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Request for Quotes - Website migration, upgrade and maintenance

3/12/2019

1. Objectives

- a. To move our website, ssrcoop.info, from Joomla to Wordpress.org
- b. To improve the style and flow on all devices so it is more modern, visually appealing and user friendly on all commonly used devices.
- c. To maintain accessibility by external sites to existing links.
- d. To train the Director to update text, links, images, and events on Wordpress.org.
- e. To maintain the security and integrity of the site.

2. About the South Shore Recycling Cooperative (SSRC)

- a. The SSRC is a consortium of 15 towns on the South Shore of Massachusetts. It is a government organization, created in 1998 by an act of the Commonwealth's General Court.
- b. The SSRC provides advice and assistance to towns in their management of solid waste and recycling materials, as well as offering specific services, the most notable being several hazardous waste collections in Spring and Fall at town sites.
- c. Towns have their own Web sites. Each offers its own materials, but most link to pages on the SSRC Website from theirs, and vice versa.
- d. Policies and practices regarding solid waste and recycling vary from town to town.
- e. The SSRC is funded by member town dues, grants and sponsorships.

3. Website Overview

- a. The SSRC Website is a compendium of local recycling knowledge, and a means of communication to its member towns and board. Residents are often referred to the site. The Website also serves as part of SSRC's institutional memory.
- b. The domain is ssrcoop.info. southshorerecycling.org redirects to it.

- c. The host is Verve Hosting. Its CMS is Joomla. Verve offers a Wordpress capability. About three-eighths of the present storage quota is consumed by Website files.
- d. The site currently receives about 400 visits and 1000 page views per week.
- e. The Website's intended primary audiences are:
 - i. The governing authorities of member towns.
 - ii. The SSRC Board of Directors, which has some overlap with these.
 - iii. Residents of member town and anyone interested in waste minimization..
 - iv. Organizations, companies and State agencies.
 - v. The SSRC Director.
- f. The [contents of the Website](#) include:
 - i. An introduction to the SSRC, its member towns, and the services it provides.
 - ii. Upcoming meetings and events, with links.
 - iii. A block advertising the SSRC's Facebook page (which is separately maintained).
 - iv. A "Message from the Director".
 - v. Minutes, contracts, grant information and other documentation regarding SSRC meetings and programs.
 - vi. Advocacy information on bills relating to solid waste management.
 - vii. Profiles of member town solid waste programs, and links to their sites.
 - viii. Household Hazardous Waste schedule and information. This is a heavily visited page.
 - ix. Guidance and information about recycling and waste reduction.
 - x. Item-by-item guidance ("[A-Z](#)") regarding disposition of various materials.
 - xi. Links to related news and media offsite, including videos.
 - xii. Links and TOCs for newsletters, published every 5-6 weeks.
 - xiii. Local businesses which provide solid waste and recycling services.
- g. The present Website was converted to Joomla from Front Page in 2007. It was revised in 2011 and 2016.
- h. There is no blog, or FTP/SFTP access required.
- i. Content updates are done by the Director.

4. Scope of Work

- a. Migrate site and all relevant files to Wordpress from Joomla

- b. Make consistent with modern styles with input from the Director
- c. Make compatible with tablets and portable devices
 - i. Determine if a subsidiary site needs to be used for easier smartphone access
- d. Reconstruct/reorganize existing site for improved functionality and flow in consultation with the Director.
- e. Maintain capability of Director's publication of a monthly newsletter ([example.](#))
- f. Replace repetitive pages ("A-Z", Town Programs) with templates filled with text from a database. Such a database capability does not presently exist. Seek to make this portion database-backed, with a means for the Director to update this database.
- g. Add a slideshow function to the home page
- h. Acquire Certificate so the site runs *https* and not just *http*.
- i. Block visibility for random subdomains, [blog.ssrcoop.info](#), [joomla.ssrcoop.info](#).
- j. Train Director in basic functions, including how to add or delete written and image content and post events using control panel. Provide documentation for these steps written as procedures in a binder
- k. Provide 2FA for Director and maintenance contractor. Director shall have primary control of ACLs upon delivery of final site.
- l. Set up automatic backup to run monthly at a minimum
- m. Install (or determine installation is not desirable) all compatible updates within 10 days of release
- n. Conduct other Website maintenance and troubleshooting as needed

5. Other Requirements

- a. Director and standard maintenance updates should be enabled using a control panel whenever possible. Only demand use of a shell or SSH when necessary.
- b. Demonstrate that Wordpress site is at least as responsive as existing Joomla one
- c. Demonstrate that content management is easier for Director than Joomla site.
- d. Demonstrate that Wordpress site is well suited for smartphones and tablets.
- e. Site shall be developed and in operation concurrently with existing site to permit testing. It should be possible to switch to the new site, and return to the old one.
- f. Images and text should not be degraded at the new site in comparison to the present, when viewed with a major brand desktop Web browser (Chrome, Safari, MSIE, etc). Loss of resolution or text for tablets and smartphones will be compatible with their capability and industry practice.

- g. Maintain accessibility by external sites to existing links. Access to new placements of existing resources should use Apache rewrite rules.
- h. If a change is made, it should be possible to roll it back at any time during development or future maintenance, and to download backups for storage offline.
- i. Length of transition time site needs to be “frozen” without changes shall be no more than 24 hours.
- j. All materials are the property of the South Shore Recycling Cooperative and should be protected from careless public dissemination or distribution.
- k. All usernames, passcodes, encryption methods should be compatible with best current practices, and access should be protected using standard best practices.
- l. Maintain functionality of Apache rewrite rules presently used to map out of date page references.

6. Schedule/Timeline/Milestones

- a. Substantial completion by May 15, 2019
- b. Completed and operational by May 31, 2019
- c. Documentation of the finished product shall be provided upon delivery. Website architecture and storyboard design for new site shall be reviewed with Director before committing to implementation..

7. Website Design and Development Budget

- a. The upper budget for redesign and conversion is \$6000 This includes fixing problems in the site for a period of 4 months. Bid should break these out.
- b. The budget for monthly maintenance of the new site is up to \$1600/year, to be billed and paid quarterly.

Authorized signature

Print name, title

Date

References:

URL

Primary contact name, position, phone and email address

1.

2.

3.