

[YOUR LOGO]

REQUEST FOR PROPOSAL

[YOUR ORGANIZATION]

Overall [YOUR ORGANIZATION] Website Design, including Web Hosting Services

The [YOUR ORGANIZATION] is currently requesting the submission of proposals from all interested web design and development agencies for the purpose of designing and developing an [YOUR ORGANIZATION] website and to provide hosting services.

Background

[INSERT BACKGROUND INFORMATION]

[YOUR ORGANIZATION]'s key goal is to develop a professional, modern website that will play a role in promoting, facilitating and strengthening community development and involvement. We want our website to be a cutting edge, one-stop, interactive information gateway for our community members and external stakeholders.

[YOUR ORGANIZATION]'s Website content will consist of but not limited to:

- Information on workshops
- On-line newsletter
- Student specific information on post-secondary education opportunities
- Job opportunities for community members
- Job postings currently available in the private and public sectors in Saskatchewan
- "web counter" to identify how many "hits" on website
- Portal for Board members/ leadership to sign in

In direct correlation to the above is the development of a quarterly newsletter within the website.

It is very important that the new website is easy to maintain and be updated by staff. Simple methods for adding or replacing text (events, news, and statistics), building new pages, and uploading files are of great importance. [YOUR ORGANIZATION] expects to work with the awarded company on a long-term basis, therefore, provide an hourly rate for more complicated maintenance, such as an update to an interactive map or new graphics. As well, the awarded company will host the site. It is expected that the company awarded the contract will work closely with the [YOUR ORGANIZATION] to develop the site in a timely manner.

Website completion date: [INSERT DATE]

PROJECT DETAILS

Overall Website Conceptual design and site layout

- **[YOUR ORGANIZATION]** will look to the awarded company for input and direction regarding content
- Compatibility / access for all personal computer systems
- Creation of a consistent graphics design (visual theme, color scheme, etc.) while adapting **[YOUR ORGANIZATION]**'s logo and color schemes
- Design of layout for easy navigation, such as inclusion of a search function, and redesign of site navigation tools (menu bars, icons, expanding/cascading menus)
- Interactivity: map room, visual, hosting
- Ability to inset survey/polling questions
- Back door database management tool for:
 - Event planning / conference registration
 - Archiving news clippings/news releases/events
- Ability to print page/email page
- Board of Directors/leadership area to post information for Directors/leadership
- Ability to easily change information on pages
- Ability for people to sign up for **[YOUR ORGANIZATION]** newsletters and releases
- Ability for website to generate statistics reporting
- Ability to upload graphics and ability for user to make updates
- Support system

SUBMISSIONS

Submissions will be evaluated based on company background, expertise, and budget. All proposals should include:

1. Corporate information

- a. Background
- b. Size of Company
- c. Statement of qualifications, including:
 - i. How long has your company been providing web site design or redevelopment services?
 - ii. List of 5-10 clients who we may use as a reference and include their contact name, information, and website URL.

- d. Contact person's name, email, and phone number
- e. Proposed team and their qualifications in web site design

2. Proposed Solution

- a. A description of your development process, including how your company plans to accomplish the components of the project as outlined in the Project Details section
- b. Project stages/proposed schedule
- c. All services and activities requested in this proposal must be done in-house. Subcontracting to another organization or individual must be approved by **[YOUR ORGANIZATION]**. Identify in your proposal any plans to subcontract any of the requested services of activities.

3. Estimated costs

- a. Firm cost estimates broken down to reflect the cost for the project.

[YOUR ORGANIZATION] will review proposals and may ask that your company make a presentation to **[YOUR ORGANIZATION]** detailing your proven expertise and abilities to provide the services required.

The project will commence when awarded. It will be awarded on the basis of price, experience, quality, and ongoing service capability and commitment. There is no requirement for **[YOUR ORGANIZATION]** to accept the lowest submitted proposal.

Electronic submissions may be forwarded to the **[YOUR ORGANIZATION]**' office at **[INSERT E-mail address]**

Attention: **[YOUR CONTACT PERSON]**

Electronic submissions will be accepted until [INSERT DATE]. Late submissions will not be considered. For more information contact **[INSERT CONTACT PERSON]** at **[INSERT E-mail address]** or phone (306) **[INSERT PHONE NUMBER]**.