



The Corporation of the Township of Laurentian Valley

Request for Proposal No. LV-PD-2020-01

Website Development + Redesign

**CLOSING TIME AND DATE:
2:00 PM ON THURSDAY, October 1, 2020**

Issued on September 14, 2020

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DEFINITIONS

The following definitions apply to the interpretation of this Request for Proposal Document:

1. "Township" means the Corporation of the Township of Laurentian Valley.
2. "Officer" means the Community Development Officer.
3. "Contract" means the written agreement and/or purchase order resulting from this Request for Proposal executed by the Township and the successful Proponent.
4. "Council" means the elected Council for the Township of Laurentian Valley.
5. "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal".
6. "Project" means the Website Development + Redesign, the subject of this RFP.
7. "RFP" means Request for Proposal.
8. "Work" means the consulting services that is the subject of this RFP.

SECTION A – INSTRUCTIONS, TERMS & CONDITIONS

1. OBJECTIVE

The Township of Laurentian Valley is seeking proposals from qualified website development agencies to develop and redesign the current municipal website. It is the intention that the new website will help the Township increase overall communications with residents, businesses, visitors, and partners and present the township as an attractive, desirable place to live, work, and explore.

2. BACKGROUND

The Township of Laurentian Valley is an incorporated township in Renfrew County with 2016 Census population of 9,387 persons and 3,877 households. It is a rural agricultural and small urban township bordered by the Ottawa River, Petawawa and surrounding Pembroke. The primary role is to provide municipal services to taxpayers. The Township mission identified in the Strategic Plan is to sustain and enhance the long-term quality of life for residents of Laurentian Valley by: providing essential municipal services, infrastructure, and direction for development; supporting the community's identity, rural-urban lifestyle and economic sustainability; and anticipating change and building capacity to cope with new demands on services. The Township has many roles: accountable local government, service provider, community champion, catalyst, information hub and consensus builder. Specific services include: public works sewer, water and roads; economic development; planning and building; finance, recreation; waste management; taxation; animal control; by-law enforcement; lotteries; fire department and emergency management. Several volunteer groups deliver recreation programs and help manage recreation facilities.

3. REQUIREMENT

The Township is initiating this Request for Proposal to engage a qualified agency with extensive creative skill, experience and expertise in website development and redesign. The Township's chosen approach is an agency-led collaborative process with the Community Development Officer where the agency will engage in a two-way preliminary discovery analysis phase. The Officer will provide oversight of the project and will assist the consultant with content organizing, data gathering, and site mapping.

It is expected that the new website will:

- Enhance overall means of communication
- Enhance and educate the public on Laurentian Valley's physical geographic location and offerings
- Provide pertinent information in an easy to access format
- Increase user experience encouraging site visitors to stay, engage, and explore with the content available
- Set Laurentian Valley as a highly desirable place to live, work, and explore
- Provide full transparency on municipal affairs and increase public awareness

4. CLOSING DATE AND TIME

Proposals for RFP No. **LV-PD-2020-01 – WEBSITE DEVELOPMENT + REDESIGN** will be received **until 1:59:59 PM, local time, Thursday, October 1, 2020.**

5. PROPOSAL SUBMISSION

5.1 Proponents shall make submissions by the following method:

- Two (2) original with signature in ink in a sealed envelope, labelled with the RFP NO. LV-PD-2020-01 and bidding firm's name, and courier or hand-deliver to:

Katie Tollis-Flabbi
Community Development Officer
Township of Laurentian Valley
460 Witt Road
Pembroke, ON K8A6W5

5.2 Receipt of proposals will be confirmed by the Township time stamp, located at the front reception at the above address only. No other time stamp will be considered valid.

5.3 Submissions **MUST** be received at the above location **NO LATER THAN:**

2:00 PM EST on Thursday, October 1, 2020.

Otherwise they will be deemed to be late and rejected.

5.4 The Township is not responsible for proposals received or time stamped after the stated closing time, and will not consider any such Proposal.

5.5 The Township will not be responsible for any lost proposal submissions or for those proposals that are delivered to any location other than the submission address indicated above.

5.6 The onus remains solely the responsibility of the Proponent to instruct couriers/delivery personnel to deliver submissions to the exact location specified. Proponents assume sole responsibility for late deliveries if these instructions are not strictly adhered to.

5.7 The Township will not accept facsimile or e-mailed copies of proposals.

5.8 Proposals will be publicly opened as soon as possible after the RFP proposal deadline. Proponents will be advised of the results after an evaluation of all proposals has been completed and a successful Proponent has been determined.

