

ANTIGONISH 2020 Foresight

REQUEST FOR PROPOSALS

Antigonish 2020 Foresight, a community visioning project, now in its third phase of development, seeks a supplier to provide a suite of software and services which will employ and internet-based capacity to enhance communications, community outreach and engagement, project development and information storage and distribution. There are three components to this package:

Component 1

A system that will enable project volunteers to participate in a wide variety of project activities regardless of time and geographical constraints:

- The system must allow participants the ability to join on-line discussions about project activities as well as enable a collaborative approach to the development of project materials.
- The system must allow for the development and maintenance of a group calendar to track activities.
- The system must allow for the assignment and tracking of project “to dos”
- The system must have the ability to identify members that are currently on-line and provide the facility for quick ad-hoc on-line communication.
- The system must have varying levels of security to allow access to portions of the system to be tailored to the needs of the individuals.
- The system must be easy to understand, setup, and maintain.

Component 2

The core participants in the project require additional communication and collaboration capabilities that can no longer be addressed by email alone as well as the ability to utilize an easily customizable web site. A system is required that will help the participants with collaboration and scheduling as well as providing enhanced email and on-line chat capabilities.

- The system must work with a wide variety of platforms in native mode, (Windows, Linux, Apple)
- The solution must provide security and spam filtering.
- The system must enable users to move between various methods of communication and collaboration.
- The system must be stable and reliable.
- The system must include a web interface that will be accessible by the public, and contain content that can be manipulated, updated, reviewed and approved by the project participants without the need for IT technical assistance.

Component 3

The Antigonish 2020 Foresight project does not have nor desire to have IT expertise to manage hardware and software for this project.

- Any solution must be hosted and maintained by the system provider.
- Training in the use of the system must be provided by the system provider.

Local Capacity Building

As an essential goal of the Antigonish 2020 Foresight project is to build local capacity, and given the strong legacy prospects for this aspect of the Antigonish 2020 Foresight project, preference will be given to local suppliers capable of providing the levels of service, training, hosting, development and customized software necessary to fulfill the requirements of the project.

Required Supplier Contribution

The successful candidate must agree to contribute a matching in-kind contribution to the cost of the project, not to exceed the project’s own cash input.. This contribution will be recognized as an Investment in the project’s management organization, the Antigonish Area Partnership.