

OSRR: Final RFP 061101

Introduction

The following request for proposals describes a project that is being developed by a collaborative group of artists, liturgists, religious educators, professors and researchers that spans, in its membership, both North America and Latin America. We are a diverse group of cultural producers, and we mean to create a space in which people worldwide, of different denominations and communities of faith, can share the religious resources they create freely with each other, under Creative Commons licenses.

We intend this project to be wide open in its access, and as easily navigable and usable as possible. Any registered user should be able to publish content on this site, as long as s/he is the holder of the work's copyright and agrees to license it under a Creative Commons license. We also intend for different communities to be able to build "channels" of their authorized content within the site.

We hope that the following RFP adequately describes what we intend, but we also realize that as artists and teachers we are not as familiar with software development as you might wish. Therefore while these guidelines are as specific as we can make them, keep in mind that the goal of the project overrides any specific item listed below. If you, as a responding organization, have a better suggestion to make that would allow us to accomplish our goals, please describe it to us in the body of your response. Please note that more information about this project is available online: <http://wiki.religioused.org/>, and we maintain a project blog here: <http://www.religioused.org/osrrblog/>

The software used to implement the site must comply with the following philosophical and functional requirements:

1. Philosophical requirements

- 1.1) The software shall be developed using open source technology, under a recognized open source license.
- 1.2) The respondent may offer its own web-hosting services, if available, but OSRR shall be free to ask them to develop the software only, and use the web-hosting services of another company.
- 1.3) The respondent shall offer after-sale technical support services to OSRR, even though OSRR is free to obtain these services from any other provider.
- 1.4) The website developed shall work with the widest variety of client platforms possible, and the minimum requirements shall be:
 - 1.4.1) Operating systems: Linux, MS Windows, MacOSX
 - 1.4.2) Browsers: MS Internet Explorer 6 and higher, Mozilla Firefox 1 and higher, Safari 2 and higher.
- 1.5.0) The software shall be encoded to resist attacks to the server, such as Cross Site Scripting, SQL injection, trapdoors by URL poisoning, etc.

2. Functional requirements

- 2.1) The software shall be localizable.

2.1.1) The navigation of the site and instructions for using it will be developed initially in Spanish, English, and Portuguese, with the ability to localize into languages such as French, Hebrew, Korean and Mandarin Chinese. Note that this means we must be able to support unicode and right-to-left text flow.

2.1.2) It shall be easy to incorporate new languages without making changes to the program or the database structure.

2.1.3) It shall be possible to subscribe to portions of the site via RSS.

2.2) Graphic design using templates

2.2.1) The graphic design of the site shall be separated from its business logic by using templates that allow modifying the design without making changes to the program or the database structure. Simple templates and CSS are desirable.

2.3) Registration of users

2.3.1) Any person may register as site user by entering: password, email, last name and first name, country of residence and indicating whether s/he wants to subscribe to the mailing list. The user shall have the option of loading a picture.

2.3.2) Upon registration, the user shall receive an e-mail asking to confirm his/her registration, in order to prevent spurious registration.

2.4) Statistics of users

2.4.1) The software shall provide statistics on the number of users registered by country.

2.4.2) The software shall provide statistics on the number of users registered by IP address.

2.4.4) All statistics reports shall be exportable to CSV or tab-delimited format.

2.5) Web site home page: The home page shall include

2.5.1) The last N items added to the site, where N is configurable.

2.5.2) OSRR logo.

2.5.3) Links to the channels selected by the site administrator.

2.5.4) Link to the page listing all channels.

2.5.5) Link to the institutional information section (information about the OSRR project and its hosting institutions).

2.5.6) Search linked to a full text search engine (see 2.10)

2.5.7) Link to the users registration page.

2.5.8) Link to the page to contribute content.

2.5.9) Link to the page to contribute translation.

2.5.10) Link to the advanced search engine.

2.5.11) Space for banners: specified on the site control panel.

2.5.12) Link to contents related to a special occasion (if the current date corresponds to a special occasion).

2.5.13) Link to the reviewing system and ratings development.

2.6) Channel home page:

The home page shall include

2.6.1) The last N items added to the channel, where N shall be configured via the channel control panel.

2.6.2) Channel logo specified via the channel control panel.

2.6.5) Link to the channel institutional section, with data specified in the channel control panel.

2.6.6) A search box linked to a full text search engine searching only items in this channel.

2.6.7) Link to the users registration page.

2.6.8) Link to the page to contribute content.

