CAMWS CMS Redesign

Request for Proposals

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Summary

The Classical Association of the Middle West and South (CAMWS) is accepting proposals to redesign the organization's website and all sub-sites using Drupal. The proposal should include a plan to migrate all existing pages, forms, and functionality to the new site.

The existing site is presently a collection of php files, connected by a set of interconnected class files, and templates. It does not use any sort of framework for organization. Some of the older files do not make use of the newer code.

The solution will be hosted by Esosoft, on an account under CAMWS's control.

Proposal Guidelines

The Classical Association of the Middle West and South, Inc. (CAMWS) was founded at the University of Chicago in 1905 and incorporated in the State of Missouri on July 13, 1948. Its members (c. 1500) are primarily college and university professors, K-12 teachers, and graduate students whose specialty is Classics: Classical languages (Greek and Latin) and the world of ancient Greece and Rome. An educational, not-for-profit organization, CAMWS is exempt from federal income tax as a public charity under Section 501(c)(3) of the Internal Revenue Code. The CAMWS region covers 32 midwestern, western, and southern states and three Canadian provinces. CAMWS publishes a quarterly, The Classical Journal (ISSN 0009-8353; circulation c. 2300), an online pedagogical journal, Teaching Classical Languages (twice a year), and a Newsletter (thrice a year). The Annual Meeting of CAMWS takes place in the spring, in late March or early April.

Timeline

Proposals will be accepted starting January 1st, 2014 and will be accepted until March 1st, 2014.

Selection will be made no later than March 31st, 2014.

Deadline for the site redesign launch is July 1st, 2014. Proposals should take this deadline into account.

Pricing

All proposals should include pricing which is inclusive. Should the proposal include potential costs which are not necessarily part of the base proposal, please itemize and list those prices out in the proposal.

Contract Terms

Contract terms will be negotiated upon the selection of a proposal. A project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

Purpose and Objectives

Purpose

CAMWS seeks a site redesign and move to a CMS system (Drupal) in order to allow for easier editorial changes to content, creation of forms to accept user input on a wide variety of topics, handle file uploads, post announcements, show meeting information. Additionally, there are multiple sub-sites which need to have the same capabilities.

Description

The ideal proposal will design a site which can meet all of the criteria listed in the Scope and Guidelines section while maintaining ease of maintenance, and extensibility. Ease of maintenance and modification of editorial content is essential to CAMWS's goals, and the current site is unable to be updated without technical intervention. Proposals should take this into account.

The ability to manage the editorial content of the site would be given to select members of the CAMWS Executive committee to update the content, ultimately falling under the purview of the Secretary Treasurer. He should be able to assign various roles for any users who should have access to make editorial changes.

Budget

The project budget for the CAMWS CMS Redesign is $7,500 for the initial redesign work, and another $2,500 for ongoing maintenance.

Final budget will be negotiated during the contract period once a proposal has been accepted.

Scope and Guidelines

These guidelines cover the capabilities required by the redesign. Pay particular attention to the section on Sub-sites

Basic Capabilities

- Ability to create forms to accept user submission of any number of submission types, examples including: Meeting attendance, Membership, award nominations, award recommendations, etc. (See Subsection on "Web Forms")
    - Administrators should also be able to enter data for any of these forms in order to keep track of paper submissions.
    - Each of the forms should be able to have their data archived. For example, meeting registrations are handled on a year-by-year basis. Each previous year could be archived, and the exportable data (see below) would only include the current year's data set.
- Administrative interfaces and views for forms.
    - This section of the site should provide the means to list all form submission, the ability to export the information collected in each of the forms in a spreadsheet format (csv, excel).
- Integration with ConstantContact when memberships are created.
- Ability to attach a price to submission forms, and support making payment through PayPal.
    - Examples include the meeting registration form and membership forms, each which enable collecting dues via PayPal
- Ability to accept donations.
- Create and manage editorial content (Pages, Announcements, etc), editable via a wysiwyg editor.
    - All editorial content should have revision history, so that changes can be tracked.
    - Content should have per-content item access controls.
- Ability to upload documents, and other arbitrary file types, which can then be linked within the wysiwyg editor.
    - These documents should be able to be updated without needing to update the link inside of editorial content.
- Social Media Integration (Facebook, Twitter, LinkedIn).
- Handle Sub-sites with different themes (See "Sub-sites" section).
- Migration of all existing content into the platform.
- Flexible Theme.
- Section for blogging.
- News Ticker on the homepage.
    - Currently using http://www.jquerynewsticker.com/

Web Forms

Customizable web forms are the most complex portions of the site. The following are general requirements for the forms that need to be created.