5.9 Proposals shall address all items in *Section B – Terms of Reference*.

5.10 Care should be exercised in reading this Request for Proposal document, as failure to

comply with the Instructions, Terms & Conditions, and Terms of Reference in your proposal submission may disqualify your submission.

- 5.11 Each proposal must be properly signed by an authorized official or principal who has authority to bind the company.
- 5.12 The Township reserves the right to make additional copies of all or part of the Proponent's Proposal for internal use or for any other purpose required by law.

6. FEES

All pricing offered is to be in Canadian funds and shall be for the complete cost of all services as itemized in this RFP. Harmonized Sales Tax (HST) shall be extra to quoted pricing.

7. CONTACT PERSON

- 7.1 All inquiries concerning this RFP shall be **in writing only**, and directed by email to:

Katie Tollis-Flabbi
Community Development Officer
Township of Laurentian Valley
Tel: (613) 735-6291
Email: ktollis@lvtownship.ca

- 7.2 No other Township Official or Staff other than the Community Development Officer is to be contacted for clarification of any aspect of this proposal.
- 7.3 No verbal instructions or verbal information to Proponents will be binding on the Township of Laurentian Valley.
- 7.4 Proponents are encouraged to email their questions as soon as possible. The deadline for inquiries is **Thursday, September 24, 2020 at 4:00 PM**. No questions will be accepted after this date and time.

8. ADDENDA

- 8.1 Proponents finding discrepancies or omissions in the RFP, or in doubt as to its intent, shall at once notify the Community Development Officer. If necessary, the Community Development Officer will issue a written addendum.
- 8.2 Addenda will be issued, during the proposal period, under the following circumstances:
 - (a) Interpretation of RFP documents as a result of queries from prospective Proponents;
 - (b) Revision, deletions, additions or substitutions of any portion of RFP documents.
- 8.3 A copy of all Addenda shall be sent by electronic correspondence, to each prospective Proponent who has obtained RFP documents.
- 8.4 All such changes as addressed in the addenda shall be incorporated into and become

part of this RFP.

- 8.5 Oral instructions shall not be considered valid unless they are confirmed in writing by the Community Development Officer.
- 8.6 The Community Development Officer reserves the right to issue an addenda at any time but no later than Friday, September 25, 2020 at 12:00 noon.
- 8.7 It is the Proponent’s responsibility to ensure that they have received all addenda before submitting their proposal.

9. SATISFACTION OF PROPONENT

The submission of a proposal shall be deemed proof that the Proponent has satisfied himself as to all the provisions of this RFP, and no claims will be entertained by the Township based on the assertion by the Proponent that he was uninformed as to any of the provisions or conditions intended to be covered by the RFP.

10. WITHDRAWAL OF PROPOSAL

Proponents will be permitted, without prejudice, to withdraw their proposal after it has been received by the office of the Township Community Development Officer, provided such request is received in writing by the Community Development Officer prior to the closing date and time. The withdrawal of a proposal does not disqualify a Proponent from submitting another proposal prior to the closing.

11. IRREVOCABLE

This RFP is irrevocable and is to remain open for acceptance by the Township for a period of sixty (60) days after the date and time set for submission of proposals.

12. CLAIMS OR LITIGATION

No Proposal will be accepted from any Proponent, inclusive of its sub-contractors(s), which has a claim or has instituted a legal proceeding or has threatened to claim or institute a legal proceeding against the Township or against whom the Township has a claim or has instituted a legal proceeding with respect to any previous contract, without Council approval in their sole and unfettered discretion. This applies whether the legal proceeding is related or unrelated to the subject matter of this Proposal.

13. TOWNSHIP NOT EMPLOYER

The Proponent agrees that the Township is not to be understood as the employer to any successful Proponent nor to such Proponent’s personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this document. Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the “constructor” as defined under this act.

