



Website Hosting & Maintenance Services Request for Proposal

This RFP is for hosting and maintenance services for the International Sports Heritage Association website.

www.sportsheritage.org

Responses Due: May 25, 2019 by 5:00 pm EST

Send proposals and any questions to:

Meggan Gardner

Communications Chair

mgardner@golfcanada.ca

Summary and Background

The International Sports Heritage Association (ISHA) is a non-profit membership organization established in 1971. The mission of ISHA is to educate, promote and support organizations and individuals engaged in the celebration of sports heritage.

ISHA is currently accepting proposals for website hosting and maintenance services for its website. ISHA moved to a word press site with the help of Command Base in 2016. Since then, we would like to update our web hosting services to seek competitive rates, accessible customer service, with reliable services and the potential to grow.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations; conduct a fair and extensive evaluation based on criteria listed herein; and select the candidate who will best service ISHA and its needs to support our over 140 member institutions, associates and corporate members.

To learn more about ISHA, please visit www.sportsheritage.org

Proposal Guidelines

All proposals must be submitted by a representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted and the services that they will be provided.

Payment terms, contract length (period of service)

All costs must be itemized to include an explanation of all fees and services.

Request for Proposal Timeline

All proposals in response to this RFP are due no later than 5pm EST, May 25, 2019.

Proposals should be emailed in a pdf document.

If any additional information or questions are needed with any bidder(s) during the evaluation of the proposals, the bidder(s) will be notified.

Notification will be provided to all bidders via email whether they are selected or not.

Bidder Qualifications

Please include the following in your proposal response:

- Overview of your company
- Web hosting rates
- Website hosting security and technical details
- Description of the support services offered and response times your company currently

delivers

- Description of the physical, procedural, and virtual safe guards you have in place to ensure the website and hosted data against corruption, loss, theft, vandalism, and unplanned outages
- Examples of work
- References and contact information for at least two clients within the last 12 months

Proposal Evaluation

ISHA will evaluate all proposals based on the following criteria, with a total score of 100 points:

- Overall proposal (30%): The proposal meets the scope and needs included herein and is presented in a clear and organized manner.
- Organizational experience (15%): Bidders will be evaluated on their experience as it pertains to this request.
- Previous work (10%): Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references.
- Value and cost (40%): Bidders will be evaluated on the cost of their services.
- ISHA membership (5%): Although you do not have to be a member of ISHA to bid, any members submitting an RFP will receive an additional 5 points.

Thank you for your interest in responding to this RFP. We look forward to your response.