British Computer Association of the Blind

Website specification [3rd June 2018]

Invitation to Tender

Introduction

The current name for the charity for which we require a new website is the British Computer Association of the Blind (BCAB). However, after the AGM in October 2018, we expect it to be called the Technology Association of Visually Impaired People (TAVIP) hence these are the acronyms that will be used throughout this document, and the word "charity" refers to BCAB or TAVIP as appropriate. The charity is requesting bids to carry out this work. To facilitate this process below, you will find a list of our key requirements, a set of principles the board will use in selecting a supplier. The deadline for the submission of interest in carrying out this work is 06 July 2018. We will then contact the shortlisted bidders and arrange for them to give the selection panel a short presentation of their bid. The presentation will be conducted on an evening over our multi-platform communication program/app known as Zoom. Details of how this will be done will be emailed to successful bidders. All tenders are to be submitted to the chair, Jackie Brown, at chair@bcab.org.uk. Questions regarding the document will also be accepted to the same address, at which point any responses will be made available in a single document to be sent to all bidders.

requirements

The charity wishes to put out to tender the redesign of its website. It has decided to undertake this work as a multi-stage process, with the first stage being the redesign of the core website. Further stages will include adding a directory of trainers, and eventually the use of a mobile app. The pillars need to be accessibility, simplicity, and future-proofing, with care given to issues such as mobile-readiness and comprehensive content syndication to ensure device intercommunication (i.e. telephone service, future app). This tender is for stage one only, demonstrable app development experience would be advantageous.

1. To provide a hosted environment: The new website should be coded to work in a shared or managed hosted environment, with an emphasis on keeping hosting costs low.

2. Concurrency for operating two websites: The tender should build in the facility for TAVIP to run a concurrent test website alongside the production site.

3. Security: The site will use SSL as a default to secure all web pages. The site needs to be compliant with current data protection legislation as it will host the user records of our members.

4. Integration of discussion lists with the website and other apps: The charity currently hosts a Mailman list which has rudimentary integrations with the website. We would like to keep

this integration as a minimum, but also look at other discussion list options which would allow richer integration with the website/app for those who don't use email clients.

5. Ability to email members by various sort criteria. Email all members (filtered by membership type and also separately depending on newsletter format) so that we can contact members with newsletters or announcements.

6. Extracting information: The charity needs to be able to extract a list of members based on membership type and newsletter format in a CSV file containing the membership details, so that we can send newsletters and other material in electronic, Braille or print format.

7. Functional integration: The site needs to bring together the following functions:

- membership management. There will be three classes of members and the site needs to provide:
- Sign-ups; people can currently use this to join the discussion list, but not access member content. It has been proposed that, in the future, use of the discussion list may be confined to members only, in which case this membership type will be removed.
- Full and Organisation Members, these may be priced differently but have no impact on online access, but must be listed separately in member record output and billed differently.
- Honorary Members, these are accounts which never need to pay to renew but are otherwise the same as any other member.
- The ability to add or remove membership types easily should we need to adapt our membership in the future.
  8. Types of content:

    - A basic page, with full HTML or even PHP access if the staff member is permitted to use it, either visible to the public or to members.

    - blog post, dated, authored, tagged and categorised as appropriate, potentially with rich attachments (audio etc).

    - purchasable item, either a download or something to be physically shipped to a customer.

9. The site will need to connect to a payment service in order to take payments online.
10. As all the board members of the charity are registered blind or partially sighted, we may need to undertake the work of a graphic designer for logos and other website assets.

11. Clear documentation of all systems and processes used in the design and operation of the proposed site.

12. Suggestions as to how this specification can be enhanced are welcomed together with any associated additional costs whether they be either as a "one-off" or costs to be incurred on a continuing basis.

Selection Criteria

The tender response must demonstrate:

1. A costed project plan with milestones and time-scale.

2. Company resilience. In the event of the bidder becoming insolvent, ceasing to trade or the allocated personnel not being able to undertake the work, how such eventualities will be catered for.

3. Experience of delivering an accessible but visually appealing website easily usable by those with little or no sight, or how this might be provided if you haven't had much experience of this type of work in the past.

4. Any experience developing IOS or Android apps from previous projects.

5. Prior customers whom the charity can approach for references.