



Request for Proposals

Website Redesign Project

District of Kitimat RFP Number: District of Kitimat 2025-01 Website Redesign Issue date: January 13, 2025

Closing Time: Proposals must be received **before 2:00 PM Pacific Time on: February 10, 2025**

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound (if applicable), in accordance with the requirements set out in Section 2.2.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to purchasing@kitimat.ca in accordance with the instructions at Section 2.3 of this RFP.

Hard Copy Submission: Proponents may submit two hard-copies (and one electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

District of Kitimat, 270 City Centre, Kitimat BC, V8C 2H7
Attention: Ronald Rich

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

Ronald Rich, Purchasing Manager
206 Enterprise Avenue, Kitimat BC, V8C 2C7
Email: rrich@kitimat.ca
Ph: 250-632-8928

Walsham Tenshak, Director of Economic Development
270 City Centre, Kitimat BC, V8C 2H7
Email: wtenshak@kitimat.ca
Ph: 250-632-8921

The cut-off for submitting any questions related to this RFP to the District Contact will be **3 days, February 7, 2025**, before the Closing Time. Questions received after this time may not be answered.

PROPONENTS' MEETING:

A Proponents' meeting **will not** be held.

ENVIRONMENTAL CONSIDERATIONS FOR PROPOSAL DELIVERY:

The District encourages Proponents to consider submitting an electronic proposal if that submission method is provided for on the cover page. When submitting in hard copy, the District encourages Proponents to consider environmental stewardship, as per the following:

- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type (e.g. Cerlox) rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re use), and/or be made of post-consumer recycled content.

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1 SUMMARY OF THE OPPORTUNITY

The District of Kitimat is requesting proposals for a redesign of the District of Kitimat website, including the adoption of a new Content Management System (CMS).

The District's website is one of the most authoritative sources of resources and communication for the residents of the community, such as annual surveys completed by the public. The website houses information about the services the District of Kitimat provides to the residents, records of The Councils projects/initiates, and much more.

The District of Kitimat is in a position to transition to a new CMS, in addition the District would like to redesigned the website incorporating corporate branding. The website should meet modern Web Content Accessibility Guidelines, with the flexibility to add website functionality at a later date. An integrated search engine function that allows users to navigate the website with ease and find information quicker is an important feature for the new website design. The new CMS and website design must be functional with a user-friendly interface that is enjoyable for the stakeholders such as residents, prospective residents, and for District staff.

Further details as to the scope of this opportunity and the requirements can be found in Sections 3, 4 and 5 of this RFP.

2 RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Contract” means the written agreement resulting from the RFP executed by the District and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the District;

“District Contact” means the individual named as the contact person for the District in the RFP;

“District” means the District of Kitimat issuing this RFP;

“must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration; *[Author: search for the word “must” to ensure that it is only used for mandatory requirements]*

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“proposal” means a written response to the RFP that is submitted by a Proponent;

“District” means the District of Kitimat;

“Request for Proposals” or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the District by Addenda; and

“should”, “may” or “weighted” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

[Author: insert additional definitions specific to your procurement, in alphabetical order into the above list.]

Defined terms should be capitalized throughout the RFP]

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound.

2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions, the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The maximum size of each attachment must be 200 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);
 - (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (multiple emails for the same opportunity) to reduce attachment file size to be within the maximum applicable size;

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Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");

(iv) For email proposal submissions sent through multiple emails the District reserves the right to seek clarification or reject the proposal if the District is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The District may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

d) The District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

e) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Districts System.

f) While the District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the District confirming

receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method may be made available, at the District's discretion, commencing one half hour before the Closing Time, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the District before the Closing Time. The District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

2.4 Additional Information

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the District at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 120 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

2.8 Completeness of Proposal

By submitting a proposal the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in

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the proposal or will be provided by the Contractor at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the District for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the District, including members of the evaluation committee and any elected officials of the District, or with the media, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the District will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The District will enter

into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.

- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of the District.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The District will be under no obligation to receive further information, whether written or oral, from any Proponent. The District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- c) The District may consider and evaluate any proposals from other jurisdictions on the same basis that the purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

2.13 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the District on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the District, if applicable. *[Author: please review Contract options in Appendix A]*
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the District within thirty days of notification of the successful Proponent, the District may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the District. The format for a debrief will be determined by the District.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the District, if any. The District will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.17 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim

for loss of profits if no Contract is made with the Proponent.

