



Regional District of
Kitimat-Stikine

Regional District of Kitimat-Stikine Request for Proposal for RDKS Web Site Re-Design 2017

Request for Proposal
Number: RFP 2017-WEB-2

SUPPLY AND DELIVERY RDKS Web Site Re-Design

For the Regional District of Kitimat-Stikine

Date of Issue: Sept 11, 2017

Closing Time: 2:00pm

Closing Date: October 31, 2017

Deliver To: Regional District of Kitimat-Stikine

300-4545 Lazelle Avenue

Terrace B.C V8G 4E1

Attention: Naomi Gourlay, Web Site Project Manager

Email To: essdirector@rdks.bc.ca

PROPOSALS WILL NOT BE OPENED IN PUBLIC

The Regional District reserves the right to reject any or all Proposals, or to accept the Proposal deemed most favourable in the Regional District's interest.

TABLE OF CONTENTS

1.	<i>Project Summary</i>	3
2.	<i>Instructions to Proponents</i>	3
2.1	Closing Date / Time / Location	3
2.2	Revisions to Proposals	4
2.3	Information Meeting	4
2.4	Inquiries	4
2.5	Intention to Respond and Addenda	4
2.6	Examination of Contract Documents	5
2.7	No Duty of Care	5
2.8	Status Inquiries	5
2.9	Duration of Proposal	5
2.10	Shortlist and Process after Closing	5
2.11	Conflict of Interest	5
2.12	Solicitation	5
2.13	Signature	5
3	<i>Terms & Conditions</i>	6
3.1	Software Development Agreement Review:	6
3.2	Proponent’s Qualifications	6
3.3	Confidentiality	6
4	<i>Background Information</i>	7
5	<i>Project Purpose</i>	8
6	<i>Web Site Goals</i>	8
7	<i>Target Audiences</i>	8
8	<i>Scope of Work</i>	9
8.1	Planning and Project Management	9
8.2	Content Development	9
8.3	Design and Functionality	9
8.4	Technical Requirements	11
8.5	Additional Information	12
9	<i>Final Deliverable Requirements</i>	13
10	<i>Proposal Format</i>	13
10.1	Proposal Submission	13
10.2	Evaluation Criteria:	14

10.3 Proposal Checklist	14
11 Terms of Payment and Cost Control	15
Appendix 1: Intent to Respond RFP 2017-WEB -2	16
Appendix 2: Bid Sheet RFP 2017-WEB -2	17
Appendix 3: Proposal Evaluation RFP 2017-WEB -2	18

1. Project Summary

The Regional District of Kitimat-Stikine (RDKS) is issuing this Request for Proposal because it intends to contract a qualified and experienced Web Company to develop and design a fresh, new organizational Web Site and Content Management System.

The site will be service-focused and use a dynamic approach to deliver, receive and manage information. It will be built using a flexible and scalable system that is intuitive and easily navigated. The system will provide a platform for interactive features, customized content types and management tools. It will also provide our in-house Web administrators with a simple backend control panel to create/edit content and a Web-based database to receive application requests, provide authorizations and monitor progress.

2. Instructions to Proponents

2.1 Closing Date / Time / Location

It is the sole responsibility of the Proponent to submit their Proposal to the Web Site Project Manager prior to the established closing time. The closing time for the delivery of the proposal shall be established by the time shown on the clock in Reception used by the Regional District for that purpose. Proposals received after the noted due time WILL NOT be considered.

Proposals must be received **no later than 2:00 pm local time (Pacific Standard) on the 31st day of October 2017** (the **Closing Time**).

Proposals shall be clearly marked **RFP 2017-WEB-2** and received by one of the following two methods:

- a) By hand/courier: Sealed proposals must be addressed to:

Regional District of Kitimat-Stikine
300-4545 Lazelle Avenue
Terrace B.C
V8G 4E1
Attention: Naomi Gourlay, Web Site Project Manager

And include: One (1) original hard copy and One (1) electronic copy
Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time.

