

# OpenSFS.org Website Overhaul Request For Proposal

## DESCRIPTION, PURPOSE, AND OBJECTIVES OF WEB SITE

Organizational Overview: OpenSFS (Open Scalable File Systems, Inc.) is a member/participant (“contributor”) supported non-profit organization that aggregates the community efforts supporting open source scalable file systems for the high performance computing (HPC) industry. This community includes HPC hardware and aggregator vendor companies, commercial and governmental end users and research institutions worldwide. A subset of this community are contributors to OpenSFS. The current OpenSFS contributor companies are primarily US based due to the nature of the HPC industry. OpenSFS has a partner organization in Europe.

The open source file system technology is currently dominated by a parallel file system “Lustre”. A majority of the HPC community uses Lustre. Other HPC file systems are proprietary file systems and not open source. There is a concern in the community that both Lustre and the proprietary file system will need focused development efforts to be capable of meeting future requirements of large scale HPC systems.

The two primary focus areas of OpenSFS for the community are: (a) continuing to support the open source Lustre file system by serving as the primary focal point for the community, and (b) to gather requirements, set a path and support technical development for future needs.

**Purpose of OpenSFS.org website:** OpenSFS.org serves as the focal point for the open source file system community and especially those participating in OpenSFS working groups. Only contributing company representatives may be actively involved in the working groups. Developers from non-contributing organizations may view certain areas of the web site and can send questions to the working groups. The primary objectives of the site are (a) provide information about OpenSFS, the organization, (b) provide a medium for communication for the working groups and (c) provide resources such as presentation and document archives. Further details can be found in the Audience section, below.

**Objectives:** This project scopes the changes to be made to the opensfs.org website to increase it’s aesthetics and value with the community. We want to make it more user friendly; update the visual appeal with graphic design; increase it’s functionality with the addition of wiki’s and user interactive interfaces; increase participation with event registration, volunteer forms, membership forms, and an interactive calendar; as well as increasing it’s value to the community by allowing users to upload resources. This project will solve the complex system which we currently navigate to integrate new website design changes. This project will open up the bottle neck of one admin uploading content by creating ease by which users can increase the sites resources. This project will clear confusion and designate one back end web designer to manage overall functionality of the website. This project will result in a web site with the functionalities specified in this RFP which can be managed and updated on a day-to-day by OpenSFS staff who is not a web developer.

## BUDGET

Not specified. We will base the final project budget based upon estimation of costs from responding companies.

## TERMS AND CONDITIONS

- a. OpenSFS must own, have full access to, and have the right to customize site code at any time.

b. Terms for proposal:

I. Relevant dates: See Timeline

II. Proposals should be delivered to Shay Seager; [shay@opensfs.org](mailto:shay@opensfs.org). Copies should be received by May 22, 2012.

III. Please provide 1 copy of any proposals submitted.

IV. All proposals must include a statement of authorization to bid signed by a principal of the responding company

V. All proposals must use the proposal format outlined in this RFP.

VI. Parties submitting separate proposals may not discuss pricing information or they will be ineligible to bid on the project.

VII. Bidder status: bidder must disclose any relevant conflicts of interest and/or pending lawsuits.

## **BACKGROUND OF ORGANIZATION**

1. OpenSFS is a 501c(6) Non-profit. We are funded by our contributing organizations. We were founded in August 2010

a) We have 2 staff members: Norman Morse (CEO) and Shay Seager (Corporate Secretary).

b) Our current website is <http://www.opensfs.org/>

c) We have attempted to integrate the wiki [http://wiki.lustre.org/index.php/Main\\_Page](http://wiki.lustre.org/index.php/Main_Page) into our website. We have not been able to make the wiki work.

- The website software is WordPress and is hosted on Dreamhost
- The existing mailing lists use Mailman
- Sites which we would like to emulate -
  - Linuxfoundation.org – working groups, use of wiki
  - Mozilla.org – layout, ease of navigation
  - Openfabrics.org – website aesthetics and functionality