14. INSURANCE

- 14.1 The successful Proponent shall, during the term of the contract, provide, maintain and pay for Comprehensive Liability Insurance in an amount not less than \$2,000,000.00 inclusive per occurrence to cover all claims for bodily injury, death, or damage to property including loss of use thereof. Such insurance coverage shall be in the name of the Proponent and the Township of Laurentian Valley shall be named as an additional insured on the policy and/or deemed an additional insured as evidenced on our insurance certificates. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform.
- 14.2 **Commercial General Liability:** The Service Provider shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Township of Laurentian Valley and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
- (a) A limit of liability of not less than \$2,000,000.00/occurrence with an aggregate of not less than \$2,000,000.00.
 - (b) Add Township of Laurentian Valley as an additional insured with respect to the operations of the Named Insured
 - (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
 - (d) Non-owned automobile coverage with a limit not less than \$2,000,000.00 and shall include contractual non-owned coverage (SEF 96)
 - (e) Products and completed operations coverage
 - (f) Broad Form Property Damage
 - (g) Contractual Liability
 - (h) Work performed on Behalf of the Named Insured by Sub-Contractors
 - (i) The policy shall provide 30 days' prior notice of cancellation
- 14.3 **Technology Errors and Omissions Insurance and Network Security:** Coverage shall be purchased in an amount not less than \$2,000,000.00 per occurrence and \$2,000,000.00 in the aggregate and coverage shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall include coverage for claims resulting from network risks such as data breaches, unauthorized access, theft of confidential information, invasion of privacy, destruction, alteration or damage to electronic information, intellectual property infringement such as copyright, trademarks, service marks and trade dress. The policy shall be renewed for 3 years after contract termination. Evidence of coverage must be provided to the municipality. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Municipality. The Municipality has the right to request that an Extended Reporting Endorsement be purchased by the contractor at the contractor's sole expense.

14.4 Proof of the above insurance shall be provided to the Treasurer prior to commencement of the work and on each and every anniversary date of the policy during the life of contract with the Township.

15. INDEMNIFICATION

The Proponent shall indemnify and hold harmless the Township and all Municipal Officers, employees, volunteers, servants and agents of its Boards and Commissions from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Township and against all loss, liability, judgements, claims, suits, demands or expenses which the Township may sustain, suffer or be put to resulting from or arising out of the Proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Proponent, its agents, officials and employees. The Proponent agrees that the foregoing indemnify shall survive the termination of this agreement.

16. WORKPLACE SAFETY & INSURANCE BOARD (W.S.I.B.)

The successful Proponent shall at the time of entering into any contract with the Township, furnish to the Township's Planner/Economic Development Officer a satisfactory clearance from W.S.I.B. stating that all assessment or compensation payable to the W.S.I.B. has been paid. The successful Proponent further agrees to maintain that good standing throughout the contract period, and the Township may, at any time during the performance of the work or upon the completion of such contract, require the Proponent to proof of continual satisfactory clearance.

17. LAWS OF ONTARIO

Any contact resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

18. ACCESSIBILITY REGULATIONS FOR CONTRACTED SERVICES

Contracted employees, third party employees, agents and others that provide customer services on behalf of the Township are legally responsible for adhering to the provisions outlined in Section 80.49 of Ontario Regulation 191/11 with respect to training. The Proponent shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 80.49 of the Regulation. By signing *Section C – Signing Sheet*, the Proponent has agreed to be in full compliance with this regulation.

19. FREEDOM OF INFORMATION

The Proponent acknowledges that any proposal submitted shall become a record belonging to the Township and therefore is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. This provincial law gives individuals, businesses and other organizations a legal right to request records held by the Township, subject to specific limitations. The Proponent should be aware that it is possible that any records provided to the

Township, including but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials or information about staff, parties to the proposal or suppliers could be requested under this law. **If the Proponent believes that all or part of the proposal should be protected from release, the relevant parts should be clearly marked as confidential.** Please note that this will not automatically protect the submission from release, but it will assist the Township in making a determination of release if a request is made. Note: By submitting a proposal, the Proponent agrees that the Township may disclose the identity of all Proponents, as well as total proposal price, without notification to the Proponent.

20. CONFIDENTIALITY OF INFORMATION

20.1 A Proponent receiving this RFP may not use, disclose, or duplicate it for any purpose other than to prepare a response. The Proponent shall keep the Township's data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the Township. Receipt of the RFP does not entitle the Proponent to associate its services with the Township in any way, nor represents in any way that the Township has employed or endorsed the Proponent's services. Any such association or endorsement being contemplated by the Proponent must receive the prior written approval of the Township.

20.2 The Township will not disclose or share one Proponent's response to this RFP with other Proponents or other organizations.

21. CONFLICT OF INTEREST

21.1 The Proponent declares that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a proposal for the same requirement and is in all respects fair and without collusion or fraud.

