



# Community of Christ Canada West Mission Centre

## REQUEST FOR PROPOSALS

**Project Description:**

*Canada West Mission Centre Event Management System*

**Contact Person:**

*Lisa Neudorf 877-411-2632, x. 5  
Parker Johnson 877-411-2632, x. 3*

**Background:**

*Community of Christ Canada West Mission Centre (CWM) is a geographic entity of the church in Canada and is comprised of British Columbia, Alberta, Saskatchewan, and Manitoba. The mission centre is made up of fourteen congregations.*

*Community of Christ is an international faith community located in more than fifty countries around the world with its history reaching back to the 1800s. We proclaim Jesus Christ and promote communities of joy, hope, love, and peace.*

*CWM hosts events across the mission centre and operates two campgrounds with family-friendly camps and retreats focused on spirituality, community, and wellbeing.*

**Project Goals and  
Scope of Services:**

*CWM is seeking the services of a developer to design and support an online event management system to accommodate campers and adults who attend our unique activities. The award will be made to a firm/individual based on the best value and professional capability. This project must meet the highest level of PCI Compliance attainable.*

*Tasks include but may not be limited to the follow criteria:*

- *Build and maintain a central signup form which will meet the needs of all events*
- *Build all web-based forms (e.g. medical) required*
- *Design and provide a form builder for admin to add supplemental information or questions specific for each event*
- *Event manager – allow admin to set details for event and attach as many forms as are needed for the event*
- *Allow registrants to create an account which will securely store their data accessible via login*
- *Create admin interface to manage:*
  - o *Users with permission manager*
  - o *Forms manager*
  - o *Events manager*

- *Reporting/exporting*
- *Email notification manager*
- *Create user interface to:*
  - *Change password*
  - *Update details*
  - *View history*
  - *Associate dependants with another registered user*
  - *Manage dependents*
- *Allow users to attach dependants to their account*
- *Actions: show a list of all actions users have completed (e.g. Jane Doe made an edit to her account on date]*
- *Mobile friendly*
- *Canada Helps (to receive donations) embedded*

***Anticipated  
Selection Schedule***

*The Request for Proposal timeline is as follows:*

*Request for RFP: October 10, 2018*

*Submission deadline: November 2, 2018*

***Time and Place of  
Submission of  
Proposals***

*The RFP will be shared via email to members and friends of CWM as well as via our social media channels.*

*Bids must be received via email no later than November 2, 2018. Responses should include "RFP-CWM Event Management System" in the subject line. All submissions must be sent via email to Lisa Neudorf at [lisa@communityofchrist.ca](mailto:lisa@communityofchrist.ca).*

***Timeline***

*CWM requires the project to be completed by early 2019.*

***Elements of Proposal***

*A submission must, at a minimum, include the following elements:*

- *Description, contact information, and name of single point of contact of firm/individual and the services provided by the entity.*
- *Estimate of costs, including ongoing maintenance fees.*
- *Proof of PCI compliance*