

Request for Proposal

Purpose of the Request for Proposal (RFP):

The purpose of this RFP is to provide RoboNation (formerly AUVSI Foundation) with the information to effectively compare vendors who can assist with (1) the implementation of a WordPress multisite network and (2) migration of the pages and content of the current RobotX website. RobotX (<https://www.robotx.org>) will be set up as a “child” site of an open parent site (which will eventually be <http://robonation.org>).

RoboNation Information:

About RoboNation

- Mission: RoboNation is a nonprofit organization whose mission is to provide a pathway of hands-on educational experiences that empower students to find innovative solutions to global challenges.
- Vision: We envision a world where technology unites people to learn, share and create.
- Current Websites:
 - RoboNation.org. What will eventually become the parent site is currently:
 - ✓ <https://www.robonation.org>;
 - ✓ hosted on internal servers supported by AUVSI’s internal IT department, iiSolutions Technical Support Team, and
 - ✓ built on a Drupal platform with technical support provided by Bean Creative (<https://www.beancreative.com>).
 - ✓ RoboNation staff has limited ability to update website content and pages.
 - RoboSub.org is currently directed to a page on RoboNation.org:
 - ✓ <https://www.robonation.org/competition/robosub>
 - RoboBoat.org is currently directed to a page on RoboNation.org:
 - ✓ <https://www.robonation.org/competition/roboboat>
 - RobotX.org is currently:
 - ✓ <https://www.robotx.org>;
 - ✓ hosted internally, and
 - ✓ maintained and supported by Bean Creative.
 - ✓ RoboNation staff submits requests to Bean Creative for any changes to content or design.
 - SeaPerch.org is currently:
 - ✓ <https://www.seaperch.org>;
 - ✓ hosted externally and technical support provided by Sonjara, Inc. (<http://www.sonjara.com>);
 - ✓ a custom-built website that supports SeaPerch-related activities (including kit sales) and the annual SeaPerch challenge (including registration and payment).
 - ✓ RoboNation staff submits requests to Sonjara for any changes to content or design.
 - SeaGlide.org is currently:
 - ✓ <https://www.robonation.org/seaglide> and <http://seaglide.org>;
 - ✓ hosted on AUVSI internal servers, and
 - ✓ utilizing SquareSpace for content management and web design.
 - ✓ Minor content and web design changes are supported by RoboNation staff and NAVSEA Carderock staff.
 - ✓ SeaGlide kit sales are outsourced through Axiom Manufacturing via a link (<https://www.axman.com/seaglide/>).

- Other Competition Websites
 - ✓ The following three websites are linked from the RoboNation.org website. These sites are hosted and supported by external competition organizers. RoboNation is a sponsor of these competitions.
 - ✓ IGVC (Intelligent Ground Vehicle Competition) - <http://www.igvc.org>
 - ✓ SUAS (Student Unmanned Air Systems) - <http://www.auvsi-suas.org>
 - ✓ IARC (International Aerial Robotics Competition) - <http://www.aerialroboticscompetition.org>

Requirements

Based on an earlier recommendation and research, RoboNation has decided to proceed with a WordPress multi-site network installation.

While the scope of this RFP is limited to 1) the implementation of a WordPress multi-site network and (2) migration of the pages and content of the current RobotX website, we believe it is important to keep in mind the mid- and long-term technology requirements.

- Ability to manage multiple brands under a single RoboNation umbrella. This applies to the RoboNation website, as well as to other functional areas that support the programs and competitions.
- Ability to integrate with other technology solutions.
 - ✓ NetSuite, the Accounting and Finance system. This system is currently in the process of being implemented.
 - ✓ Single e-commerce solution for sales of SeaPerch and SeaGlide kits, as well as other merchandise such as tee-shirts, caps, etc.
 - ✓ Single competition management solution for registration, payment, scheduling, document management and other competition-related activities. This system is currently in the process of being selected.
 - ✓ CRM solution to support all aspects of the organization, e.g., development, outreach, program participants, etc. This system is currently in the process of being selected.
 - ✓ Reporting and analytics to support marketing, outreach, management and other reporting activities.

