee is comprised of individuals from both ICSA and ISSA. This committee is responsible for writing this RFP and the evaluation and selection of a consultant.

## 2. PROJECT DESCRIPTION

### 2.1 Project Goals and History

ICSA/ISSA is looking to partner with a firm that can provide on-demand technical and support services and program development for our scoring program websites (Techscore) including, but not limited to, [ts.hssailing.org](http://ts.hssailing.org), [ts.collegesailing.org](http://ts.collegesailing.org), [scores.hssailing.org](http://scores.hssailing.org) and [scores.collegesailing.org](http://scores.collegesailing.org). These websites provide a means for ICSA and ISSA to score our regattas and publish the results to coaches, competitors, and spectators.

This open source application was developed and maintained by another entity, OpenWeb Solutions, LLC, that is looking to step away from that role and transition development and support. The goal of ICSA/ISSA is to help with this transition, and work with the selected firm to continue developing Techscore, and have on-demand support for program errors and maintenance.

### 2.2 Current System Overview

Techscore is a web-based, sailing regatta scoring and management platform. It runs on Object-Oriented PHP as part of a standard LAMP stack. Techscore was first openly published in 2008, ten years after the project began as simply a web-based UI to scoring regattas. It replaced a DOS-based, survey driven application known only as "Navy Scoring". The web was different in 2008. JavaScript support was very fragmented across different browsers and the few PHP frameworks that existed focused on speed over security and maintainability. Techscore uses a custom MVC framework similar to the popular OOP languages like Java. As a result, Techscore introduced and has since created different conventions and is best approached with a fresh pair of eyes. All the same, experienced developers will soon find obvious implementation analogies to common design principles.

**Experience Required:** A high level of PHP developer experience, MySQL compatible database, and a strong grasp of Object Oriented Programming. Experience with AWS server hosting and maintaining SSL Certificate for domain.

The "backend" of Techscore ([ts.hssailing.org](http://ts.hssailing.org) & [ts.collegesailing.org](http://ts.collegesailing.org)) is used by coaches and administrators to score sailing regattas around the country almost every weekend during the standard school year. In a typical year over 700 high school and college regattas will be scored using Techscore.

In addition to managing regattas, the backend application provides roster management, allowing sailors to register participation in events. Access control is layered, with users assigned to roles with specific permissions. Because some needs vary between ICSA and ISSA, this and others features can be toggled from the UI by a super user, and ICSA/ISSA admins are able to customize most settings through the UI as well.

Finally, the backend includes a non-web component that updates the frontend site. Today, this is a set of Cron jobs that poll the database for and batch processes any pending updates.

The "frontend" of Techscore ([scores.hssailing.org](http://scores.hssailing.org) & [scores.collegesailing.org](http://scores.collegesailing.org)) is viewed by coaches, competitors, alumni, family, and friends to see results from events that range from small team scrimmages to national championship events.

The frontend is a static website served entirely out of Amazon S3, updated periodically by the

backend as scores are entered and other updates are performed. No servers or maintenance is required for this component.

The source code and infrastructure can be downloaded from the links below to gain familiarity with techscore.