- 2.6.9) Link to the page to contribute translation.
- 2.6.10) Link to the advanced search engine.
- 2.6.11) Space for banners: specified on the channel control panel.
- 2.6.12) Link to contents related to a special occasion (if the current date corresponds to a special occasion).
- 2.6.13) Link to the reviewing system and ratings development

2.7) Page of list of channels

- 2.7.1) All the site channels shall be shown here.
- 2.7.2) It shall be possible to filter channels by country and/or language.

2.8) Site institutional section

- 2.8.1) The institutional information of the project shall be shown here.
- 2.8.2) It shall be possible to divide the information in several pages.
- 2.8.3) This information shall be defined from the site control panel.

2.9) Full-text search engine (*the primary goal here is Google-like searching – if the respondent to this RFP wants to implement Google itself as a search, that would be acceptable*)

2.9.1) A box to enter the text to be searched shall be shown. It shall also show a combo specifying the search scope. This combo shall have an option “all the site”, set by default, and one option for each community.

2.9.2) The search engine shall perform a full-text search in all the text of the contents, including the metadata.

2.9.3) The results shall be shown as a table with pages; the page size by default shall be defined in the site control panel, but the person browsing shall be able to modify it. A link to the advanced search engine shall also be shown.

2.9.4) Each result item shall have: content ID, title, authors, language, ratings. Clicking on the title link shall lead to the page showing the complete content.

2.10) Advanced search engine (*see note above in relation to Google*)

2.10.1) A box to enter the text to be searched shall be shown. It shall also show a combo specifying the search scope. This combo shall have an option “all the site”, set by default, and one option for each community.

2.10.2) It shall be possible to specify if the text will be searched in: title, body, full-text

2.10.3) It shall be possible to select an author from a list of authors.

2.10.4) It shall be possible to select different items from the metadata to filter through them.

2.10.5) It shall be possible to select the language.

2.10.6) The results shall be shown as a table with pages, the page size by default shall be defined in the site control panel, but the person browsing shall be able to modify it. A link to the advanced search engine shall also be shown.

2.10.7) Each result item shall have: content ID, title, authors, language, ratings. Clicking on the title link shall lead to the page showing the complete content.

2.10.7) It shall be possible to search via the ratings/review system.

2.11) Contribute content

2.11.1) Registered users may contribute content to the site in two ways: by loading a file or by entering the content in a web form provided by the software.

- 2.11.2) Each item uploaded shall have the following information attached to it:
- title,
 - abstract,
 - content body: it may be entered in a form or loaded as a file

- originator: this could include authors, translators, etc. For each entry, it shall be stated what the originator has been responsible for. Example: if the content is a song there may be three people who have “originated” content: the author, the composer and the translator into another language,
- channel: if the content belongs to a channel, it shall be specified to which one (*and such content must be approved by the channel before becoming public*). If it does not belong to a channel, it shall be labeled as OSRR.
- classification: a taxonomy defined in the site control panel shall be used. This scheme shall be flexible. For example, it shall be possible to use the metadata scheme to classify the content by: topics, types of content, forms of content, etc. The content shall be also be able to be classified by folksonomies (free form tags):
- short URL: it shall be a name used to access content using a short and easy to remember URL. The system must control that these URLs are persistent and not repeated.
- license data: although all contents shall be licensed under Creative Commons, the author shall specify the rights he/she grants and the rights he/she reserves for him/herself via an affirmative click onto a form agreeing to the CC license.
- language: the language in which the content was originally written must be specified.

2.12) Once the user has contributed content, it must be indexed in order to be available in the search engine. Not only data entered in web-forms must be indexed, but also content in files.

2.12.1 The system ought to be able to recognize the following file formats to index them:

- TXT: Plain text
- RTF: Rich Text Format
- HTML: HTML
- XML: XML
- ODC: Open Document Calc
- SXC: Open Office Calc
- ODP: Open Office Presentation
- OPT: Open Document Presentation
- PDF: Adobe Acrobat
- DOC: Microsoft Word
- XLS: Microsoft Excel
- PPT: Microsoft PowerPoint
- ODT: Open Document Writer
- SXW: Open Office Writer
- MOV: Quicktime
- JPG: Picture format
- TIFF: Picture format
- MPEG: Video format
- MP3: Audio format

2.13) Contribute translation

2.13.1) Registered users may contribute derivatives of already existing content, as long as the original content’s citation information remains intact (eg. translations, large print versions, etc.) (*perhaps through a link to that content*)

2.13.2) Translations shall always be treated as content, therefore having all the same fields as original content.

2.13.3) Even though it shall be possible to translate the contents into several languages, translation is not compulsory. In addition to this, there is no main language,

and some contents may be entered initially in English and then translated into Portuguese; but other contents may be entered only in Spanish, and so on.

2.13.4) The site shall be shown in the language of the browser by default, but it shall be possible to change it by selecting another one from a list of available languages. By default, only the site contents available in the language selected shall be shown, but it will be possible to choose an alternative that makes all contents available.