RFP Schedule. The following is the schedule for proposals:

| | <u>Date</u> |
|-------------------|----------------------------|
| Release of RFP | Thursday, October 11, 2018 |
| Proposal Due Date | Monday, November 5, 2018 |
| Interviews | Monday, November 12, 2018 |
| Selection notice | Monday, November 19, 2018 |

Questions Concerning the RFP. Any questions or inquiries on the RFP must be in writing (emails accepted) and must be received prior to midnight on Thursday, November 1, 2018. They may be directed to Janelle Curtis at jcurtis@robonation.org. Any material questions that are received will be responded to in writing with copies provided to all of the potential RFP respondents.

Proposal Submission. Proposals must be received by no later than the end of the business day on Monday, November 5, 2018. They should be submitted to Janelle Curtis at the following address. Email submissions must be received by no later than midnight, Monday, November 5, 2018. Hardcopy submissions must be received at the physical address below no later than close of business on Monday, November 5, 2018. (All times stated in Eastern Time zone.)



Submit proposals to:

Janelle Curtis

Programs and Development Director

RoboNation

2700 S. Quincy Street, Suite 400

Arlington, VA 22206

Email address: jcurtis@robonation.org

Confidentiality. All information presented in this RFP, including any information that is subsequently disclosed by the RoboNation during the proposal process, should be considered strictly confidential. Proposal contents will be held strictly confidential by RoboNation.

Miscellaneous. This RFP does not convey a commitment to award a contract or to purchase services. RoboNation reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason. RoboNation will not be liable under any circumstances for any expenses incurred by any bidder in connection with the selection process.

Proposal Specifications (also refer to Attachments One and Two):

- a) **Goal.** This is a request for a proposal to assist with (1) the implementation of a WordPress multisite network and (2) migration of the pages and content of the current RobotX website. No additional design changes will be included as part of the migration of the current website pages or content. RobotX (<https://www.robotx.org>) will be set up as a “child” site of an open parent site (which will eventually be <http://robonation.org>.) Implementation and migration will be completed by February 1, 2019.
- b) **Timetable.** In your proposal, indicate the steps necessary to complete the project and include anticipated time necessary to complete each step.
- c) **Price.** Price quote should clearly itemize costs contained within quote and what vendor features are at an additional cost (e.g., on-site training, etc.). Price quotes should be in U.S. Dollar currency.

Background Information:

Please include in your proposal the following background information regarding your organization and the staff who would work on this project. [See Attachments One and Two for additional considerations.]

- a) Company name and address.
- b) Organization chart.
- c) Description of company’s experience with previous similar work implementing WordPress multi-site networks and provide examples or your previous work.
- d) Identify primary contact person, project leader and other staff to be involved in the project. Indicate the anticipated role and responsibilities of each staff person on the project and their prior experience on similar projects.
- e) Provide three recent references for which your organization has implemented WordPress multi-site networks.

Evaluation:

Proposals will be evaluated by RoboNation and its selection committee. Any proposal may be rejected if it is late, conditional, incomplete or deviates from the specifications in the RFP. RoboNation reserves the right to request additional information or discussion or presentation in support of the written proposal.

Terms and Conditions:

a) Confidentiality

Vendor shall at all times keep confidential and secret and shall not disclose to any other person, other than a person authorized by the Foundation in writing, all information and other matters acquired by Vendor in connection with the Agreement that are proprietary and confidential, including, but not limited to, information relating to the Foundation's finances, budgets, members, customers, program development plans, and all information system user names, passwords and other logon information that may be provided to Vendor. Both during and after the term of the Agreement, Vendor agrees not to disclose or disseminate such information to any third party (unless contemplated by the Agreement), and not to use such information for Vendor's own benefit, or for the benefit of any third party, without the prior written consent of the Foundation. All such proprietary and confidential information used or generated during the course of Vendor's engagement by the Foundation is the property of the Foundation. The foregoing obligations shall not apply to (a) information which, at the time of disclosure, was in public domain; (b) information which Vendor or its affiliates can establish by reasonable proof was in its possession at the time of its disclosure by the Foundation or was subsequently and independently developed by employees of Vendor or its affiliates who had no knowledge of the information; or (c) information acquired to be disclosed under compulsion of law. The provisions of this paragraph will survive any termination of this Agreement.