- b) By email:

At the only acceptable electronic address: essdirector@rdks.bc.ca

Electronically submitted proposals shall be deemed to be successfully received when a new email has been received by the Web Site Project Manager. The RDKS will not be liable for any delay including technological delays, spam, filters, firewalls, job queue, file size limitations or other and late receipt of proposals will be cause for rejection of proposal(s).

Please note: maximum email file size limit is 8 MB.

2.2 Revisions to Proposals

Proposals may be revised; however, the revisions must be submitted in a new proposal, delivered in hard copy or electronically with an accompanying amended single consolidated pdf file to either of the locations set out in Section 2.1 at any time before the Closing Time, but not after. Faxed revisions are not permitted. Only the most recent Proposal submitted by a Proponent will be considered.

2.3 Information Meeting

Prospective proponents interested in discussing the project further with the RDKS Web Site Committee can participate in a conference call on Monday, September 18th, 2017 @ 10am (Pacific Standard).

Email Naomi Gourlay, Web Site Project Manager for call-in details: essdirector@rdks.bc.ca

2.4 Inquiries

All inquiries related to this RFP must be directed in writing to the person named below or such other person who may be named from time to time by the Regional District (the "Web Site Project Manager"). Information obtained from any person or source other than the Web Site Project Manager may not be relied upon.

Name: Naomi Gourlay, Web Site Project Manager
Address: Suite 300, 4545 Lazelle Avenue, Terrace, BC V8G 4E1
Email: essdirector@rdks.bc.ca

All inquiries must be received in writing no later than 4:00 pm, Tuesday October 16, 2017. Hours of business are 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Inquiries and responses will be recorded and distributed to all Proponents having returned an "Intent to Respond" form (Appendix 1) at the discretion of the Regional District. No inquiries will be received or responded to as addenda after October 16, 2017.

Proponents finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Web Site Project Manager in writing. If the Regional District determines that an amendment or clarification is required, the Web Site Project Manager will issue an addendum.

If the Regional District issues an addendum it will be placed on the BC Bid Web Site and the Regional District Web Site and be provided to parties who have submitted the Intent to Respond form. (Appendix 1) Any addenda will form part of the RFP. It is the responsibility of Proponents to check the BC Bid Web Site and the Regional District Web Site for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda. All status inquiries must be directed to the Web Site Project Manager.

2.5 Intention to Respond and Addenda

In order to be included in direct communication related to inquiries or addenda, Proponents are strongly encouraged to communicate their intention to respond to this RFP by returning a copy of the Intent to Respond (Appendix 1) via email to the Web Site Project Manager named in Section 2.1. Addenda will be published on BC Bid and Regional District Web Site. The final addendum

will be posted within 7 working days of the cut-off time for inquiries, (before 2:00 pm on October 24, 2017).

2.6 Examination of Contract Documents

Proponents are responsible for reading and familiarizing themselves with the RFP document in its entirety (including all appendices) before preparing and submitting a Proposal.

2.7 No Duty of Care

The Proponent acknowledges that the Regional District, in the preparation of the RFP and supply of oral or written information to Proponents, review of Proposals or the carrying out of the Regional District's responsibilities under the Contract, does not owe a duty of care to the Proponent and the Proponent waives for itself and its successors, and waives the right to sue the Regional District in tort for any loss, including economic, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the RFP and Contract documents, supply of oral or written information to Proponents, review of proposals or the carrying out of the Regional District's responsibilities under the contract.

2.8 Status Inquiries

No information with regards to an award of the Contract will be given out between the Closing Time and the time an award has been made, except shortlisted proponents will be contacted to arrange for presentations. The status of the RFP and award information will be posted on the Regional District Web Site.

2.9 Duration of Proposal

Proposals will be irrevocable and will be open for acceptance by the Regional District for a period of 60 business days after the Closing Time.

2.10 Shortlist and Process after Closing

Three proponents will be shortlisted and selected to provide a presentation which will be a part of the evaluation. They will be notified in writing by the Regional District and expected to give a twenty-minute pitch via Skype, GoToMeeting or Conference Call.