2.18 Liability for Errors

While the District has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the District in any way to award a Contract.

2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

2.21 Legal Entities

The District reserves the right in its sole discretion to:

- a) disqualify a proposal if the District is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the District that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the District that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the District's satisfaction.

2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the District reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the District, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

2.23 Ownership of Proposals

All proposals and other records submitted to the District in relation to the RFP become the property of the District and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality agreement with the District in order to obtain access to confidential materials relevant to preparing a proposal.

2.26 Alternative Solutions

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the District with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the District. Such written consents should specify that the personal information may be forwarded to the District for the purposes of responding to the RFP and used by the District for the purposes set out in the RFP. The District may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the District.

2.28 Trade Agreements

This RFP is covered by trade agreements between the District and other jurisdictions, including the following:

- a) Agreement on Internal Trade;
- b) New West Partnership Trade Agreement; and
- c) Trade, Investment and Labour Mobility Agreement;

For more information, Proponents may contact the District Contact.

3 SITUATION/OVERVIEW

3.1 District Responsibility

The successful proponent for the Website Redesign Project will primarily work with the Director of Economic Development & Communications, and the Business & Communications Manager to implement the new website and provide staff onboarding. Staff from the District's IT Department will also support the project. Other departments including Planning, Corporate Administration, Finance, Leisure Services, Engineering and Emergency Services will be engaged as needed.

3.2 Background

The District's website is an authoritative source of information and communication for residents about matters pertaining to the public. The website also provides information on the services the District of Kitimat provides to residents, Council initiatives, and serves as one of the designated places to post information as per legislation.

The current website has been in use for over 7 years and is coming to the end of its useful life. The Content Management System (CMS) will be discontinued in June of 2026. The District will require a new CMS platform before June 30th, 2026 and will take this opportunity to redesign the District of Kitimat's website.

The goal for the Website Redesign project is:

1. Transition the existing Kitimat.ca website to a new Content Management System (CMS)
2. Redesign Kitimat.ca, creating a visually appealing, vibrant, and accessible website for the public
3. Create a website which is dynamic and flexible, with the capacity for District staff to make design and functionality changes to the website internally

The budget for this project is a maximum of \$100,000. This includes site maintenance, public engagement, content migration and other associated project costs.

3.3 Scope

The scope of work for the project is to include, at a minimum, the following project components and tasks:

Tasks:

- Migration of the existing content on Kitimat.ca website to the new CMS
 - The District has a preference for open-source CMS but will consider any CMS suggested by proponent
- Collaborate with District of Kitimat project team to create a preferred new design for the website
- The Proponent must provide an online engagement opportunity for residents to share their priorities for the website
 - The District has an existing companion website with tools for public engagement
- The Proponent must provide one in-person engagement to allow the public an opportunity to offer feedback on the new website design
- The proponent will incorporate input from the project team and the public to refine the website mapping, so it is intuitive and user-friendly for all stakeholders

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- Present to Council the results of the redesigned Kitimat.ca website at a date to be determined during the project kickoff meeting
- Provide one training session to District staff who will maintain the website and provide resources for future internal training
- Provide website maintenance/update resources for the website

Specific features of the new website will include:

- The website must be WCAG 2.0 (or higher) compliant
- The website must be able to send automatic e-mails for subscribers to news updates
- The website must have a built-in search engine for the primary website and should include functionality to pull results from District of Kitimat companion websites
 - i.e., getinvolved.kitimat.ca
- Website must be compatible with mobile and desktop viewing
- Website should use two-factor authentication (2FA) for restricted access and website management purposes
- The website must allow for integration with Livestream Studio (Vimeo embedded stream or Real-Time Messaging Protocol) or offer a comparable option to livestream Council meetings
- Will allow integration with third-party services for future website feature improvements
 - E.g., allowing payment processing, reservation bookings, and permit applications

The scope of this Project does not include website hosting.

4 CONTRACT

4.1 Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in Appendix A, including the Schedules.

