



Website Upgrade Project

Request for Proposals

Release Date: October 2nd, 2017
Deadline for Questions: October 20th, 2017 @ 4:00pm
Closing: October 27th, 2017 @ 4:00pm

Please include this cover page with the quotation submission

SOS Contact Information

Richard Harvey
Director
PO Box 343, Nipigon, ON, P0T 2J0
Phone: (807) 887-4614
Fax: (807) 887-3564
Email: rharvey@saveontarioshipwrecks.ca

Bidder Contact Information

Name of Authorized Representative: _____

Signature: _____

The enclosed quotation is submitted in response to the above referenced Request for Quotation including any addenda. Through submission of this proposal we agree to all the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We agree to be bound by statements and representations made in our quotation.

Project Overview

Save Ontario Shipwrecks (SOS)'s current website [www. http://saveontarioshipwrecks.ca/](http://saveontarioshipwrecks.ca/) was launched in 2012. Over the past year SOS has recognized that this website requires upgrades that will align it with current technology in terms of accessibility, responsiveness, mobility and e-commerce opportunities. In addition, the design requires updating and restructuring. The expected goals of this project are:

- 1) To improve responsiveness, accessibility, mobility and clarity of the current site.
- 2) To streamline the structure of the site (reduce clicks, tabs, etc.)
- 3) To allow easy maintenance of the site by SOS.
- 4) To have a refreshed, modern website design in line with the goals and Objectives of SOS
- 5) To provide a modern, clear link to accurate, relevant information for SOS members, visitors and other potential users.

Project Scope

The project activities include:

- Work with the SOS Board of Directors and Local Chapters to determine the current and future needs, Functions and uses of the website
 - Refresh the look and feel of website
 - Website Design/Layout - responsive, accessible, e-commerce, member and volunteer database, reports, reduce "clicks" to find information, etc.
 - CSS/HTML - responsive front end development (HTML, CSS, JavaScript)
 - Implementation and templating -Integrate HTML/CSS into WordPress (or other suitable) platform for theming,
 - Installation/customization of plugins, custom JavaScript and PHP.
 - Content Placement - create sitemap and website structure, place provided content
 - Testing and Quality Assurance - final site optimization, code validation, cross browser testing, plugin testing, contact form testing
 - Deployment - server transfer
 - CMS Training
- Save Ontario Shipwrecks welcomes any additional recommendations from bidders that would assist us in reaching and exceeding our project goals. These recommendations should be costed separately within the quotation document. As well, a brief description of scope and purpose of the added services should be included.

Questions should be directed to Richard Harvey at rharvey@saveontarioshipwrecks.ca or 807-887-4614

Proposed Timeline

Please provide a proposed work schedule. The proposed project completion deadline is April 21st, 2018.

References

Please provide complete contact information for two clients for which the bidder has completed similar work. Please also include three URL's that have been designed and completed by the bidder.

Project Cost

Please provide a complete budget breakdown for the proposed project.

Administrative Requirements

Enquiries

All enquiries related to this RFP are to be directed in writing; e-mail to the contact person identified on the cover page. SOS will make all reasonable efforts to respond to enquiries and any responses will, at SOS's discretion, be distributed to all Bidders. SOS shall not be responsible for information that Bidders receive from any other source.

Closing Date and Location

Each Bidder must deliver their proposal by 4:00 p.m. local time on or before October 27th, 2017 to Save Ontario Shipwrecks, attention Richard Harvey. Quotations must include a signed cover page and have the RFP title and the Bidder's name clearly marked. **Submissions are to be made by email to rharvey@saveontarioshipwrecks.ca**

Right to Amend or Cancel

Save Ontario Shipwrecks (SOS) reserves the right in its sole discretion at any time, and for whatever reason to, by addendum, modify, amend, cancel, or otherwise change this RFP.

Late Submissions

It is the responsibility of each Bidder to ensure that its proposal is received on time. Quotations received after the Closing Date will not be considered.

Signed Proposals

The Bidder must ensure that their Quotation includes the Cover Page of this RFP, signed by a person authorized to sign on behalf of and to bind the Bidder to its Quotation and the terms of this RFP.

Evaluation and Selection

The evaluation of Quotations will be performed the SOS Website Working Group. One or more Proponents may be invited to attend a formal interview with the evaluation team, and/or provide written clarification on their Proposal. The lowest priced proposal will not necessarily be accepted and SOS is not bound to enter into a Contract with any Bidder and reserves the right to modify or revise the successful submission in discussion with the successful Proponent.

Negotiation Delay

If a Contract cannot be negotiated with the selected Bidder within a period of time satisfactory to SOS, they may, at their sole discretion, terminate negotiations with that Bidder and either negotiate a Contract with another Bidder or choose to terminate this RFP process and not enter into a Contract with any of the Bidders.

Irrevocability and Validity of Proposals

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its proposal prior to Closing Date/Time. After Closing, all Quotations become irrevocable and will remain open for acceptance for a period of ninety days from Closing Time. By submission of a Quotation, the Bidder agrees that should the Quotation be successful, the Bidder will enter into a contract with the Township.

Bidders' Expenses

Bidders are solely responsible for their own expenses in preparing a Quotation and for subsequent negotiations, if any. Save Ontario Shipwrecks (SOS) will not be liable to any Bidder whether SOS accepts a Quotation or rejects all Quotations, for any claims, whether for costs or damages incurred by the Bidder in preparing the Quotation, loss of anticipated profit in connection with the contract or any other matter whatsoever.

Liability for Errors

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

Acceptance and Rejection of Quotations

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Quotation will not necessarily be accepted and SOS is not bound to enter into a Contract with any Bidder.

Proprietary Information Notice

This RFP and any associated documents provided to the Bidder contain proprietary and confidential information of SOS, which is provided for the sole purpose of permitting the bidder to respond to this RFP. In consideration of the receipt of this RFP, the Bidder agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information. The successful proponent will sign a confidentiality and non-disclosure agreement with SOS prior to SOS entering into a Contract with any Bidder.

Assignment of Intellectual Rights

All work carried out as a result of this RFP will be the exclusive property of SOS and will be surrendered to SOS immediately upon completion, expiration, or cancellation of the project. Save Ontario Shipwrecks (SOS) will own all rights and interest in all intellectual property rights, including copyrights, patents, trade secrets and trademarks in any work created and produced and paid for through this project.