Request for Proposal: Development of an Integrated Information Management and Document Review System for CPS Position Statements and Practice Points

Background

The Canadian Paediatric Society is the national association of paediatricians, committed to working together to advance the health of children and youth by nurturing excellence in health care, advocacy, education, research and support of its membership.

As a voluntary professional association, the CPS represents more than 3,000 paediatricians, paediatric subspecialists, paediatric residents, and other people who work with and care for children and youth. The CPS is governed by an elected Board of Directors representing all provinces and territories.

To fulfill its mission, one CPS activity is to prepare and publish position statements, which convey the opinion and recommendations of the Society. They provide guidance to health care practitioners and policy makers on issues relevant to the health and well-being of Canadian children and youth. The CPS also publishes practice points, which are aimed at paediatricians, family physicians and other child health care providers and discuss specific issues of clinical care.

Position statements and practice pointes are written and reviewed by volunteer expert CPS committees and approved by the Board of Directors. They are published in our peer-review journal, Paediatrics & Child Health, and on the CPS website.

Context

The Canadian Paediatric Society is in the process of an information technology evolution. This has included developing an Online Review System (ORS) which serves as an integrated information management and workflow system for the development and review of position statements and practice points. This system sends data into the CPS web content management system, Expression Engine while an AMSoft membership database provides membership data dynamically (email addresses, committee membership, etc.).
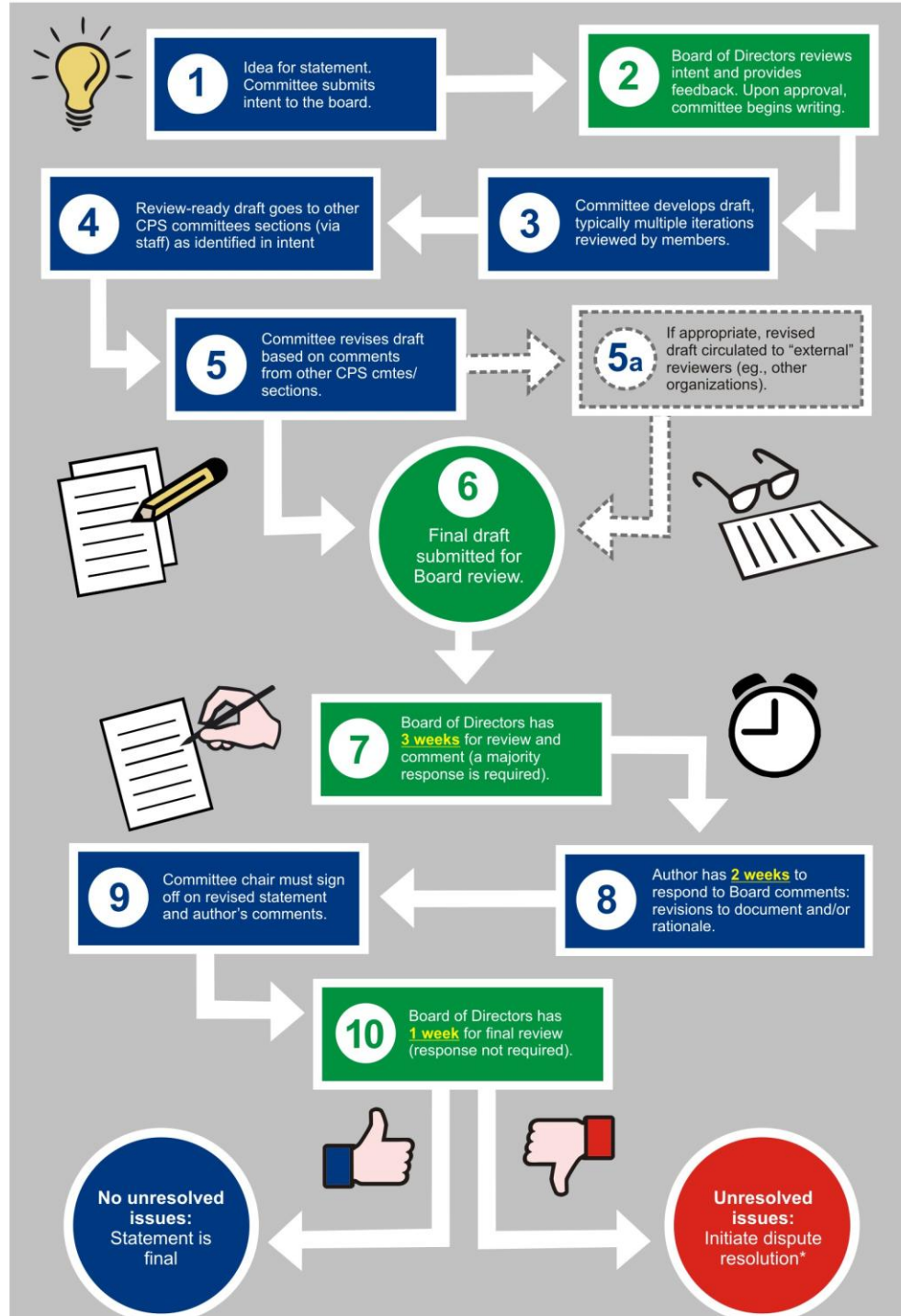
Project Objective