b) Information Access

The following RoboNation staff leading the proposal review includes, but is not limited to: Marketing and Development Director, Outreach Specialist, Operations and Finance Director. Additionally, proposals may be shared with IT (iiSolutions) and software integrations consultant (Lollypop, LLC).

c) Contract Duration

Information provided by the vendor must remain valid for 3 months from time of submission or through project completion, whichever is longer.

d) Bid Evaluation and Negotiation

RoboNation staff will review proposals submitted and evaluate based on the respondent's ability to meet the requirements as outlined above. Vendors are encouraged to ask questions and modify proposals before the submission deadline.

e) Formal Presentation

Vendors may be invited to an interview before a final selection is made. If you are selected, please be prepared to answer questions regarding the details of your proposal. Additionally, vendors may provide a 5-10 minute formal presentation. Vendor must provide video conferencing/screenshare information 24 hours in advance.



f) Acceptance or Rejection

RoboNation will notify vendors by COB, Monday, November 19, 2018, via email if their proposal has been accepted or declined.

g) Contract Provisions

RoboNation will provide a contract to the selected vendor which will include scope of work, requirements, services and cost as agreed upon by both RoboNation and the selected vendor. The vendor will review and contact RoboNation with questions or modification requests.

Attachment One:

Questions regarding the costs (in USD currency) of products and services:

1. What is the estimated design and migration cost, including but not limited to software, hardware, data conversion from old system and labor?
2. What are the additional start-up fees beyond installation?
3. What is the warranty, including time frame and coverage?
4. What network security features does the vendor provide?
5. Does the vendor provide encryption options for the data? If so, what are the additional costs, and how are they calculated?
6. What are the license fees for the CMS if it is going to be used on multiple computers by multiple staff?
7. Does our current hardware meet the requirements for optimal efficiency?
8. Is the initial staff training included in the cost as presented in the proposal? If not, how is the cost calculated (e.g., by individual, by hour, by day), and what is the cost?
9. Are there any additional costs associated with initial staff training (e.g., instructor travel expense)?
10. If additional training is requiring beyond what is stipulated in the contract, what is the cost and how is that cost calculated?
11. Will the vendor provide ongoing training for new RoboNation staff? If so, what is the cost and how is that cost calculated?
12. Will the vendor provide refresher courses on a pre-determined basis? If so, what is the cost and how is that cost calculated?
13. Does the vendor offer an after-hours or emergency product service hotline? If so, what is the cost for that service, and how is that cost calculated?
14. Is there a monthly limit on the number of requests for support for the CMS (if applicable)?
15. What are the service contract's average fee increases per year?
16. What is the support service telephone number?
17. Does the maintenance agreement include ongoing training for new upgrades and features?
18. What is the vendor's dispute resolution process?
19. How can RoboNation terminate its relationship with the vendor and stop paying any fees to the vendor?

Attachment Two

Questions regarding the vendor:

1. How long has the vendor been in business?
2. What additional services does the vendor provide?
- ~~3.~~ How many employees does the vendor have?
4. How long has the vendor had experience with WordPress?
5. How many live implementation websites does the vendor currently support?
6. Can the vendor provide examples of current active websites implemented using WordPress?
7. Can the vendor provide examples of current active multi-structure websites?
8. Is the vendor currently involved in any litigation with a customer?
9. Has the vendor previously been involved in any litigation with a customer?
10. What percentage of the vendor's customers are non-profit organization?