

Website Completion RFP

Potomac Pedalers Touring Club, Inc. (Potomac Pedalers or PPTC) is a non-profit educational, recreational and social organization for bicycling enthusiasts. We are one of the largest bicycle clubs in the United States, and the largest in the Metropolitan Washington D.C. area. Potomac Pedalers is affiliated with the League of American Bicyclists.

The Potomac Pedalers has just over 2,000 members, but has public visitors to its website as well. The public uses the site to see the ride calendar, and also to register for events such as for our fall Century ride that attracts about 1800 riders.

Potomac Pedalers engaged in building a new website. The website was launched in summer of 2017. There are 5 items that remain unfinished. The site was built using Drupal, with some custom code. We do not wish to rebuild the site, just to complete the 5 items to our satisfaction. We are soliciting bids for completion of our Website, still using Drupal.

Scope of Work:

There are six 6 tasks that we need to have completed. They are:

Membership Data: needs to be accurate, repeatable, all types

Present database has numerous errors from original data import.

Personal info needs to remain secure.

Membership data is available only to members and the office staff.

Membership Reports for Office Use: we need this so that we have access to our data as we need it, we do not wish ask our web developers to manually run these reports

Reports are needed to be sorted and filtered in various ways.

Each person in the database shall be tagged as an individual, family, student, lifetime, or additional family member

Renewal dates shall be one year (or two years for a two year renewal) from payment receipt or from the end of current expiration. This is same day terms for credit card and upon receipt by office of check.

Database shall automatically create a report of members whose membership expires within 30 days. Members whose membership has been reviewed shall not appear in the report.

Database shall automatically create a report of members whose membership has expired and not been renewed within the past 60 days. Report shall be sorted from earliest membership expiration date to latest.

Office staff needs the capability to download the database with all fields included.

Queries needed to export members based on join date and expire date with ability to enter custom start and end dates.

Special events and Products: currently special events are handled by the developer. We need them programed so that the Office can input them and our members and non-members can register. They must be able to use E-Commerce and the membership data. The event must have some flexibility; add a description, pay for single or double. We must be able to collect data, download registration and set up products and download those lists.

Membership Renewals: needs to work reliably, seamlessly

Renewals need to be for one or two years.

Renewals by checks which are mailed into the office need to be entered by staff and stored into the member record. We also need an option to add contributions (amounts vary) which are included with the checks

Family renewals need option for adding family members and counting these discrete members in the membership reports.

All members shall have the option of one or two year renewal regardless of present status.

Members shall have one month grace period after expiration of membership to renew. After the one month grace period, new membership is required.

E-Commerce: needs full PCI compliance

Membership Directory: needs to be searchable by authenticated club members

Needs to be searchable (string search needed) by first or last name or by city.

Certain information needs the ability to be blocked for privacy purposes, depending on specific member preferences.

Data shall be visible to current members only

Technical Requirements:

Any and all development would require PHP and MySQL fluency on Drupal 7 architecture (upgrades to newer versions of Drupal are not in the scope of this proposal). The site is hosted on an Apache server with either a Windows or Linux operating system.

We would like to have the items corrected in the priority order as presented above. Bids shall include a proposed timeline for each task and an overall task completion date. Task times will be used as guidelines but the overall completion shall be contractual. Timelines shall include testing. Additional items not included above shall be documented by the bidder with a justification and estimated cost and time to complete. Please submit bids by January 21, 2018.

For bids please respond to:

Deborah Reynolds and Robert Bernstein at the email addresses below:

Deborah Reynolds: deb.cla.dr@gmail.com

Robert Bernstein: rbernstein55@yahoo.com

Thank you,

Potomac Pedalers Touring Club, Inc.