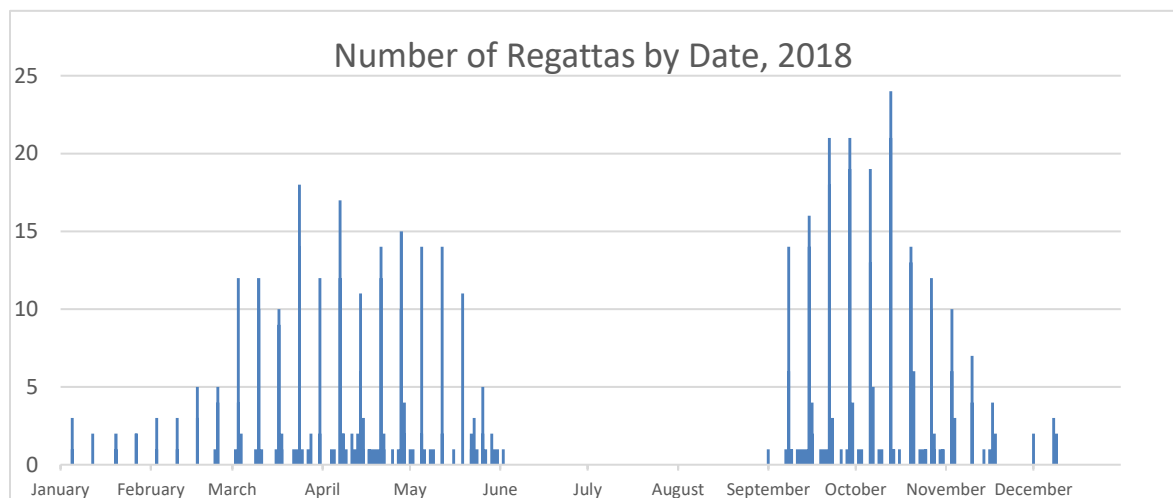
<https://github.com/openwebsolns/techscore> - Techscore Code

<https://github.com/openwebsolns/techscore-aws> - Infrastructure

## 2.3 Project Scope of Work

The following items will be part of the scope of work for this project:

1. Provide design, development, and maintenance support for Techscore websites. Support includes, but is not limited to, static content and website features.
2. Provide complete website production, including, but not limited to:
  - Art direction: overall look and feel design, brand-focused graphic package.
  - Design and production work: art work development, photo retouch, and layout/typography.
  - Programming.
  - Database design and development
3. Provide on-demand support during weekends when ICSA/ISSA events take place. Below is a graph of the typical yearly regatta frequency when support will be needed. Peak regatta season is the fall and spring with occasional regattas during winter months. Regattas do not happen during the summer months from June 15 to August 15.



4. Develop and maintain interfaces to websites.
5. Web pages shall be browser independent.
6. Participate in strategy and creative meetings as needed.

7. Provide detailed and clear technical documentation to facilitate future modification by ICSA/ISSA.
8. Work closely with the original developer to make a smooth transition.

### 3. PROPOSAL REQUIREMENTS

#### 3.1 Proposal Submission

**One (1) electronically transmitted proposal must be submitted on or before 3:00 p.m. on Friday, June 28, 2019 to:**

By Email Delivery: [whatcomsailing@gmail.com](mailto:whatcomsailing@gmail.com)

Proposers solely are responsible for the timeliness of their submittals. As such, proposers are cautioned to budget adequate time to ensure that their proposals are delivered at or before the deadline set forth above. Proposers are cautioned that email attachment size may prevent delivery to the recipient identified above.

#### 3.2 Evaluation Process and Selection Criteria

All proposals meeting the requirements of this RFP shall be reviewed and rated by an evaluation committee according to the following criteria: 1) firm qualifications, experience, and references; 2) project organization, personnel, and staffing; 3) project approach, work plan, management, and timeline; 4) rates, fees, and budget control, and 5) quality and responsiveness of the proposal. See Exhibit A.

Selected proposers may be contacted to arrange in-person interviews with the evaluation committee. The evaluation committee will make the final recommendation for selecting the consultant. All recommendations are subject to the approval of the ICSA and ISSA Board of Directors.

Any information that the proposer considers confidential should not be submitted with the proposal.

The right to reject any and all proposals shall, in every case, be reserved, as shall the right to waive any informality in the proposal when to do so would be to the advantage of ICSA/ISSA.

#### 3.3 Proposal Content

The following items shall be included in your proposal:

1. Cover Transmittal Letter

Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications, Experience and References

Provide a narrative describing the firm's qualifications to perform the project work,



including past (relevant) experience and at least three client references, with contact names and information. Include information regarding your firm's experience involving the size and level of complexity of the proposed. A minimum of three website URLs should be included that illustrates work that your firm previously completed. Also include with your narrative, a completed Skills Assessment form provided in this RFP as Exhibit B. Qualifications and experience for proposed subconsultants should also be included.

