

AMTA WEB SITE SUPPORT Requirements

1. Introduction

The Antenna Measurement Techniques Association (AMTA) is a 501c (3) organization dedicated to the global development, application, and dissemination of antenna, radar signature, and related measurement technologies.

In order to support this mission, AMTA hosts an annual technical symposium, regional events, and local node meetings. AMTA also maintains an archive of 3000+ technical papers and communicates relevant information to the antenna measurement community and other interested parties. All of these activities require internet based support such as web pages (www.amta.org), event registration, membership database, technical paper archive, email blasts, and email aliases. In addition, AMTA is interested in expanding our presence in social media and other emerging forms of outreach.

Historically, AMTA's web presence has been maintained by volunteers who have provided domain administration, content management, email support, member database maintenance, and paper archive services. As AMTA's web operations have increased, the need for non-volunteer support has become apparent.

AMTA is interested in finding one or more people to provide domain administration, content management, email support, member database maintenance, and paper archive services. This document defines the top level requirements for professional support of AMTA's web operations in these five major areas in dedicated sections. In addition, it has sections which provide an overview of these areas, general web site requirements, ongoing maintenance and time-critical support.

2. Overview

Domain Administration maintains the amta.org domain name and any other required domains and sub-domains, procures and maintains SSL certificates, updates zone files as required and evaluates domain name registration providers to facilitate efficient domain administration. AMTA currently uses Network Solutions and GoDaddy for domain name registration.

Content Management updates AMTA's web pages with content as needed. The current web site is built and hosted by i4a (internet4associations, see <http://www.internet4associations.com/i4a/pages/index.cfm?pageid=1>). In addition to maintaining web page content, this section evaluates emerging content management systems for AMTA's use. Familiarity with the i4a platform is not a requirement, but applicants should be able to reference experience working with other website content management systems. Training on the i4a website content management system will be available after award.

Email Support maintains the email aliases and email lists used by AMTA. These email addresses must be updated as board positions change, usually annually. AMTA currently uses Hostworks for email. Other providers of email services will be evaluated to find a suitable replacement.

Member Database Maintenance ensures that the list of AMTA members, vendors, and contacts with their current membership status, renewal dates, event registration, etc. is accurate and backed up. AMTA uses i4a as the tool for maintaining the database.

Paper Archive Support ensures the accuracy of the paper archive and uploads the new papers annually. AMTA uses i4a as the tool for maintaining the paper archive.

Tasking on a regular basis will be managed by the AMTA website committee which reports to the AMTA Board of Directors (BoD).

2.1 ONGOING MAINTENANCE SUPPORT

MAI-010

The contractor shall meet at least once per quarter (or as needed) to discuss ongoing maintenance actions with the AMTA Web Committee.

MAI-020

Maintenance activities may cover all of the areas outlined under Requirements above, and may include new requirements.

MAI-030

The contractor is encouraged to offer suggestions that will improve the flow, look and feel of the AMTA web site.

MAI-040

The contractor must allow time for the Web Committee / Webmaster and AMTA BoD to test functionality prior to release within the web site (see GEN-050).

MAI-050

On agreement with the Web Committee, a number of items require early attention in web site maintenance. For example, under MEM-070 below, the current site does not have an effective means to remind members of their potential lapse in membership. Projects such as this will be individually scoped and costed via a basic time and materials contract addition.

MAI-060

To improve our efficiency in creating new Event Pages, as well as the familiarity to AMTA membership from year to year, the AMTA wants to move toward some level standardization of Event Pages. To accomplish this, the contractor will engage with the Event Committee each year to offer design suggestions and

alternatives, and incorporate web content from past symposia. The contractor will work with the Webmaster to develop “best practices” toward this end.

2.2 TIME-CRITICAL SUPPORT

It is important that the contractor ensure timely support for Event Management Module related actions, membership mass mailing and some others.

Peak periods of activity for time-critical support occur in the February-May timeframe near the Winter Board Meeting and Regional AMTA Event, as well as when the AMTA Annual Conference website must go live. As the Annual Conference approaches in the October-November timeframe, time-critical needs will occur.

TCS-010

Event Management Module setup for new events will be accomplished within 1 week of notification by the Web Committee.

TCS-020

The contractor will test the web Event Management Portal to ensure that payments can be positively captured for each individual event.

TCS-030

The contractor will work with leads and the Web Committee for email blasts to ensure they are accomplished within not later than 1 week of notification (sooner if possible).

3. General Web Site Requirements (Historical)

3.1 GENERIC REQUIREMENTS

GEN-010

The access to the content of the web site depends on the type of users:

- general public (access limited to public areas)
- registered users (members of AMTA access to “Member only” areas with login required)
- Board of Directors (BoD) (login required for areas accessible to AMTA Board Members – specific areas for)
 - o Secretary
 - o Treasurer
 - o Technical Coordinator
- administrators (login required – access to administrative functions)

GEN-020

Unauthorized users shall not be able to modify any part of the web site content or processes.

GEN-030

The web site shall be implemented with reliable and robust code that does not allow the users to halt or alter the built in processes.

