



WOMEN'S FLAT TRACK DERBY ASSOCIATION

WFTDA GAMES DATA SYSTEM REQUEST FOR PROPOSAL

Issue Date: April 29, 2014

Due Date: May 12, 2014

WFTDA GAMES DATA SYSTEM

REQUEST FOR PROPOSAL

The Women's Flat Track Derby Association (WFTDA) is seeking proposals from qualified firms or individuals to assist with redesign and development of Games Data collection and management software.

Background

The Women's Flat Track Derby Association is the international governing body for the sport of women's flat track roller derby, and a membership organization for leagues to collaborate, network, and compete. There are currently more than 340 member and apprentice leagues.

The WFTDA sets standards for rules, seasons, and safety, and determines guidelines for the international athletic competitions of member leagues.

The organization is comprised of a volunteer Board of Directors and elected Officers (who are also league members) and about a dozen paid staff and consultants. Each league appoints one or more skaters and officials to represent their league and serve on a WFTDA committee, such as Finance, Marketing, Sanctioning, and Referee Certification.

The selected Vendor will work with both Staff and Volunteers to design and develop the new Games Data System.

About the Project

The WFTDA currently uses a proprietary package called Rinxter, originally developed by an independent party in 2009 for league use. While it has been maintained and updated as the organization and the game has evolved, the WFTDA would like to make some specific usability improvements and have greater control over the planning, design, and release cycle of the software.

For these reasons, we are calling for proposals to design and develop a new Games Data System for use both in real time during games, and post-games for archival and export purposes. We will consider all solutions, including newly developed software and customizations of off-the-shelf packages, provided they meet the requirements below.

Functional Requirements/Areas for Improvement

Feedback from the Games Committee and other stakeholders indicates the following specific areas for improvement over the current system:

1. **Intuitive Data Capture** - During a game, each Non-Skating Official (NSO) position is responsible for recording specific data. The interface for each position must be clean and intuitive. For example, the NSO recording skater lineups should have a screen that only shows them information relevant to lineups. We expect the selected vendor to work collaboratively with the WFTDA to design and implement the appropriate user interface for each role.
2. **Accurate Game Clock** - The timer that counts down each half and each jam must be accurate to the second, regardless of what device it's running on.
3. **Real-time Score and Stats Displays** - As a game progresses, real-time scores and stats must be available in multiple formats for the scoreboard (typically projected at the game for the live audience), web broadcast (displayed along the bottom of the streaming video display), and announcers (more detailed display on a monitor for live and web announcers).
4. **Conform to latest rule set and officiating standards:**
Rules: <http://wftda.com/rules/20140301>
Standardized Practices: <http://wftda.com/rules/wftda-officiating-standardized-practices.pdf>
Stats Book: <http://wftda.com/stats>
5. **Device Agnostic** - Ideally, stats collection can be done on a Mac or PC laptop, iOS or Android device.
6. **Online and Offline Functionality** - Can be run without a server and without internet access (with the ability to upload stats post-game).
7. **Integration with other WFTDA systems** - Create a set of standard APIs or feeds that can be utilized by other systems, such as our existing stats repository, website, or online video broadcasts. An additional goal is the ability to pull roster information from our membership database, as opposed to manually entering the information into the Games Data System.

Other Project Requirements

- **Learning Resources** - Provide training and/or materials for distribution to both administrators and end users of the Games Data System.
- **Technical Support** - Availability at tournaments to support the software (see Tournament schedule links below).
- **WFTDA Ownership** - Software will be considered work for hire and all source code must be accessible by and owned by the WFTDA.

Hosting and Development Workflow

Our resources are hosted on a cloud-based platform with source and deployment configurations stored in GitHub. We will require a set of installation requirements and configuration details so that we can integrate this into a Chef recipe for deployment. A private source repository will be provided for development and/or releases for code review and quality control. Releases to a staging and/or production environment will be pushed from the primary GitHub repository.