Additionally, include a narrative of your firm's expertise in the following areas:

- Web design, development, and maintenance
- Scripting languages
- Programming languages, specifically Javascript
- Web development platforms
- MySQL Databases
- Mobile application development
- Web server environments
- MySQL, SQL Server, Oracle experience
- Web hosting or experience with hosting companies

### 3. Project Organization, Personnel and Staffing

Provide a brief description of all key personnel and technical staff (including vendors, partners or subcontractors) to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.
- Complete resumes should be provided as part of an appendix to the proposal.
- Provide a project organization chart which depicts the organization of the project team, including reporting relationships to the Department's Project Manager and supervision of project team staff.
- Indicate the availability for project manager as well as other staff during the lifetime of the project.

### 4. Project Approach and Work Plan

Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP.

- Using the scope of work presented in this RFP, propose a work plan detailing major tasks and subtasks and the work to be conducted in each.
- If specific project team members or vendors are critical to specific tasks, identify where they will be utilized and/or committed.
- Include the results and deliverables expected from each major task.
- Identify appropriate assumptions and considerations that could impact the scope and timeline for completing each task.

### 5. Project Management and Invoicing

Describe how your firm intends to manage all aspects of the work to be performed, including schedules for completion of tasks/subtasks, procedures for scheduling and cost control. The Project management proposal must include:

- Progress reports.
- Invoicing system to support all work conducted and all associated equipment invoices and packing slips.

#### 6. Cost

Provide pricing and cost information for the project. Include hourly rates for all proposed team members and a total project cost. Also provide pricing for any proposed equipment, software, or hardware costs and any other related expenses for the project. Discuss any budget control measures of your firm and proposed subconsultants.

### 3.4 Checklist for RFP Submittal Requirements

A checklist is provided to assist in verification that all elements of the RFP have been addressed. However, firms are encouraged to review the entirety of the RFP, including the Standard Contract Provisions section, to ensure full compliance and not rely solely on this checklist.

- Cover transmittal letter, signed by an authorized principal of the proposing consulting firm.
- Table of Contents, if included (not required).
- Proposal with the following sections, in order:
  - Firm Qualifications, Experience and References
  - Project Organization, Personnel and Staffing
  - Project Approach and Work Plan
  - Project Management and Invoicing
  - Cost
- Resumes for all proposed staff personnel provided in an appendix.

**EXHIBIT A**  
**RFP SELECTION EVALUATION FORM**

**PROJECT:** WEBSITE SUPPORT SERVICES

**SCORING GUIDELINES:**

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1=Marginal Abilities, Serious Deficiencies; 2=Adequate with Minor Deficiencies; 3=Adequate, Standard-Acceptable; 4=Well Qualified; 5=Exceptionally Well Qualified.

Weighing Factor: Input using a range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. You may use each number (1 through 6) more than once; however, in establishing weights, the total of all the weighing factors (A –E) must equal 20. Example: 3+2+6+4+5=20 or 3+3+3+6+5=20

Weighted Score= Rater's Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	How long has the company been in business? Has the company done similar work? Level of expertise in subject matters areas?		4	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services? Availability of team and project manager? Weekend availability?		5	
C. Project Approach, Work Plan, Management	Quality of proposed work plan to meet project requirements? Quality of project management?		3	
D. Rates, Fees and Budget Control	Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?		5	
E. Quality and Responsiveness of the Proposal	Is the proposal clear and understandable? Does the proposal meet all of the RFP requirements?		3	
	<b>Maximum points possible=100</b>		<b>A+B+C+D+E=20</b>	<b>Total Points=</b>

**EXHIBIT B**  
**SKILLS ASSESSMENT FORM**

**PROJECT:** WEBSITE SUPPORT SERVICES

	Years of Experience				Website URL	Comments
Skill Set	0 Years	1 - 3 Years	4 - 7 Years	> 7 Years		
ASP						
PHP						
MySQL						
JScript						
SQL Server 2008						
CGI						
SSI						
Flash Programming						
Art Production						
Motion Production						
Graphic Production						
.Net 3.5/4.0						
C#						
Mobile Programming (Specify platform)						
Other _____						