21.2 The Proponent declares that no appointed officer or employee of the Township is, will be, or has become interested, directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in this proposal or in the proposed contract or in any portion of the profits thereof, or of any supplies to be used therein, or in any of the moneys to be derived therefrom.

21.3 The Proponent is required to disclose to Township Council, prior to accepting this assignment, any potential conflict of interest. If a conflict of interest does exist, Council may, at its discretion, withhold the assignment from the Proponent until the matter is resolved to the satisfaction of Council. If, during the conduct of the assignment, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent shall so inform Council and if a significant conflict of interest is deemed to exist by Council, then the Proponent shall refuse the new assignment or take such steps as are necessary to remove the conflict of interest.

22. DISQUALIFICATION OF PROPOSALS

- 22.1 Proposals submitted by Proponents without a completed signed *SECTION C – Signing Sheet* will not be considered.
- 22.2 Proposals that do not comply with the RFP instructions or requirements as provided herein may be disqualified.

23. RIGHT TO TERMINATE

The Township reserves the right to terminate this RFP at any time. Submission and receipt of a proposal does not represent a commitment on the part of the Township to proceed further with any Proponent or project and the Township is under no obligation to award a contract as a result.

24. PROPOSAL EVALUATION

- 24.1 Each response to this RFP will be evaluated by the Township to determine the degree to which it responds to the requirements as set out in this document.
- 24.2 Evaluation of the Proposal will be based on the following criteria:

EVALUATION CRITERIA	WEIGHTING
Completeness of Submission and Overall Impression	10%
Understanding of Requirements	25%
Experience and References/Examples	30%
Schedule	15%
Cost	20%
Total:	100%

(See *Section B – Terms of Reference, Item 6. PROPOSAL SUBMISSION REQUIREMENTS* for a detailed description of the requirements for the above stated Criteria.)

- 24.3 The proposal that, on average, scores highest when evaluated in accordance to the criteria above and when compared to all other proposals received shall be deemed to provide the best value for the Township.

25. NEGOTIATIONS

- 25.1 The Township may proceed with an award recommendation on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proponent’s best terms/information, including all required documentation as listed in this RFP.
- 25.2 The Township reserves the right to enter into discussions/negotiations with the

selected Proponent. If the Township and the selected Proponent cannot negotiate a successful contract, the Township may terminate the negotiations and begin negotiations with the next selected Proponent.

- 25.3 This process will continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Township arising from such negotiations.

26. PROPOSAL ACCEPTANCE

- 26.1 This RFP is not a contract offer.
- 26.2 This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of the Township.
- 26.3 A contract is only awarded on acceptance by the Township following evaluation of the proposals submitted.
- 26.4 The Township reserves the right to reject any or all proposals, including without limitation the lowest proposal, to re-issue the RFP or to award the RFP to any Proponent at its sole discretion despite any provisions of the RFP. Further, if only one proposal is received, the Township reserves the right to reject it.
- 26.5 The Township reserves the right to contract with a Proponent for reasons other than price. Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet all requirements will not necessarily subject a proposal to disqualification.
- 26.6 Subsequent to the submissions of proposals, the Township, in its sole and unfettered discretion, reserves the right to communicate with one or more Proponents to seek additional clarification on any aspect of the Proposal, perform reference checks as required to verify the information provided and obtain additional performance information, or conduct interviews with some of the Proponents, but there will be no obligation to receive further information, whether written or oral from any Proponent.
- 26.7 The Township reserves the right to request an in-person/virtual presentation by possible Proponents before making a final decision.
- 26.8 Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Township, if any.

27. ENTIRE AGREEMENT

- 27.1 The successful proposal shall become an integral part of the contract. It shall not, however, be considered the total binding obligation for the contract. Any and all proposal conditions may be included at the discretion of the Township as part of the final negotiated and approved Agreement.
- 27.2 The Township reserves the right to include additional terms and conditions during the process of contract negotiations. These terms and conditions shall be within the

scope of the original RFP document and contract documents and shall be limited to cost, clarification, definition and administrative and legal requirements.

28. PAYMENT

- 28.1 Payment for work and/or services performed under a Contract resulting from this proposal shall be made net thirty (30) days from the date of receipt of correct and proper monthly invoices, provided the service is acceptable to the Township.
- 28.2 Invoices shall be delivered to the Township of Laurentian Valley, Attn: Katie Tollis-Flabbi, Community Development Officer, 460 Witt Road, Pembroke, ON, K8A 6W5 or emailed to: ktollis@lvtownship.ca referencing Website Development + Redesign Project.
- 28.3 Invoicing shall include a summary of charges as they relate to the breakdown of project components and associated fees included in the Request for Proposal.
- 28.4 Any and all costs for work requested by the Township of Laurentian Valley that is considered additional to the services provided for in the proposal shall be negotiated with the Township prior to the work being completed. This includes any Scope of Work changes, disbursements and deliverables. No consideration will be given for additional invoicing without prior approval of the Township.