4.2 Service Requirements

The implementation of this project is dependent on budgetary approval, expected in March 2025. The estimated start date for this project is June 2, 2025, with a preferred completion date of April 30, 2026.

4.3 Related Documents

The successful proponent will perform the website redesign with reference to the following documents:

- District of Kitimat Branding Guidelines
- Other relevant communication reports, plans and strategies.

5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

The proponent must include:

- A statement of the proponent’s understanding of the scope of work
- A work plan indicating projected timeline and tasks to be undertaken to complete project
- Proposed fee and disbursement breakdown, with fee schedule indicating hours and budget per task
- Examples of similar work performed for other municipalities
- The name and resume of each team member, including any subcontractors, committed to the assignment
- Three references who can speak to the ability of the Proponent to complete the proposed work

The proponent may also include:

- Value-additions that exceed the minimum requirements outlined

5.1 Capabilities

5.1.1 RELEVANT EXPERIENCE

The Proponent and any subcontractors of the Proponent included in its proposal should have experience developing websites with features similar to the scope of this Project, with emphasis on previous municipal websites.

5.1.2 REFERENCES

Proponents **must** provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The District may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. The District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

Further to the District's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by the District in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.

Response Guidelines for Capabilities

1. Name a contact person for the Proponent, and include this person's address, phone, and email address. This information will not be evaluated but will be used to contact the Proponent as required.
2. Provide a minimum of 3 references specific to the experience cited, each of which includes a contact name, phone number and email address.

5.2 Approach

5.2.1 VIRTUAL COORDINATION AND ENGAGEMENT

Proponent will meet virtually with the District of Kitimat's Project team to implement this Project.

The Proponent will provide online engagement opportunities for the public to refine the website layout and content. The proponent will use the District's public engagement platform to solicit feedback and provide information to keep the public updated on this project.

5.2.2 IN-PERSON ENGAGEMENT

The Proponent will offer one in-person engagement and feedback opportunity for the public during the project development stage of the project. This can be through an open house that allows the public to provide input on the website layout before final designs are taken to Council for approval.

The Proponent will attend one Kitimat Council meeting to present the new website to Council members ahead of its launch.

5.3 Price

Prices quoted will be deemed to be:

- in Canadian dollars ;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

The budget to be allocated for this project is \$100,000. This budget covers all aspects relating to the scope of the project including content migration, design of the new website, public engagement, project management, research and travel.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- Signed cover page (see section 7.1 Mandatory Criteria).
- Table of contents including page numbers.
- A short (one or two page) summary of the key features of the proposal.
- The body of the proposal, including pricing, i.e. the “Proponent Response”.
- Appendices, appropriately tabbed and referenced.
- Identification of Proponent (legal name)
- Identification of Proponent contact (if different from the authorized representative) and contact information.

7 EVALUATION

Evaluation of proposals will be by a committee formed by the District and may include employees and contractors of the District and other appropriate participants.

The District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2.

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight
<u>Workplan and Schedule</u> - Proposal must include a well-conceived work plan indicating the approach to be used to successfully accomplish this project within targeted timeframe, as well as provide a schedule.	40
<u>Team and Experience</u> - Proposal must outline the Proponent’s experience on similar projects in the last five to ten years. Preference will be given to Proponents who can demonstrate that their recent experience is relevant to the project.	25
<u>References</u> – As per section 5.1.2, the Proponent must provide 3 references who can verify to the Consultants quality of work.	20
<u>Price</u> – As per section 5.3, the maximum budget for the project is \$100,000.00, which is to include all consulting and disbursement costs.	10
<u>Value-added</u> – As per section 5, list value-added services to the Proponent’s proposal that is above and beyond the listed scope of work.	5
TOTAL	100

Proponents that do not meet a minimum score within a weighted criterion will not be evaluated further.

7.3 Price Evaluation

The District will evaluate price as follows:

- Only those proposals that have met all mandatory requirements will be evaluated for price;
- The total price will be divided by the total points awarded to the proposal for Capabilities and Approach to determine a price per point for each proposal; and
- The proposal with the lowest price per point will be deemed to be the successful proposal.

Proposed price / Total points awarded

Appendix A - Contract Form

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the District on substantially the same terms and conditions as the attached sample Professional Services Agreement.