AUDIENCE

Stakeholder/ Audience	Group Description	Site Features of Primary Interest
<p>Working Group Chair/Leads</p> <p>(OpenSFS contributing companies)</p>	<p>The working group leads need to be able to manage/moderate the wiki; add and upload new content to the working group pages, wiki, mailing lists; and add/edit events. They are not web-design savy but will be our main source of uploaded resources. They are most interested in updating the community on the status of their group's progress and staying up to date with the cutting edge release information the community has posted on our site.</p>	<ul style="list-style-type: none"> <li>-Working group pages (editable by them)</li> <li>-Wiki (moderated by them)</li> <li>-Mailing lists (moderate)</li> <li>-Resources (be able to upload)</li> <li>-Calendar (they can add/edit)</li> <li>-Multiple levels of access</li> </ul>
<p>Programmers/ Developers</p> <p>(OpenSFS contributing companies)</p>	<p>Developers will want resources to fix bugs, learn about what other programmers are doing (resources such as presentations and videos are valuable to them), see a calendar of events, see information on how to call into telecons and attend meetings for the Technical and Community Development working groups. They will want to add content to the wiki, working group pages, list serves, calendar, and resource page. They will want to be able to post problems they are having so that others can respond with solutions.</p>	<ul style="list-style-type: none"> <li>-Wiki (add content)</li> <li>-GIT</li> <li>-JIRA</li> <li>-Calendar</li> <li>-Meeting information</li> <li>-mailing lists</li> <li>-Resource</li> <li>-Interactive, they can add content</li> </ul>
<p>Programmers/ Developers</p> <p>(Non-contributing companies)</p>	<p>Developers from non-contributing companies will have access to view certain pages of the working group pages.</p>	<p>Same as above but will be limited from viewing/editing specific sections.</p>

Stakeholder/ Audience	Group Description	Site Features of Primary Interest
Marketing Team  (OpenSFS contributing companies)	Contributing company marketing teams are responsible for making sure their organization is fairly and well represented through OpenSFS. They are interested on staying up to date with the latest information on events so that they or their staff can attend. They are interested in how their logo is displayed and that they are equally showcased on the website. They are interested in press releases and other related articles. They will use the website to stay up to date with details about meetings, events, press about their company, and resources they can use on their companies website.	<ul style="list-style-type: none"> <li>-Logos and appearance</li> <li>-Calendar</li> <li>-Resources</li> <li>-Media Kit</li> </ul>
Executives of companies considering joining and current contributor company executives	Executives considering whether their company joins OpenSFS are most interested in the join tab, and the ease of use of the forms for joining. Current executives and those considering joining will also be concerned with the aesthetics of the website because it reflects upon their organization.	<ul style="list-style-type: none"> <li>-Interact with the join pages, be able to start and renew membership from our website</li> <li>-Visual appeal</li> <li>-Content is valuable to the community</li> </ul>
General Audience  (non-contributing companies)	Anyone who comes to our website, typically through pointers from other sites or through industry buzz.	<ul style="list-style-type: none"> <li>-Learn about OpenSFS, Our Member Organizations, Lustre, and Scalable File Systems.</li> <li>-Easy to understand how to join, participate, and use Lustre/scalable files systems.</li> <li>-Info from working groups, view current activities, look up resources</li> </ul>

Stakeholder/ Audience	Group Description	Site Features of Primary Interest
Media  (Industry)	Primarily HPC related media Eg. HPC Wire, Inside HPC	-Resources -Calendar -Published press releases on our site
Staff (OpenSFS)	Shay Seager; needs access to all aspects of website to edit and change things at any moment - to ensure the content of the website is appropriate and current.	-Easy interface, easy to explain to the managers and programmers.

## TOOLS AND FUNCTIONALITIES

### Essential Components:

- a) Design
  - Visually appealing and infused with OpenSFS imagery
    - all pages are uniform in that they flow from a central theme
    - all pages are clear and convey the message appropriately
  - Clear, visible navigation
  - Pull downs stay open
  - Contents of page displays on one page without scrolling down
  
- b) Website management
  - Hosting - currently with Dream host; issues are in reliability and use of their wiki. We are open to reviewing hosting suggestions.
  - Platform/software; currently using Wordpress. We need to be able to edit with WYSIWYG editor.

- Wiki – attempted to integrate MediaWiki; it was too cumbersome and difficult to use and explain to our working group leads. We need something with a easy interface like wikipedia
- Daily management capability requirements; different levels of management; Webmaster and OpenSFS Admin can access whole site, the working group leads can get access to certain portals of the website, and the general public can add content which needs to be moderated first.
- Subscriber list; we would prefer to stay with mailman.
- Mailing list

c) Structure

- Home Page
  - Be able to easily add ‘notice’ (ie new member, upcoming event, in the news, etc) – widget?
- About
  - Importance of OpenSFS
  - Members of OpenSFS
  - Member company links
  - Membership levels
  - Benefits at each level
  - How to join (with documents and forms to submit for joining)
  - Organizational documents (bylaws, policies & procedures)
- Events/related documents
  - OpenSFS organized events (LUG, others?)
  - Community events, OpenSFS presence
  - Documents – LUG presentations
  - Documents – OpenSFS presentations at conferences
- News/Media
  - Media Kit
  - Logo
  - OpenSFS synopsis
  - OpenSFS press releases
  - OpenSFS in the media
- Working Groups (this section needs to be very specific about what each group needs and how they intend to use it) Access varies by permission levels – needs to tie into mailing/subscriber list.
  - About each
  - Relation to overall OpenSFS structure
  - Common template for top page for all working groups (mission/objective, working group leads, structure, when meet, how communicate)
    - Technical Working Group
    - Community Development Working Group
    - Wide Area Network
    - Open Benchmark Working Group
  - Features for Working Group pages

- Each working group needs access to their own wiki/document repository, blog, and mailing list; all of which will be moderated by the working group leads and will have to be subscribed to using a work mailing list and participant chosen password.
- Each working group page will be edited by the working group leads, so they need password protected access to only their working group page.
- Each working group page will need it's own individual calendar, which will be edited by the working group leads, but which all members of the working groups can add to.