This RFP is to obtain proposals for the development of an upgraded ORS.

Project Description

CPS is seeking a freelance programmer or company to develop an upgraded ORS with improved navigation, graphical design and functionality so that it better reflects CPS policy and guidelines. Development and launch of the upgraded ORS must be completed in 2016.

Process for development of CPS statements and practice points

1 Idea for statement. Committee submits intent to the board.

2 Board of Directors reviews intent and provides feedback. Upon approval, committee begins writing.

3 Committee develops draft, typically multiple iterations reviewed by members.

4 Review-ready draft goes to other CPS committees sections (via staff) as identified in intent

5 Committee revises draft based on comments from other CPS cmtes/sections.

5a If appropriate, revised draft circulated to "external" reviewers (eg., other organizations).

6 Final draft submitted for Board review.

7 Board of Directors has **3 weeks** for review and comment (a majority response is required).

8 Author has **2 weeks** to respond to Board comments: revisions to document and/or rationale.

9 Committee chair must sign off on revised statement and author's comments.

10 Board of Directors has **1 week** for final review (response not required).

No unresolved issues: Statement is final

Unresolved issues: Initiate dispute resolution*

* Dispute resolution mechanism depends on the nature of the problem, and could include: teleconference, referral to Statement Reference Task Force, referral to Executive Committee, or back to the entire Board.

CPS position statements and practice points can be viewed at:
http://www.cps.ca/en/documents

Technical Specifications of current ORS:
- Ruby 1.9.3p547 (and Passenger Phusion including multiple gems)
- Rails 4.1.6
- MySQL 5.5.40-36.1 (innodb)
- X86 64bit CentOS Linux
- PDF Reactor– PDF document creation services
- Sencha Touch
- Apache 2 – web server
- Expression Engine 2.9.3
- Mandrill email service
- CPS manages all web infrastructure (including the Online Review System) using a dedicated server provided by Nexcess.net and the Amazon simple storage service.

Proposal requirements:

Please submit your proposal to Alana Vaughan at alanav@cps.ca by **9:00 a.m. on Thursday, August 27**. Your proposal should include the following information:

- A quote to complete discovery noting that the end product of discovery must include;
    - All functional requirements and technical specifications necessary to define a solution
    - Detailed project timeline specifying start and end dates
    - Quote to implement the solution including proposed payment terms
    - Quote for ongoing licensing or maintenance.
- An estimated total project cost based on your past experience with similar customized system builds.
- A brief description of your company.
- An overview of your firm's past experience in Ruby design.
- An overview of your firm's capacity to enhance the current integration of the ORS with Expression Engine and AMSoft Association Management Software.
- Links to samples of your work.
- A description of your firm's experience producing integrated information management systems for non-profit and/or projects for professional organizations.