



NSORRA Website Redevelopment - Expressions of Interest

Project Information

Qualified Web Developers are invited to submit an expression of interest that outlines the following project information:

1. Looking for a development team to deliver a community based website for NSORRA. Website should be built using open source technologies.
2. Applicant(s) will need to provide history of working with similar athletic groups, and helping form community, marketing etc.
3. Applicant(s) should have a good sense of the industry, challenges and be able to help curate content, and an overall strategy.
4. Applicant(s) will need to demonstrate an ability to support the delivered platform and offer a plan for ongoing maintenance and security.
5. Applicant(s) will need to demonstrate an ability to provide an ongoing content schedule, as well as ideas to help market the sport, and organization both on, and off season.
6. Applicant(s) should be able to relay the messaging of our organization in a cohesive manner, focusing on quality delivery of a modern platform able to serve our organization for years to come.
7. Proven track record, references, and X years of experience. You don't want whoever wins this to disappear after delivery!

The expression of interest should be a typewritten document. While there is no specific template, it should contain sections providing the following information:

Applicant Information

- Title NSORRA Website Redevelopment (NSORRA.CA)
- Legal name of applicant
- Contact information (name, title, address, telephone, fax, e-mail)
- The background of the delivery organization
- Its mandate, goals, objectives, activities, accomplishments
- Its governance structure
- Information on previous agreements with other likeminded organizations and the results of such projects re Off Highway Vehicle, Recreational and Sports type bodies etc.
- Its expertise to carry-out the proposed activities.

Submission Delivery

Expressions of Interest should be delivered to the following Address:

Grant Lingley

President

Nova Scotia Off Road Riders Association

PO Box 28071, Tacoma Drive

Dartmouth, NS B2W 6E2

Project background

Provide a summary of background research and activities that were done in preparation for the project, such as environmental scans, literature review, etc. Include a description of how your submission fits the objectives of the NSORRA.

Project description

Describe the broad web solution / opportunity and the steps that will be taken to capitalize on the opportunity. Identify the scope, objectives, work plan, and delivery system for the project. Include comments about the mandate, organizational capacity and the role of each project partner. It should include the anticipated outputs, outcomes and impacts. The planned strategies for project sunset, evaluation, and information sharing can be included here as well.

Project work plan

Describe the specific project activities that will be undertaken and include a description of the expected outputs, outcomes and impacts of each activity. The activities will share the following characteristics: action-based; of definite duration; have identifiable logical relationships to other activities in the project; have identifiable use of resources such as people, materials or facilities; and have a directly associated cost. The main project activities should be linked to timelines and costs over the project duration. The activities should be linked to the expected outputs, outcomes and impacts.

Project budget

The budget should include an expense section that links costs to the work plan activities. The budget should also include a revenue section detailing all expected sources of funding. The budget should note which funding sources are confirmed and which are actively being sought.

Submission Timeline

February 7, 2018: NSORRA delivers Expression of Interest

February 14, 2018: Submissions to be delivered to NSORRA re NSORRA Website Selection Committee

February 21, 2018: NSORRA Website Selection Committee to complete reviews and identify preferred submissions

Governance/management structure

Describe how the project will be managed. Describe the key stakeholders as well as their roles and responsibilities. Describe how the management structure will contribute to achieving the project's objectives.

Organizational capacity and partners

Present a description of human resource requirements and practices (hiring, evaluation, etc.) and administrative procedures as related to executing the project. Project partnerships should be identified, including information about each partner's rationale for involvement and each partner's contribution, whether financial or in-kind. Preference will be given to projects presented by existing entities with demonstrated organizational capacity to execute website projects.

Evaluation strategy

State what baseline information will be collected to measure project outputs, outcomes, and benefits, who will be responsible for evaluation, the timetable for reporting findings, and how success and risk factors will be identified, including ongoing benchmarks through and beyond the funding period.

Project benefits

Highlight the benefits expected to be derived from the website as presented through your submission. Describe how the new NSORRA Website could contribute to NSORRA's economic stability. Identify the economic stakeholders who will benefit and how they will benefit. Provide a rationale supporting the sustainability of project benefits through and beyond the funding period.

Funding considerations

Be advised that funding may not be available for all Expressions of Interest submitted that meet the eligibility criteria. Proposals that demonstrate that they can best meet the stated selection criteria will be given priority. In addition, funding is subject to an annual review of the project's progress and its outcomes and benefits.

Project selection process

All proponents who submit an expressions of interest will be contacted and advised of the outcome. Selected projects will be considered for funding, but will be subject to further review and evaluation.

Proponents may be asked to provide additional information or develop a detailed project proposal for further consideration.

The selection of a project outlined in an expression of interest does not constitute funding approval for the project but that it may be recommended as a candidate for funding. Final funding decisions will be approved by the Selection Team responsible for the NSORRA.

Project selection criteria

Expressions of interest submitted to NSORRA will be evaluated based on the following criteria:

1. Priority will be given to projects that can demonstrate the following:
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2. The strength with which the expression of interest demonstrates that the project will enhance the ability of NSORRA to broaden its reach across the ORM community.
3. The strength with which the expression of interest demonstrates that the project proponent has the management, administrative and institutional capacity to successfully execute the project.
4. The reasonableness of the funding requested in relation to the project activities and the expected benefits that will be derived from the project.
5. That the project will not cause detrimental disruption to existing business enterprises at NSORRA.

Other Terms and Conditions - Nil