Notwithstanding any other provision of this RFP, the award of a Contract is subject to the approval of the Board of the Regional District, and the execution of a Contract is subject to any negotiation of terms and conditions between the Regional District, and the Preferred Proponent. **The Regional District, at its discretion, may choose not to award a Contract to any Proponent.**

2.11 Conflict of Interest

A Proponent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

2.12 Solicitation

Proponents and their agents will not contact any Regional District staff or Regional District consultants with respect to this RFP, other than the Web Site Project Manager named in Section 2.1 at any time prior to the award of a contract or the cancellation of this RFP.

2.13 Signature

The legal name of the person or firm submitting the Proposal must be indicated in the Proposal. The Proposal must include the following:

- If the Proponent is a corporation then the full name of the corporation must be included, together with the names of the authorized signatories executing the Proposal on behalf of the Proponent;
- If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture must be included, and each partner or joint venture must sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture must provide evidence to the satisfaction of the Regional District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation must sign as indicated in subsection (A) above; or
- If the Proponent is an individual, including a sole proprietorship, the name of the individual must be included.

3 Terms & Conditions

3.1 Software Development Agreement Review:

The three shortlisted proponents shall provide their Software Development Agreement that details ownership of the developed software to the RDKS, including any copyright and patent rights in the software or the Web Company granting a license for the RDKS to use the software. The RDKS shall retain ownership of Intellectual Property developed and/or purchased by the Web Company including Pre-existing Organizational Materials, Created Materials and Custom Applications.

3.2 Limitation of Liability

Proponents are solely responsible for their own expenses in preparing and submitting Proposals. The Regional District will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

3.2 Proponent's Qualifications

By submitting a Proposal, a Proponent represents and warrants to the Regional District that it has the expertise, qualifications, financial resources and relevant experience to supply the services described in this RFP.

3.3 Confidentiality

All Proposals become the property of the Regional District upon submission and will not be returned to the Proponents. All Proposals will be held in confidence by the Regional District unless otherwise required by law. Proponents should be aware the Regional District is a "public body" as defined by and is subject to the *Freedom of Information and Protection of Privacy Act of British Columbia*.

4 Background Information

The RDKS is situated in the Northwestern part of British Columbia and provides local government services to a geographic area of over 100,000 sq km. The population of the region is 37,367.

The Regional District was incorporated on September 14th, 1967 under the *Municipal Act* (now the *BC Local Government Act*). Included in the boundaries of the RDKS are the following Member Municipalities and Electoral Areas:

Member Municipalities:

- District of Kitimat
- City of Terrace
- District of Stewart
- District of New Hazelton
- The Village of Hazelton

Electoral Areas:

Area A:

- Nisga'a Nation
- The Four Villages:
 - Gingolx
 - Laxgalts'ap
 - Gitwinksihlkw
 - Gitlaxt'aamiks
- Alice Arm
- Kitsault
- Meziadin
- Bell II

Area C:

- Rosswood
- North Terrace
- Kitsumkalum
- New Remo
- Lakelse Lake
- Jackpine Flats
- Copperside
- Gitaus
- Kleanza
- Usk
- Chimdemash
- Kemano
- Klemtu
- Kitimaat Village

Area B:

- Moricetown
- Two Mile
- South Hazelton
- Kispiox Village
- Sik-e-Dakh (Glen Vowell)
- Kispiox Valley
- Gitwangak
- Kitwanga
- Gitanyow
- Cedarvale

Area D:

- Bob Quinn Lake
- Iskut
- Telegraph Creek

Area E:

- Thornhill
- Kulspai

Area F:

- Dease Lake IR 9

Note: Member municipalities and many of the communities identified in the electoral areas have existing Web sites. The Web Company will not be responsible for developing new Web presences for each of the aforementioned communities or areas but will provide a recommendation on how best to present the diversity of the region as a whole.

5 Project Purpose

This Web Site re-design project is the RDKS's effort to refresh its Web presence through improved design, structure, user experience and manageability.

As the organization's farthest-reaching marketing tool and information hub, the RDKS Web Site serves a vast amount of users both inside and outside the boundaries of the RDKS. To better meet the needs of all users and to represent the RDKS to its many audiences as the progressive, responsible organization it is, this project seeks to achieve the goals outlined below.