## **SITE SPECIFICATIONS**

### **Capability/features**

- Navigation Bar
- Calendar
- Scroll bar
- subscriber / member lists (working group)
- forum
- wiki – Home page viewable by all, but only those who log in can post (all posts must be moderated by the working group leads). Those who log in and get pre-approved access to; can view private documents/info posted by the working group leads (a password protected document repository). Possible option: <http://www.atlassian.com/software/confluence/overview>
- Commerce - be able to pay for event registration and OpenSFS membership online.
- Within resources we can upload PDFs, youtube videos etc.

### **Accessibility/Usability**

Our general site needs to be accessible by everyone:

1. Working group pages will have general information that is viewable by everyone and editable by working group leads. It will also have a password protected portal to access the Wiki/Mailing list/Blog
2. Anyone can add events to the general events calendar but it has to be moderated by Shay Seager before it can be published.
3. Anyone can submit a membership/participation application from the site, however once they start the application they are re-directed to a secure server which protects their information.
4. Anyone can purchase a ticket of admittance to any of our hosted events which we publish on the site, once they choose to purchase a ticket they are re-directed to a secure site which protects their information.
5. Anyone can add a resource or post a press release to our website, however it must be moderated by Shay Seager before published.
6. Managers are given permission from Shay Seager to moderate and edit their working group page/wiki/blog/ mailing lists.
7. Managers are then given the authority to accept requests to join mailing lists, their working group, add content to their page/blog/wiki.
8. Anyone who has been accepted into a working group can post onto the working group resources, but all posts have to be moderated by the working group lead before they are published.
9. Admin can edit all content on the site.

- We currently do not have anything on the site which interferes with 508 Compliance and we will need to certify that we are 508 compliant.
- We are not currently using an e-commerce system, however one of our requirements is to be able to set up an e-commerce system to register and take payment for events we host or participate in and take payment for participation in OpenSFS.

#### **AVAILABLE TECHNOLOGY RESOURCES/INTEGRATION ISSUES**

1. The content of our current site will need to be transferred to the new site, however we do not need to keep the same skeleton.
2. We do not have a “web team: or technical staff members. We will need the make the admin/working group leads/ and general user interface easy to use and understand (WYSIWYG instead of html for editing).

#### **REPORTING NEEDS**

1. We will need to track who is adding content to the site, registering for events through the site, and paying for their membership on the site.
2. Web analytical tools might be useful, we are open to consider this.

#### **TIMELINE**

1. RFP release date May 8, 2012
2. Submission of Questions on RFP May 15, 2012
3. Notification of Intention to bid May May 19, 2012
4. Answers to questions emailed to all bidders May 18, 2012
5. Proposals due May 26, 2012
6. Finalists Interviewed May 28, 2012 and May 29, 2012
7. Proposal Award Date June 1, 2012
8. Initial Meeting June 4, 2012
9. Quarantine Begins (No new concepts/functionality added) June 15, 2012
10. Beta Site July 2, 2012
11. Proposal site Launch July 9, 2012

#### **FORMAT FOR PROPOSALS**

1. Executive Summary
2. Technical Volume
  - a. Web Development Process: Explain the process you will follow to build the web site, including major milestones and evaluation.
  - b. Address usability standards and testing.
  - c. Address any important technology information and specifications used in your solution (languages/platform)
3. Management Volume
  - a. Organizational Structure: Communication Process; including lines of reporting and any special tools used.
  - b. Schedule of deliverables; including major milestones and testing proposal.
4. Budget Volume
  - a. Break down cost by production hours, tools and functionalities
  - b. Maintenance and support: ID any costs that should be assumed as part of the site and ongoing costs for maintenance and support that we will need in the future.
  - c. License Fees: ID the costs we will need to pay to develop or host the site



- d. Hosting: ID whether we must or are highly encouraged to host with your company. If hosting is provided as an option or requirement, provide hosting options. If you have hosted with Confluence or if you have other hosts that you recommend please elaborate on our options.
- e. Training Style Guide: ID costs to train our staff to use the site tools and provide a style guide.
- f. Other charge areas: Please ID whether there will be other expenses, consulting fees, future work, etc. to complete this project.

5. Attachments

- a. Qualifications and experience: relevant case histories with information on accessing online demos or examples (list of active websites with similar features)
- b. Biographies of all who will work on account
- c. Professional References