

**Society of American Archivists
Council Meeting
August 10, 2009
Austin, Texas**

**Staff Report: Website Development
(Prepared by Brian Doyle)**

BACKGROUND

At its August 2008 meeting, the Council approved a recommendation charging staff to develop and issue, with assistance from SAA's Website Working Group, a Request for Proposals in order to contract with a Drupal site developer and deploy a new Web content management system. An RFP was issued in January 2009. Five proposals were received in response to the RFP.

Following telephone interviews with vendors and references, Beaumont and Doyle selected Common Places, LLC (<http://www.commonplaces.com>), a Boston-based Web development firm, and executed a services agreement on April 3, 2009. Common Places is an Acquia partner¹, which attests to their reputation in the Drupal community. The project estimate for Common Places' development services ranges from \$34,213 to \$43,448.

UPDATE ON "DRUPAL" CMS DEVELOPMENT PROJECT

A kick-off meeting was conducted with SAA and Common Places staff in mid-April, at which time the project phases and timeline (subject to change) were outlined:

| | |
|---------------------------------|---------------------|
| I. Planning Phase | April – June |
| II. Design & Development Phase | June – July |
| III. Verification/Testing Phase | July – September |
| IV. Launch | September – October |

Provision of raw data for analysis, which took place in the "planning phase," is now complete and our draft "content types" (i.e., database architecture), "site map," and visual "wireframes" are in the final stages of approval. The Design & Development Phase is also underway. Once complete, the Verification & Testing Phase will begin with the presentation of an alpha site, which will be available for review later this month. Feedback and final feature requests will be submitted to the vendor after the conference and incorporated into the beta site. After final content changes are requested, all code and content will be frozen for quality assurance testing, review, and site launch in September-October 2009.

¹ See: <http://acquia.com/partners>