GEN-040

The Intellectual Property of any custom developed code shall be transferred to AMTA at web site delivery.

GEN-050

Any web site modifications shall be tested before delivery by the contractor, by the Web Committee/webmaster and the AMTA BoD.

GEN-060

Domain name registration must be established and maintained by the Webmaster.

3.2 VISUAL REQUIREMENTS

VIS-010

The web site shall provide a professional corporate image of AMTA. AMTA seeks constant improvement to maximize the information content while providing an easy navigation scheme. Details of individual pages, maintenance and modifications shall be agreed with AMTA during regular planned WebEx (or equivalent) meetings.

VIS-020

In the majority of the cases, the design of the pages is such that all visual information shall not necessitate scrolling to visualize the entire page.

VIS-030

AMTA provides advertisement services to commercial companies. The visualization of the advertisements shall be in correct balance with the content of the pages.

VIS-040

The home page shall provide clear login, new user registration and username/password retrieval options with improvements as necessary

VIS-050

The following pages divide the content of the web site:

- Home page: with advertisements, main links, login window
- Member Pages
 - o Technical search and access to AMTA technical content
 - o Paper archive
 - o Access to AMTA Store for Merchandizing

- News items
- Event pages
 - Event registration page for individual events
 - Upcoming and past events pages
- Technical Committee Pages managed via Omnipress
 - Abstract submittal page
 - Abstract review page (restricted to Technical Committee)
 - Author's instructions and form retrieval page
 - Paper submission
- About Us Page (Public area)
 - Mission Statement
 - Annual Conference
 - BoD
 - Committees
 - Awards
 - History
 - Contact Us
- Links
 - Antenna Measurement Resources
 - LinkedIn, Facebook

3.3 USERS OF THIS WEB SITE

This web site is designed for professionals in the field of electromagnetic measurements and to facilitate services to the membership and the BoD.

USR-010

The web site is developed to support the following communities of users:

- AMTA registered members (login required)
- Special roles
 - Secretary – membership (the ability to change membership status, to filter and download membership database, and BoD Document archive (minutes, Bylaws, Articles of incorporation, etc.)
 - Treasurer – membership, payments and BoD Document archive
 - Technical Coordinator – abstract/papers submission and review and BoD Document archive
 - Meeting coordinator – event management and BoD Document archive
 - Vice-President – short courses, advertisement management and BoD Document archive
 - Webmaster – web site management and content update and BoD Document archive
 - President – all access
 - Newsletter Editor – Access to Newsletter page
- Casual and interested visitors (lead to Registrations)

USR-020

The web site must support email aliases for privileged users (BoD and others) for official AMTA communications which can be managed by a system administrator.

3.4 CONTENT MANAGEMENT

CNT-010

The content of all pages is modifiable by the webmaster and web committee via a content management system (CMS) interface (login and privileges required). This includes the static text, the graphics, the links, and the advertisements, among others. It is based on the i4a CMS.

CNT-020

Web pages can be generated dynamically using the content provided via the CMS interface.

3.5 DOCUMENT REPOSITORY

DOC-010

The web site provides a document repository system that allows the storage of the following documentation:

- Paper archives from past events (registered users)
- Newsletters (public)
- Event photos (registered users)
- Abstracts and papers submitted to the ongoing events (registered users)
- BoD Document archive (minutes, Bylaws, Articles of Incorporation, etc.) (BoD members only)
- Discussion forum (public blog [Registered Members] and one for BoD [BoD and BoD advisors only])

DOC-020

Search functionalities (document title, author, keywords, etc.) shall be provided for all documents for registered members. Abstract search for open community, Paper search in Paper Archives contents for Members.

DOC-030

Members shall be able to post comments on articles or newsletters or other topics with moderation by webmaster /moderators. (Members Blog)

3.6 MEMBERSHIP / USER DATABASE MODULE

MEM-010

The web site should provide the following user management processes:

- o User / Member registration
- o Membership renewal
- o Users / Member data

- Username and password retrieval (e.g. challenge question)
- Software to prevent multiple accounts
- Note : Not all users may be Members

MEM-020

A membership database with the following data shall be

- Required data:
 - Unique AMTA membership-ID number (automatic assignment)
 - Unique username and password
 - Name
 - Family name
 - Affiliation
 - Address (street, ZIP, City, Country)
 - Telephone
 - Email
 - Roles/privileges (direct assignment by webmaster)
 - Opt out possibility¹
 - Accept terms of reference²
 - Initial membership start date
 - AMTA events attended
 - Years of active AMTA membership
 - Years of elevated membership (Senior, Fellow)
 - Years of awards received

MEM-030

The Secretary and webmaster shall have read and write access to the user data information.

MEM-040

A listed version of the membership database should be exportable in different formats including excel, RFT, CSV, and PDF.

MEM-050

Mailing to all (or selected) membership or lists should be possible, e.g. newsletters, AMTA call for papers, call for papers from AMTA related institutions or companies, advertisements, etc. (Posting by AMTA BoD or other designees)

MEM-060

The Technical Coordinator should have appropriate privilege to add to, modify, import to and export from the paper archive database. This privilege will extend to the paper archive as well as the abstract and paper upload (current year) databases. This could be used to form a backup to a local drive in case of an unforeseen failure.