29. CANCELLATION OF CONTRACT

The Township may cancel the contract for substantive failure on the part of the successful Proponent to provide the necessary services in accordance with the Instructions, Terms & Conditions, and Terms of Reference of this proposal, or in a manner which does not meet the expectations of the Township. The opinion of the Township in this regard shall be final in all instances.

30. ASSIGNMENT OF CONTRACT

An awarded contract shall not be assigned, sub-contracted or let out in whole or in part, without the prior written consent of the Township.

31. CONDUCT OF PROPONENT'S EMPLOYEES

The Township reserves the right to demand the removal of any successful Proponent's employees or contracted staff engaged in the contract if, in the Township's opinion, their conduct has been of an unacceptable nature.

32. DEFAULT

Upon any default of the successful Proponent, the Township, at its election, may reduce or cancel the outstanding balance of any contract. Written notice of the cancellation shall be effective immediately upon the date thereof.

SECTION B – TERMS OF REFERENCE

1. SCOPE OF WORK

- 1.1 The Township of Laurentian Valley underwent a rebrand in 2016 with new visual representation. The current website has been updated to reflect the new identity visually, but content and user experience should be improved to further reflect the advancements made by the Township. The Proponent will work closely with the Community Development Officer. The Officer will be the lead municipal contact on the project providing clear directions and instructions on design requirements and consideration, copy, and required documents. The Officer will act as the liaison between staff, council, and the public and will relay this information to the Proponent as needed and requested. This project will be fulfilled in a collaborative approach between the two parties. The objective for the new website is to provide information in a clear, easy to navigate fashion and to elicit desire to want to live, work, and explore within Laurentian Valley.

Key audiences are residents, businesses, visitors, and partners. The website must be developed in a way to generate and maintain interest from all parties. The website will be and currently is the primary communication vehicle for the Township therefore pertinent information needs to be easily accessible for all users. It must be navigable to be enjoyable, interactive, and informative and should “draw its users back for more as well as entire newcomers to embrace it.” The new visual brand identity (logo and elements) must be used creatively to further reinforce and enhance recognition amongst users.

Note: If the website update does not involve using the Township’s existing software/system, the Proponent must provide for regular maintenance of the website and training for in-house staff to populate the website as easily as possible, as required. The Proponent must be able to provide hosting, security, SSL Certificate, and licensing.

2. CURRENT WEBSITE REVIEW

- 2.1 Please find a list of concern areas below:

- Current website is very text heavy
- Does not embrace the Township’s history, culture, and heritage
- Does not highlight key essential information in an easy to access manner
- Visitor information is lacking and not positioned optimally.
- User experience is too lengthy with a 2-4 click through flow to obtain required information
- Not mobile responsive
- Lack of visuals creates an unexciting, non-enjoyable experience
- Not accessible and does not conform to AODA standards

3. NEW WEBSITE FUNCTIONALITY REQUIREMENTS

The following general items are required for this project:

- 3.1 Visually appealing homepage with easy access to key information, large hero images or slider
- 3.2 Social media integration and plugins
- 3.3 Embedded form builders, contact us, subscription forms
- 3.4 Interactive geographical location maps and digital brochures
- 3.5 Pop-up notifications and emergency response banners
- 3.6 Branded interactive business directory with list and geographic mapping information (integrated into Google Places/GMB)
- 3.7 AODA compliance
- 3.8 Selection of user-friendly platform (with provided staff training) to allow maintenance, updates, creation of new pages etc. to be fulfilled by staff
- 3.9 Various page templates including a calendar
- 3.10 Ecommerce integration for fee and license payments (no physical fulfillment necessary)
- 3.11 Interactive page content customization options: accordion web components, charts, tabs, drop down menus, multi-rows/multi-columns, CTAs, etc.
- 3.12 Responsive CMS templates
- 3.13 Comprehensive user analytics

4. INFORMATION/ITEMS TO BE PROVIDED BY THE TOWNSHIP

The Township of Laurentian Valley shall provide to the successful Proponent the following information:

- Brand Guidelines
- Website audit/current site map inventory

5. SCHEDULE

All work undertaken under these Terms of Reference shall commence **late October 2020**.