6 Web Site Goals

The goals of the Web Site Re-design are to:

- Attract, inform and engage audiences and re-engage existing users
- Support communications with departments and help to answer questions
- Improve user satisfaction, help service new and existing users
- Create a user-friendly Content Management System (CMS) that enables administrators to maintain and create clear and consistent content
- Streamline workflows and efficiencies, help reduce costs and eliminate redundancies

7 Target Audiences

- Electoral area residents
- Municipal residents
- First Nations partners (elected and staff)
- First Nations residents
- First Nations Associations
- Municipal partners (elected and staff)
- Regional district partners (elected and staff)
- Provincial partners (elected and staff)
- Small business owners
- Non-profits
- Chambers of Commerce
- Business, professional and community associations (IE mining, Chartered accountants, employment agencies)
- Unions
- Corporations (Mining & Exploration, LNG, etc.)
- Visitors, Prospective new residents and businesses
- Media (local, regional, national, international, social)
- Existing and New employees/Proponents

8 Scope of Work

8.1 Planning and Project Management

To date, the RDKS has completed a comprehensive analysis of five other Regional District Web Sites in the province of BC to determine positioning and opportunities. The RDKS has also reviewed the Web statistics and traffic patterns of their current Web Site, rdks.bc.ca. This information will be made available to the successful Proponent.

The Web Company will work directly with the RDKS Web Site Project Manager who will in turn liaise with the RDKS Web Committee which is comprised of a management team and department leads. The purpose of the RDKS Web Committee is to provide input on the strategic direction and development of the new Web Site at all phases of production.

It will be the responsibility of the Web Company to provide key planning, project management and production services that help to improve efficiency and keep everyone informed and focused. This means developing a road map or process that clearly defines, manages, schedules and documents the Web project from start to finish. It also includes setting performance objectives and measurements and developing an interactive creative strategy.

8.2 Content Development

A significant part of the content development for this project will be completed by the Regional District of Kitimat-Stikine including an updated Information Architecture (IA) and the creation of a corresponding content deck. The content package developed by the RDKS is the base standard and will be reviewed and refined further by the successful Proponent.

By filling out the Intent to Respond in Appendix 1, Proponents can request to receive the Information Architecture developed by the RDKS which provides a revised outline of the desired sections and sub-sections, identifies placement of application forms and indicates relation to three general audience types (resident, business and/or visitor).

8.3 Design and Functionality

The successful proponent will conceptualize and provide final design layouts that are user-centered and provide an innovative approach to the Web Site presentation and utility.

The design must complement the existing RDKS brand and incorporate an exciting new look, feel and navigation system that inspires users to take action. There is opportunity to develop a visual language and user experience that funnels users to the right information and tools at the right time and in the right place.

The successful proponent will develop the necessary flow charts, functional designs and requirements for all pages and backend tools, as well as, a simple Style Guide.

The RDKS will review and provide feedback / revisions to the design, layout and development of the site at key milestones throughout the project.

The site will consist of but is not limited to the following **page templates**:

- Homepage – streamlines user groups through multiple points of entry and actions, provides enhanced search function, showcases banner images, categorized news engine, most requested services, information and quick links

- Secondary Page Templates - creates consistency in presentation and experience across all departments while allowing for flexibility and customization according to content requirements.
 - Layout options include:
 - full-width, one-column
 - two-column with a sidebar on the right
 - two-column with a sidebar on the left
 - three-column

The site will incorporate but is not limited to the following **features and functions**:

Item	Description
Advanced Search	Provides multiple ways to search including dropdowns, predictive search, etc.
News Engine	Provides ranking capabilities, ability to categorize, showcase and archive
Surveys and Quick Polls	Provides options to incorporate a variety of question types, post on any page and capture results
Job Board	Provides set fields to post employment opportunities
Tenders and RFPs	Provides set fields to post tenders and RFPs
Events Calendar	Displays in grid or list, searchable, provides ability to categorize types of events, subscribe and share with others
Contact Engine	Provides customizable fields to post Board / staff / department contact information, bios, pictures and hours of operation on specific pages as well as a contact section
Photo Banners	Provides ability to create dynamic, sliding banners with headlines and bylines to highlight campaigns, notifications, services, etc.
Multimedia	Provides ability to embed video and audio files into pages
Resource Library	Provides ability to create categorizable links to various resources (PDFs, Drive BC, Bylaws, Project Backgrounds)
Accessibility Tools	Provides ability to choose different font sizes, languages, etc.
File Upload / Download	Provides a mechanism to share and manage large files. Some instances may require privacy setting.
Newsletter Engine	Provides the ability to create and deploy HTML newsletters with multiple mailing lists. Allows users to subscribe, access archives and gives admins ability to track and view stats
Visual Weather Search	Provides real-time information on weather for communities throughout the RDKS
Integration with Existing RDKS Apps and Web Sites	<p>This includes:</p> <ul style="list-style-type: none"> • Agendas and Minutes created using iCompass for Board Meetings. The RDKS would like to upgrade this system and research live stream options for Board Meetings • Emergency Support Services Volunteer Management System using Better Impact • Fire Department • Economic Development Application • Web Map / Geographic Information Systems. This Web Site supports 911 emergency dispatch, municipal and public use. Data from provincial government agencies and BC Assessment have provided a base for different map types

	<p>available to users. This Web Site will be re-vamped. Refer to RFP 2017-WEB-1 for more details.</p> <ul style="list-style-type: none"> Recycle Coach App using https://recyclecoach.com/my-waste
--	---

Information-In Forms:

The RDKS provides services which use **25+ different types of application forms** across the departments. The solution will provide a mechanism to build/edit forms, capture user information in a database and manage submissions. Unique log-ins may be required for internal users / departments to access, process and manage their respective files.

Examples of “Information-In” includes: *Delegation Applications, Building Declarations, Water/sewer hookup/disconnect, Rezoning Applications, Sign Applications, Development Variance Permits, OCP Amendments, Temporary 2nd Dwelling Applications, Farm Building Exemptions, Flood Plain Exemptions, Committee Volunteer forms, Job Applications, Tender Submissions, RFP Submissions, Dog License Applications, Community Centre Rental Requests, general requests, etc.*

The Environmental Services’ Solid Waste initiative has the most complex process. Outlined below is an example of a basic framework that would be useful to receive/authorize permits and monitor progress. The following steps enable administrators to query status, quantity, type of material being tipped and billing.

- 1) Client requests a permit to tip material. Fields to be auto filled would be the request date, sequential permit number. Drop down options would include material type, number of anticipated loads, anticipated date of disposal and location of the Waste Management Facility. Text fields would be required for the contractor number, email address and any other pertinent information.
- 2) Manager would review the permit and either approve the permit or send it back to the client for further information. This should be possible by using an auto email using the email address supplied in step one.
- 3) Approved permits would be forwarded to the facility operator to confirm the requested tip time. Once confirmation is received the client would be notified.
- 4) Client proceeds to the tip location.
- 5) The facility operator would access the database online to verify the permit number, quantity being tipped and compare the material tipped to the permit request. The operator would need to be able to update the permit with any deficiencies found and mark the permit as completed once all loads have been delivered.
- 6) The system would produce either daily, weekly or monthly reports showing pending and completed permits.
- 7) Portions of the Web site will need to be password protected while others will need to be open to the public for data input.

8.4 Technical Requirements

The technology and coding used by the successful proponent must convert the site design so it is search engine friendly, compliant with multiple browsers/versions/devices, caters to mobile users and is accessible in remote areas with lower bandwidths. It will adhere to industry best practices in driving and developing dynamic information mechanisms.