2.13.5) The system shall be able to maintain the connection between the original article and the translations, allowing easy navigation from the original to the translations and vice-versa.

2.14) Channel section

2.14.1) The institutional information of the particular channel shall be shown here.

2.14.2) It shall be possible to divide the information in several pages.

2.14.3) This information shall be defined from the channel control panel.

2.15) Content visualization

2.15.1) This page shall show content to a person browsing. It shall show the data entered when content was created.

2.15.2) It shall have links to all the available translations.

2.15.3) It shall have links to other contents of the same responsible persons.

2.15.4) It shall have links to other contents of the same channel.

2.15.5) It shall have links to tags in the folksonomy.

2.15.6) It shall have links to other contents with the same classification in the metadata.

2.15.7) If there are files associated to the content, it shall show each file in a list with the corresponding title, abstract and link to download the file. If the file format is recognized, a representative icon of that format shall be shown.

2.15.8) Graphic links will be available to add content to some of the social bookmarking services (digg.com, radarcristiano.com, delicious, etc.). These services shall be defined in the site control panel.

2.15.9) The site shall keep track of the visits to each content item and shall show that number, as well as the number of times a particular item has been downloaded.

2.15.10) The site shall show the rankings/comments written by users.

2.15.11) The site shall have links to the appropriate CC licenses.

2.16) Send to a friend

2.16.1) It shall be possible to send each site page by e-mail. Persons browsing shall be able to enter several e-mail addresses to which they want to send the page. It shall also be able to specify a subject for the message, and some introductory text.

2.16.2) The site shall add a legend saying it will not be liable for SPAM and offering an e-mail address to report SPAM.

2.17) Ranking and opinions

2.17.1) Registered users shall be able to qualify the site content using a ranking scale from 0 to 5, 0 being bad and 5 excellent. Stars or any equivalent graphic symbol may be used.

2.17.2) Registered users shall be able to leave their opinions about content.

2.17.3) Users shall be able to report to the site Administrator whether they believe any content and/or comment is not appropriate.

2.17.4) Users shall have a clear way to report to the Administrator any content which appears to violate copyright.

2.18) Site control panel

2.18.1) Only users in their role as Administrators shall be able to access the site control panel.

2.18.2) It shall be possible to administer the "occasions". Example: it is possible to define an occasion "Christmas", active between December 24 and December 25 every year, and have a special image associated with the site banner for that time period.

2.18.3) Users in the role of administrator shall be able to administer the site users. Therefore, it shall be possible to change the role of a registered user to administrator or channel administrator.

2.18.4) It shall be possible to access the statistics of registered users.

2.18.5) It shall be possible to define the site institutional information, which may be divided in N pages.

2.18.6) It shall be possible to administer the list of channels, including the users who are administrators of each channel.

2.18.7) It shall be possible to administer the list of banners, indicating the banner placement priority.

2.18.8) It shall be possible to administer the list of site languages. For each language, all texts that need to be translated for the correct operation of the site must be shown. In addition to this, it shall be possible to export the language file, so it is possible to translate using a standard text editor or spreadsheet program. It shall also be possible to import the language file already translated. Each time a language file is imported, the previous translation (if any) shall be replaced.

2.18.9) It shall be possible to administer all electronic mail messages templates that the site automatically sends to users. It must be taken into account that such messages should be localizable for each of the languages supported in the site.

2.18.10) It shall be possible to administer the site metadata scheme. The metadata shall be structured as a set of taxonomies that may be defined. It shall also be possible to administer the tags entered freely by users.

2.18.11) It shall be possible to view a list of the contents reported by the users as inappropriate for the site. The administrator shall be able to edit/eliminate the content or leave it as it is.

2.19) Channel control panel

2.19.1) Only users in their role of channel administrator shall be able to access the channel control panel.

2.19.2) It shall be possible to define the different parameters of the system, such as:

- number of contents to be shown in the community home page

2.19.3) It shall be possible to define the channel institutional information, which may be divided in N pages.

2.19.4) It shall be possible to view a list of the contents reported by users. These are contents that any user considered inappropriate for the site. The administrator shall be able to edit/eliminate the content or leave it as it is.

2.20) Mailing list system

2.20.1) A person who is browsing shall be able to specify, when registering, whether s/he wants to subscribe to the mailing list.

2.20.2) Users shall be able to subscribe or eliminate his/herself from the mailing list independently from registration in the site.

2.20.3) The system shall allow the site administrator to send messages to all registered users.

2.20.4) The messages sent shall be made up by a section of only text and a section in HTML so each user receives the message in the format supported by its mail client.