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals submitted by interested Proponents shall address the following four (4) items listed below. The responses to the following items shall be evaluated to determine the preferred Proponent to fulfill the requirements as stated in this RFP. Interested Proponents are encouraged to keep their proposals brief and readable.

6.1 Website Strategy and Design

Proponents shall provide a demonstrated understanding of the objectives, scope and particulars of the work required by providing a detailed description of the approach and methods that will result in the desired results of the project being delivered to the Township. Proponents shall provide a work plan, including an estimate of the number of hours to complete the project, and shall identify any Township resources required to complete the project. The Proponent shall clearly identify the frequency of meetings, focus group sessions, etc.

6.2 Experience and Qualifications of Consultant

Your proposal should include the following:

- A company profile outlining qualifications of the firm and individuals for a project of this type and complexity
- A list of key personnel who will be involved with all aspects of this project. Please include a description of their experience, qualifications, and reference their role in this project. Roles should be identified in sufficient detail to allow a complete understanding as to how, and by whom, the work will be carried out. Any change in personnel listed above, at any time throughout the project, must be provided in writing and be accepted and approved by the Township.

6.3 Portfolio

Proponents shall provide three (3) examples of recent relevant work that closely relates to the scope of the project. Key demonstrations of requested components will be highly considered. Each example shall include the following:

- Name of project;
- Name of client organization;
- Name of client and key contact information;
- Duration of project;
- Approximate total cost; and
- Brief (one or two sentences) description of project.

The above listed contacts shall be considered references and may be contacted to attest to the Proponents performance on the assignments.

6.4 Schedule

Proponents shall provide a draft project schedule with relevant phases or milestone dates identified throughout the process. Anticipated completion date no later than March 2021.

6.5 Cost

Proponents shall provide their total project cost with a detailed statement of all proposed fees and expenses. All costs associated with the implementation and completion of this

project must be included for each phase of the project. Hosting and licensing annual fees must be included. Site maintenance, updates, and general upkeep after the completion of the project should also be included.

In addition to the above proposal requirements, the Township will also take into consideration the following during the evaluation of the proposal submissions:

6.6 Completeness of Submission & Overall Impression of Proposal Document

The overall quality and presentation of the proposal will be evaluated. The proposal should be clear and readable. Information should be easy to find and should include all requirements as requested in the RFP with close adherence in keeping it clear, concise, and brief. Proponent shall ensure that *Section C – Signing Sheet* is completed in its entirety and included with the proposal submission.

The Proponent will be restricted to twelve (12) pages, excluding appendices.

7. REPORTING AND DELIVERABLES

7.1 Meetings / Presentations

Meetings, unless otherwise specified, shall be at the Township of Laurentian Valley municipal offices located at 460 Witt Road, Pembroke Ontario.

The following meetings will be required with key staff for the project:

- Project initiation
- Presentation of options to a meeting of Corporate Services, with request for feedback before finalizing for Council consideration;
- Presentation of Final Draft to Staff;
- Formal Presentation to Council for adoption

7.2 Scheduled Updates

- On a bi-weekly basis, the consultant’s project manager shall give a verbal update by conference call to the Project Authority or his delegate. An email identifying topics to be discussed shall be sent by the Proponent two (2) days prior to the call.
- Topics shall include but not be limited to: schedule, progress of contract, challenges, and budget, including any claims for fund being requested and approved in advance.
- The date and time of the bi-weekly verbal update shall be mutually agreed upon by both parties to accommodate schedules.

SECTION C – SIGNING SHEET

I/WE ACKNOWLEDGE AND HAVE CAREFULLY EXAMINED THE INSTRUCTIONS, TERMS & CONDITIONS, AND TERMS OF REFERENCE STATED IN THIS PROPOSAL, AND OFFER TO COMPLETE A CONTRACT IN ACCORDANCE WITH SAME, SHOULD I/WE BE THE SUCCESSFUL PROPONENT IN THIS REQUEST FOR PROPOSAL.

Signer must have authority to bind the company.

Signed, and delivered at _____ this ____ day of _____ 2020.
Township/Town Month

Proponent/Legal Company Name _____

Address _____
Street Municipality Province Postal Code

Signature of _____ Name _____
(Authorized official or principal who has authority to bind the company) Print or Type

Title _____ Email _____

Telephone # _____ Fax # _____