The Content Management System (CMS) will make it easy to manage all tasks involved in content production by administrators not necessarily familiar with Web Site technologies. The CMS will include but is not limited to the following:

Easy Administration

- assigns user privileges
- adds functionality through modules and plugins
- keeps track of scheduled content and related assets

Advanced Publishing Tools

- adapts to publishing different types of content – everything from short news items to longer articles
- integrates into an overall publication workflow
- handles SEO, tags content, adds images and multimedia and more from within the publishing interface
- provides print friendly display

Built-In SEO Tools

- creates URLs that work for both readers and search engines
- helps add keywords and tags, formats headings properly, ensures alt tags for images, complies with accessibility guidelines, avoids duplicate content

Social Media Integration

- adds social media sharing buttons for the most important sites to any page or piece of content to encourage people to share your content with their audiences
- provides social media icons that can be linked by departments to their respective social media pages

Analytics

- integrates with the most popular analytics tools, especially Google Analytics

The proponent should include details on their technical test plan, asset and base content integration, quality assurance process and migration to host environment. The Proponent will also provide a Site User Manual that details admin processes and procedures.

8.5 Additional Information

Proposals should also include details and costs for:

- Search engine optimization
- Host recommendations and data backup
- Domain transfer management and site launch details
- Post-launch maintenance

9 Final Deliverable Requirements

The successful proponent will be responsible for delivering a “live”, finalized and approved Web Site, style guide and user manual complete with all requested revisions. Digital copies of artworks (layered PSDs, etc.), software source code, software licenses and site warranty must also be provided to the RDKS upon project completion.

The RDKS will supply site content including text, imagery, media assets and PDFs and will provide feedback/approval at key milestones. All questions and requests for information shall be made to Naomi Gourlay, Web Site Project Manager.

10 Proposal Format

10.1 Proposal Submission

The Web Company shall clearly outline in the proposal the following; which includes, but is not limited to:

- A detailed work program and timeline for carrying out the Project, including a description of the methodology to be used to complete the Project in an efficient manner;
- The Web Company’s corporate structure, experience and history;
- The personnel on the Project team, their Project roles, and the per diem rate for each person or category of personnel. Key personnel outlined in the proposal to be working on the Project will not be able to be changed during the completion of the Project unless circumstances are warranted. Staff resumes and relevant experience (including references) of key project staff, details of staff time allocation for each component of the work;
- The scope and deliverables through every stage of the project. Methodology to accomplish goals, communicate with the Web Site Project Manager and organize project into a structured and streamlined process;
- The approach to project development, content finalization, creative design, functional requirements, technology development, testing and migration;
- Value-added components associated with the proposal that are over and above the Scope of Work requirements;
- Budget and fee basis for time and disbursements to cover the services required for completion of the Project;
- The work that needs to be performed, which resources will perform the work, the timeframes within a proposed schedule, an assumption set to deliver the project on time;
- References to be contacted by the RDKS. The Web Company is to provide project description, contact names and telephone numbers (a minimum list of three (3) references).

10.2 Evaluation Criteria:

- Proposals will be ranked on a point basis with criteria including: methodology, qualifications (personnel), availability, experience and reputation, quality of proposal, and fee distribution. A copy of the Proposal Evaluation Form is attached as Appendix 3.
- Acceptance of a proposal will be based on the Proposal that will give the RDKS the greatest value based on quality, service and price. The RDKS shall be the sole judge of a proposal and its decision shall be final.
- The Proponent acknowledges that the Owner shall have the right to reject any and all Proposals for any reason or to accept any Proposal that the Owner in its sole unrestricted discretion deems most advantageous to itself.
- The Proponent acknowledges that the Owner may rely upon criteria that the Owner deems relevant even though such criteria may not have been disclosed to the Proponent.
- Proposals which contain qualifying conditions or which otherwise fail to conform to the requirements of this RFP may result in a request for clarification to the Proponent or outright rejection of the Proposal, at the sole discretion of the Owner.
- The Owner may, however, in its sole discretion, retain for consideration Proposals which are nonconforming because they do not contain the content or form required by the RFP or for failure to comply with the process for submission set out herein. Without limiting the generality of the foregoing, and notwithstanding any custom or trade practice to the contrary, the Owner may waive any defect in a Proposal and accept that Proposal, whether such defect is merely formal or technical, or whether such defect is material or substantial in nature.
- The Owner may, in its absolute discretion, reject a Proposal submitted by a Proponent if the Proponent's past performance of similar work for the Owner has resulted in outstanding or ongoing legal liability or legal claims against the Owner.