¹ For mailing purposes of external parties related to AMTA

² Terms of reference shall be written to cover AMTA mailing and a data privacy statement.

MEM-070

An automated email reminder for membership renewal should be sent to registered members 30 days prior to membership expiration.

3.7 PAYMENTS MODULE

PAY-010

The web site will provide means for secure electronic payments using major credit cards utilizing a generic payment module.

PAY-020

The payment module shall serve the payment of:

- user registration and renewal
- event registration fees

PAY-030

A printable, online receipt shall be made available to the paying customer.

PAY-040

A copy of the online receipt shall be sent by confirmation email to the paying customer (with the Treasurer and Secretary in cc) immediately after the online receipt is displayed. The format of the copy of the receipt to be used is PDF.

3.8 EVENT MANAGEMENT MODULE

EVE-010

The module should allow the authorized users in the BoD and webmaster to create a web environment for the editing and management of events. A uniform styling format shall be used for all events. Content will vary and therefore shall be customizable by the authorized user (text, links, photos, logo).

EVE-020

The types of events to support include but not limited to :

- AMTA Annual Meeting and Symposium
- Regional/International events (2-4 per year)
- Short Courses (2-4 per year)

EVE-030

The event web environment should contain the following modifiable parameters:

- Main portal for event (graphic, text and links)
- Call for Papers
- Online registration forms (with further interface to Payments)
- Conference/event information
- Hotel information and link to hotel page
- Technical program (e.g., link to a PDF file)
- Social program (e.g., link to a PDF file)
- Short Course information

EVE-040

Event information must be modifiable in stages after initial creation. It will be difficult to populate the event initially with all necessary data as some data is unknown (e.g., early- and standard-registration fees). Therefore, event updates must be easily managed by users with appropriate privilege.

EVE-050

Event historical information must be tracked, including associated event activities, such as data associated with pace reporting (registrations for event and hotel as a function of time for each conference).

3.9 TECHNICAL PROGRAM MODULE

The Technical Program module is managed entirely through the Omnipress Precision web site. No support for this is requested, but the below functionality is standard.

TEC-010

The technical program module allows the upload of abstracts by registered authors that want to respond to a 'call for papers' of a created event. Required information includes, but is not limited to: 1) author/co-author information (detailed information should be available elsewhere in the database), 2) desired session (or the ability to suggest a new session name), 3) paper title, 4) abstract text, and 5) attachments. TC data base must access registration data base so that only registered authors and co-authors can submit abstracts and papers and change them .

TEC-015

The module sends electronic communications to all registered authors, coauthors, and submitters once the abstract has been submitted and accepted by the system. Electronic communications goes to the technical coordinator, the secretary, and the vice-president (as backup).

TEC-020

The module implements an abstract review process that allows a number of appointed restricted users to score and provide comments.

TEC-030

The module allows displaying and sorting the abstracts by any given identifiers, such as abstract-ID, author, score, date, etc. Composite scores and comments are only visible to the Technical Coordinator. TC Committee members are only able to see their own scores and comments.

TEC-040

The approved abstracts allow the upload of a full paper by the registered author or the author's registered designee. In the case of a designee, the primary author information is required so that both the author and the designee can receive all email communications related to the submittal. The TC or the Webmaster should also have capability to perform the upload. Upon paper upload, a feature to ensure the integrity of the file for a pre-designated format (e.g., searchable PDF) should be included if possible.

TEC-050

The module shall send electronic communications to all authors (approved abstracts requesting full paper submission and not approved abstracts) once final decision on the abstract is made by the Technical Coordinator.

TEC-060

The module facilitates compilation of all approved papers according to the session designated by the Technical Coordinator within Omnipress for publishing.

TEC-070

The module facilitates evaluation of all student papers. These evaluations go beyond abstract evaluation to full papers for the purpose of choosing top student papers for cash awards.

3.10 ADVERTISING

ADV-010

Advertising space is allocated on the home page and should be clearly visible but not distract from the home page contents.

ADV-020

Advertisements graphics will be in jpg or bmp format.

ADV-030

A link to an additional page containing the AMTA Advertisement Policy, pricing and contact information should be provided within close proximity of advertisements on the home page.

3.11 EXPERIENCE AND COMPANY PROFILE

EXP-010

The company bidding for this contract shall provide evidence of a good understanding of the AMTA requirements, a track record of web development and management experience for similar applications, a sound knowledge of the i4a web building technologies that will be used to develop the web site. Please provide three to five references including sample web sites that you have managed.

3.12 DELIVERABLE DOCUMENTATION

DOC-010

All deliverable documents shall be sent in MS Word.

DOC-020

A monthly activity summary shall be sent by email to the AMTA Web Committee

3.13 WARRANTY

WTY-010

The contractor shall provide a warranty for services.

WTY-020

A clear and detailed definition of the warranty (i.e. what is covered?) shall be provided in the proposal.