

RFP for a SGA Online Bill System

Jacketpages Committee

1 Introduction

This document describes the basic requirements as well as desired features that should be present in a new bill system to be designed for SGA. It also outlines the plan for the student based competition including important dates and deadlines required to successfully qualify for payment.

2 Requirements for Bills

These are the core requirements necessary for a minimal bill system. If an entry meets these requirements it qualifies for the base prize.

- Bill Title (text input).
- Description of the bill (textarea).
- Bill Number: text input (for administrator to enter after undergraduate and graduate author sign off on bill, or process could be automated).
- Bill Type: [Joint | Graduate | Undergrad] [Finance Request or Resolution] (Default to Joint Finance Request).
- Bill Status: This is the current status. This denotes whether the bill has passed, failed, or is pending. All bills in Stages 1-4, and 6 are considered to be pending. Bills in Stage 5 should be marked as passed or failed.
- Organization: (View only. Only used to save the organization who submitted the bill or unaffiliated if the bill is not associated with a student organization. If a user is an officer of more than one organization, he should be able to submit from any of his organizations page and that organization should be used).
- Undergraduate Author: Select list of current undergrad representatives. (Or button/check box if user is currently signed in as a representative.) Needed for Joint or Undergrad Bills.
- Graduate Author: Select list of current graduate senators. (Or button/check box if user is currently signed in as a senator.) Needed for Joint or Graduate Bills.
- Organization Contact Information: (Two contacts: Name, Phone, Email).
- Line Items (table where new rows can be created):
 - Item Name.
 - Cost per Unit.
 - Number of Units (default to 1).
 - Total Cost (Javascript: Default to Cost per Unit * Number of Units, but allow for editing).
 - Account: PY | CO | ULR | GLR (Default to PY).
 - Amount Requested

- * For PY, ULR, and GLR default to Total Cost (but allow editing)
 - * For CO default to $\frac{2}{3}$ of Total Cost (using Javascript, round up to nearest cent).
- A Total line should be calculated to sum the Amount Requested for each account.
- For Joint Finance Requests there should be four sets of line items:
 - Submitted: These line items are the lines as submitted by the organization.
 - GSS Outcome: These are the line items as passed by the GSS after amendments.
 - UHR Outcome: These are the line items as passed by the UHR after amendments.
 - Conference: If the GSS and UHR Outcome differ, a conference committee version must also be included.
- For Joint Resolutions, there should be four sets of textareas (while resolutions have lines, they do not have dollar amounts attached to each lines, they are only text).
- For Undergrad Finance Requests, only Submitted and UHR Outcome are required (GSS Outcome and Conference line items could be included but would be unused).
- For Graduate Finance Requests, only Submitted and GSS Outcome are required (UHR Outcome and Conference line items could be included but would be unused).
- Undergrad or Graduate Resolutions will have text areas in place of the tables of line items as mentioned in the previous two points.

3 Bill Submission Process

This section describes the bill submission process. This process should be fully supported by the online bill system to be entered in the competition.

- Organization or student submits the bill. This is denoted as Stage 1.
 - President or Treasurer of organization login to the system and initiate new bill process. If any other student initiates a bill it will be unaffiliated with an organization (but is still allowed).
 - Fills out bill title, description, contact information, and Submitted line items.
- Undergraduate Representative will login to the system. Search for Joint or Undergrad bills that have been submitted but have not undergraduate author. The Representative will (if desired) agree to author one of these bills after viewing the contents of the bill. After Undergraduate authorship, the bill moves to Stage 2.
- In a similar manner, a Graduate Senator will login to the system and search for Joint or Graduate bills that have no graduate author and agree to author the bill. This moves the bill to Stage 3.
- Once a bill has the required authorship, it will be assigned a bill number. If this process can not be automated, this could be done manually by a SGA admin who should perform a search for bills that have the proper authorship but do not have a bill number. Once a bill has a bill number, it is moved to Stage 4.
 - Joint bills will be named “Fiscal year” + J + “Joint ID” where Fiscal year is the two digit fiscal year and the Joint ID is an auto incrementing integer. An example for FY 2011 would be “11J087.”
 - Graduate bills will be named “Fiscal year” + G + “Graduate ID.” An example for FY 2011 would be “11G002.”
 - Undergraduate bills will be named “Fiscal year” + U + “Undergrad ID.” An example for FY 2011 would be “11U007.”

- The bill is brought before the GSS and the GSS Outcome line items (or text area if resolution) are updated.
- The UHR will see (and possibly amend) the bill and the UHR Outcome will be entered.
- If the GSS and UHR Outcome are different, a conference version of the bill will be created and the Conference line items (or text area if the bill is a resolution).
- If a bill passes, it should be marked as approved. If the bill fails to pass, it should be marked as denied. Once a bill is considered, it is moved to Stage 5.
- If a bill is postponed indefinitely, it should be marked as such (this could be an “archival” process). Indefinitely postponed bills are placed in Stage 6.

4 Technical Requirements

This section details the technical requirements of an online bill system that could be integrated with existing systems in use by SGA.

- The system will run on the GT WebHosting system.
 - The system will be written in PHP, and compatible with PHP 5.2.
 - The database backend will be compatible with MySQL 5.1.4.
- The system will integrate with Georgia Tech’s CAS single sign-on system.
- The full source code of the winning entry will be handed over to the committee for a full code review (both for security and adaptability purposes), and adequate flexibility and documentation (code comments) will be expected.

5 Desired Features

These features, while not required, will add value and as such will be awarded a bonus by the judging committee at their discretion.

- Ease of use.
- Mobile version.
- Budget Submission: Each organization can submit their budget through similar line items as the ones listed above, only no account column is required. Each organization can submit budgets once per fiscal year and should be able to view previous years budgets. Both as submitted and as allocated. Budgets will undergo a similar process as bills (UHR outcome, GSS outcome, and Conference) but all organizations are considered together per fiscal year.
- Travel Calculator Assistant: Popup window or some other method to calculate travel rates as defined by JFC.
- Track organization’s charter status.
- Exporting: Each bill should have an export to PDF or CSS for media=“print.”
- Reporting: A CSV file should be generated listing bills with all important information (most of the bullet points listed in Requirements for Bills) within a time window (default to current fiscal year).
- Notify Undergrad/Graduate authors and organizational contacts as the bill moves through each stage. Organizational contacts should be able to track the status of their submitted bills by viewing GSS, UHR, and Conference version as well as their submitted line items with the stage and status (approved, denied, or postponed).

6 Contest Information

This section describes the details of the contest, including dates for important milestones and compensation for completed work.

- Wednesday March 16, 2011. Initial proposals will be due. These proposals will include HTML mock-ups, database schemas, and demonstrate the ability to fulfill all requirements. This is not expected to be a fully functional system.
- Friday March 19, 2011. The top three entries will be declared finalists. Each finalist team will be awarded \$500 and payment will be given upon successfully fleshing out their system to a functional prototype.
- Wednesday April 6, 2011. Functional prototypes will be due. The three finalists will be judged and a winner will be declared. This winning software will be bought for \$1,500. Payment upon successful deployment per Technical Requirements. Some iteration with the judging committee will be expected to make recommendations for improvement.
- Friday July 1, 2011. Fully functional system should be deployed.
- If the system includes functionality found in the list of Desired Features, an additional bounty will be awarded. The maximum additional bounty is \$1,000 at the discretion of the judging committee.
- Remaining funds will be reserved to add features desired for the organizational side (track organization membership and dues paying members, email form to communicate with organization members, admin form to email all organizational presidents and/or treasures and/or faculty advisors, track service hours, etc.).