- Ability to accept multiple types of input: Text, file uploads, long text areas, etc.
- Ability to attach a "cost" to various form options which will then be used to create a purchase option based around the selected choices.
    - Examples
        - https://camws.org/membership/meetingform.php
        - https://camws.org/membership/meeting_advertisement_form.php
- Can determine to whom each form goes based on the individual form, or form input.
    - Examples
        - https://camws.org/cpl/fundsform/funds_form.php - The State/Province field determines who gets a notification
        - https://camws.org/awards/mascollege_nominate.php - There's a field that sends an email to the content entered into it
- Can require other forms be filled out based on the input in one form.
    - For example, a Nomination form can be filled out which triggers the recipient of the nomination to be required to fill out an application form.
- Fields that can be set to either be filled out via textarea or file upload.
    - Example
        - https://camws.org/awards/mascollege_application.php
- Recreation of the membership form.
    - https://camws.org/membership/memberinfo.php
    - This form also registers the member with Constant Contact to a particular membership list.
    - This presently does not tie to user authentication. However, it could be made to do so.
- Javascript form validation for required fields.

List of Existing Forms
- https://camws.org/membership/meeting_advertisement_form.php
- https://camws.org/membership/memberinfo.php
- https://camws.org/membership/meetingform.php
- https://camws.org/membership/exhibitor.php
- https://camws.org/awards/archaeology_application.php
- https://camws.org/awards/archaeology_recommend.php
- https://camws.org/awards/mascollege_nominate.php
- https://camws.org/awards/mascollege_recommend.php

- https://camws.org/awards/stewart_training_app.php
- https://camws.org/awards/stewart_travel_app.php
- https://camws.org/awards/school_form.php
- https://camws.org/awards/sgb_application.php
- https://camws.org/awards/kraft_nominate.php
- https://camws.org/awards/kraft_submit.php
- https://camws.org/awards/camws_nominate.php
- https://camws.org/awards/camws_submit.php
- http://www.camws.org/membership/journalform.php
- http://www.camws.org/membership/abstractform.php
- http://www.camws.org/membership/panelabstract.php
- http://www.camws.org/southernsection/abstractform.php
- http://www.camws.org/southernsection/panelabstract.php

Sub-sites

The Classical Journal
http://camws.org/CJ

Home of the CAMWS publication *The Classical Journal,* this is a sub-site based around the publication itself. Feature Requirements:

- Subscription and unsubscription forms that are connected to Constant Contact lists.
- PDF links to recent Book Reviews (content type, filterable and searchable).
- Subscription information, viewable in a tabbed manner.
    - http://camws.org/CJ/subscribers.php
- Customizable Advertisement areas.
- Back Issue Request Form (Currently housed on CAMWS, but should be moved to the sub-site).

Teaching Classical Languages
http://tcl.camws.org

TCL is the peer-reviewed, online journal dedicated to exploring how we teach (and how we learn) Greek and Latin. Requirements:

- File uploads for back issues.
- Subscription form (Possibly connected to Constant Contact).
- Archive Section for old CPL content.
- PDF viewer, with comment section

- Example: http://tcl.camws.org/view.php?file=spring2013/Moss.pdf

Technical Considerations

- All of the existing pages will need to be represented in the new site. This should be considered in the proposal. All existing content is stored in either .php or .html files.
- The site will ultimately be housed on CAMWS's hosting account with EsoSoft. This is a FreeBSD server operating in a shared environment.
- Application code should be version controlled.
- The database is MySQL 5.6

Submission Guidelines

A successful submission will follow these guidelines:

- Please provide a brief portfolio of the work you have done.
- Submissions should include a project plan and estimated timeline.
- Include an architecture document listing the modules and techniques you plan to use.
- List any recommendations for hardware in accordance with your architecture document.
    - Please include any additional technical considerations which may affect the quality or timeline of the project.
- Project budget.
- Provisions for providing training on how to utilize the solution.