RFP Process & Timeline

We will collect proposals through Monday, May 12, and conduct follow-up interviews through May 23. The selected vendor will be notified by May 28. Desired project completion date is January 9, 2015.

Responses due: May 12

Evaluation and follow-up meetings: May 13 – May 23

Firm selected: May 28

Project start: Immediately upon vendor selection.

Project completion: January 9, 2015

Term of contract: Pending vendor selection and negotiation

Payment schedule and milestones: Pending vendor selection & negotiation

Evaluation Criteria

Proposals will be evaluated on overall best value for the WFTDA based on:

- Quality of work, both in terms of project execution and client relationship management
- Ability to propose a scope of work that meets the WFTDA's business goals on time and within budget
- Ability to provide ongoing support for the software and make updates quickly (i.e. when an updated ruleset or official practice is released)
- Demonstrated experience in similar projects, and experience with network communication protocols and API design
- Active clients similar to the WFTDA (volunteer-supported, nonprofit, international and/or amateur sports organizations)
- Familiarity/Involvement with flat track roller derby is a major plus
- A project management/engagement management style that is sensitive to the need for involvement of multiple parties. Requirements gathering and functional specification may involve resolving differences in stakeholder opinion.

The top candidates will be interviewed by the selection committee to determine which firm or consultant most closely meets the needs of the WFTDA.

Proposal Guidelines

The proposal should contain the following components:

Company Information or Personal Background of Independent Contractor

Please describe your company, including:

- Core competencies and areas of expertise
- Years in business
- Office locations and number of employees
- Key personnel who would be involved with this project
- Number of clients and brief description of client base, with focus on clients or projects similar to this one
- Typical workload; i.e., smallest and largest recent client/project, typical and maximum number of concurrent projects
- What is your familiarity or experience with roller derby, and what makes you a good fit for the WFTDA?

Cost

The WFTDA has budgeted \$50,000 for the initial design, development, testing, and deployment of the new Games Data software. We encourage vendors to give an honest quote. If it is not feasible to achieve our goals within the current budget, please suggest either a phased/abbreviated process, or suggestions for scope reduction to fit within our budget.

Please detail the following:

- Payment terms: Hourly or project rate?
- Licensing fee (Include any third party fees, such as Type services)
- Ongoing maintenance: Please provide a breakdown of your ad-hoc pricing, and a recommendation for maintenance contract.

Project Management & Development Process

This section should represent a significant portion of your proposal and identify:

- Technical approach
 - What is your proposed solution for the requirements above? Please include technical platforms and any third party packages you intend to use.
 - What is your process for defining the system? Do you use a specific methodology or toolset?
 - What skills does your firm bring to the table? How many will be on the project team, and what are their areas of expertise?
- Key project phases and deliverables (Design documentation, specs, test plan, etc.)
- Quality assurance plan (How will you ensure that the sites will function as expected during live events and/or traffic spikes?)

- Client responsibilities (What information or support do you need from the WFTDA throughout the project?)

Timing

The proposal should include a high-level project schedule, with milestones expressed in number of weeks after the contract is awarded. Please be mindful of the requirement to launch by January 9, 2015.

Training and Ongoing Support

- Describe the training you feel would be necessary for WFTDA personnel to use and manage the new system, and the format in which training would take place. (User guides, webinar, on-site, train-the-trainer, combination)
- The WFTDA expects to take responsibility for the new system once deployed, but may need occasional customer support or development assistance. Please describe ongoing maintenance & support options available.
- In addition to occasional customer support, the WFTDA requires on-call availability during tournaments. The tournament schedule can be found here:
 - <http://wftda.com/news/wftda-announces-2014-tournament-dates-and-locations>
 - Amended schedule: <http://wftda.com/news/wftda-amends-schedule-for-2014-playoffs>

References

Please provide 2 - 3 client references, preferably from nonprofit or volunteer organizations.

Contact Information

Proposals and all related materials must be submitted via email no later than May 12, 2014. Send proposals and direct any questions to:

Juliana Gonzalez
rfp@wftda.com