10.3 Proposal Checklist

To be considered for evaluation, proposals must be structured to include at a minimum the following mandatory submission requirements:

- 1) Title Page
- 2) Bid Sheet (Appendix 2)
- 3) Cover Letter and Executive Summary
- 4) Corporate Overview and Relevant Project Experience
- 5) Project Team Profile and Qualifications
- 6) Project Understanding and Methodology
- 7) Overview of Web Site Content, Design, Functionality and Technical Requirements
- 8) Value Added Opportunities Including Cost Estimates
- 9) Itemized Budget
- 10) Project Schedule
- 11) References

11 Terms of Payment and Cost Control

The Terms of Payment will be as follows:

1. Payments will be based on the conditions of the Contract between the Web Company and the RDKS.
2. No payment will be made for the cost of work incurred to remedy errors or omissions for which the Web Company is responsible.

Appendix 1: Intent to Respond

RFP 2017-WEB -2



Company Name:

Contact Name:

Contact Title:

Telephone:

Contact E-mail:

Mailing Address:

Signature:

Date:

We intend to respond to RFP 2017-WEB-2 RDKS Web Site Re-Design 2017 and receive addendums via email. This is not an obligation for the proponent to respond.

We would like to receive the Information Architecture for RFP 2017-WEB-2 RDKS Web Site Re-Design 2017. We understand that this information remains confidential and proprietary of the RDKS.

Appendix 2: Bid Sheet

RFP 2017-WEB -2



The undersigned Proponent has carefully examined the Conditions and Specifications for the Work requested and will construct or provide the services required.

This proposal is valid for: _____ days and shall expire on _____

Item	One-time costs	Annual Costs
Planning and Project Management		
Content Development		
Creative Development		
Programming, Application Development and CMS <i>(Detail base cost of solution, identify what is included and list subsequent costs for each requested component listed in 8.3. If value-added components are available please list and price.)</i>		
Forms and Database Solution		
Quality Assurance		
Training and Support		
Ongoing Maintenance		
Software Licences <i>(Please itemize costs for License(s) / Subscription / Fees)</i>		
Subtotal		
GST 5%		
Total Costs		

FIRM:

NAME:

ADDRESS:

POSTAL CODE:

PHONE:

DATE:

SIGNATURE:

PRINT NAME:

Appendix 3: Proposal Evaluation

RFP 2017-WEB -2



Regional District of
Kitimat-Stikine

Proposals will be ranked on a point basis with criteria including: methodology, qualifications (personnel), availability, experience and reputation, quality of proposal and fee distribution.

PROPOSAL EVALUATION FORM			
Proponent's Name:			
Project Title: <u>RFP 2017-WEB-2</u>			
Evaluation Date:			
Evaluator:			
Criteria			
Step 1:		YES	NO
Mandatory Criteria	Proposal received prior to closing		
	Resumes of project team included		
Step 2:		Max Points	Points Awarded
	1.0 Qualifications and Experience: (30 points) <ul style="list-style-type: none"> • Professional Qualifications <ul style="list-style-type: none"> ○ Personnel proposed, company, sub-consultants, reference list • Local/Regional Government web design experience 		
	2.0 Methodology and Work Plan: (35 points) <ul style="list-style-type: none"> • Scope of Proposal meets Scope of Work • Methodology is clear, sufficient and logical • Firm's resources (staff , equipment etc.) are sufficient and appropriate • Proposed schedule will meet Scope of Work 		
	3.0 Consultancy Fees: (25 points) <ul style="list-style-type: none"> • Comprehensive, complete and clearly outlined • Proposed Rates are professional and competitive • Person-power allocation - Utilization of project team members is appropriate 		
	4.0 Proposal Quality: (10 points) <ul style="list-style-type: none"> • Review of Information • Understanding of Project • Understanding of needs of RDKS • Clear, concise and complete Proposal • Presentation and overall impression 		
	5.0 Value Added: Bonus Points <ul style="list-style-type: none"> • Innovative Tools & Technologies Suggested • Site Suggestions & Additions 	Max. 5	
Total Score		100	