2.20.5) The system shall allow the administrator to add or eliminate addresses manually.

2.20.6) The system shall allow creating messages based on predefined templates, which shall be administered from a control panel.

2.20.7) The system shall allow sending messages immediately or programmed for a future date/time.

2.20.8) The system shall allow the user to disconnect from the browser or the Internet once the sending of the messages has been initiated.

2.21) Security scheme

2.21.1) Any person, even if he/she has not registered, shall be able to browse, search and view all the site contents.

2.21.2) Only registered users shall be able to contribute new contents to the site.

2.21.3) Only registered users shall be able to state their opinions and review the content of the site.

2.21.4) Only administrative users shall be able to access site control panels (including channel controls).

2.21.5) Additionally, channel administrative users shall be able to access the channel control panel specific to their channel.

2.22) RSS

2.22.1) Each channel and the main site home shall have RSS links which render a list of the content items on that page in RSS format.

2.22.2) Each search result page will include an RSS link which renders the results of that search in RSS format.

2.22.3) All RSS links shall be persistent so that users may treat them as a "subscription" to the set of content items on that page or in that result set over time.

3) Use examples

3.1) Sr. Lopez wants to share a bible study unit she's created in her local church. She has written the unit in Portuguese using a word processor on her own computer. She goes to the site and registers as a user. She then navigates through a series of menus related to uploading content, where she is asked to verify that she holds copyright to the materials, and that specifies which of the CC licenses she wants to agree to use. Next she is guided through the process of uploading her materials, including providing information about how they might best be used and tagging them.

3.2) Horacio has written a new song in Spanish that is suitable for use in liturgies that have themes related to peace, or that fall within the liturgical season of Advent. He wants to upload the song both in mp3 format, and as sheet music.

3.3) Beth has a middle school age Christian education class to plan for next week. She goes to the site to look for materials that are appropriate for that age group, that are written in English, and that have been reviewed by Dr. Irizarry as being at least "4 stars" in content.

3.4) Casey has created a music video in English that illustrates Psalm 23. He wants to share it with other people who like heavy metal guitar. He goes to the site, registers, and uploads his video in Quicktime format.

3.5) Dr. Irizarry has assigned his religious education introductory class the project of choosing a piece from the site to review. Each student goes to the site, registers,

chooses a unit to engage, and writes a review of the piece. They then return to the site, enter using their previously established user identity, and post their review of the materials.

3.6) Ang Lee has discovered a prayer on the site that is suitable for use during Lenten services. The prayer is written in Spanish, but he has translated it into Chinese so that his congregation will understand it. He wants to post his translation on the site for other people to use. He also wants to pay the copyright holder for commercial use of the material.

4) Timelines

As with any such project that requires heavy collaboration to succeed, we have developed a timeline that will allow us to engage our participant communities as we build the site:

December 2006 through January 2007

- conclude an agreement with a person/organization to install the necessary software and customize it for our use as per the RFP
- lease/obtain necessary server space

February through April 2007

- build the initial *beta* site that can accept materials
- develop the “look and feel” of the site

May through July 2007

- begin collecting materials on the *beta* site
- continue technical infrastructure development of the site
- work on “localization” issues (that is, translation of the navigational interface)
- test the reviewing process on the site
- respond to bug reports from the *beta* testers

August through October 2007

- prepare for a public launch of the OSRR site

November 2007

- publicly launch the OSRR site

5) Guidelines for the presentation of proposals

Intent to file a proposal, with a contact name, email and number shall be sent to Mary Hess at the following address: mhess@luthersem.edu, on or before 11/20/2006.

There will be a conference call option made available on December 1, 2006 to allow for clarification and responses to any questions raised. Questions sent to Mary Hess via email will be answered, with responses posted to the OSRR wiki page

(<http://wiki.religioused.org/Technical/RFP>), so that all respondents have the same information.

Final proposals are due to Mary Hess, mhess@luthersem.edu (or, if via snailmail, Mary Hess, Luther Seminary, 2481 Como Avenue, St. Paul, MN 55108) by December 15, 2006. Proposals must comply with the requirements presented in Items 1 and 2 of this document.

The proposal shall include:

- description of the organization/company and its staff (including names/URLs of previous projects completed)
- plan for the project and method of work
- time budget
- costs budget: a) for software development and beginning of operation, b) for monthly technical support, c) for monthly hosting
- technology to be used
- software from third parties to be used
- hardware and software requirements of the server where the software will be installed
- hardware and software requirements for the client using the software
- characteristics of the hosting service offered
- any additional resources the respondent offers to the project (work study student time, for instance, or ease of access to other additional services)

The selection shall be communicated to all persons who sent a proposal, no later than 12/29/2006.