

# **REQUEST FOR PROPOSAL**

## **PINEY STUARTBURN REGIONAL ECONOMIC DEVELOPMENT & TOURISM WEBSITE**

**Date of Issue: May-19-16**

**Date of Close: June-8-2016**

# **Request for Proposal**

## **Rural Municipalities of Piney and Stuartburn**

Issue Date: May-19-16

Closing Date: June-8-16

Closing Time: 1:00pm CST

### **Introduction**

The rural municipalities of Piney and Stuartburn comprise of a total area of 3,600 square kilometers with a regional population of 3,255. Cooperatively, a regional committee is currently accepting proposals for the development, design and launch of a new website for the promotion of economic development and tourism within the region.

### **Outline**

The purpose of this Request for Proposal (RFP) is to solicit proposals from various web design companies, conduct a fair and extensive evaluation of the proposals and select the company that best represents the regions concepts and goals. The website is intended to be a useful tool in promoting regional opportunities and resources. It must be fully functional, easy to navigate for all skill levels and must be developed on a simple platform. The successful proponent will fully understand the regional demands and constraints. Finally, all candidates must have proven experience in website design, development and hosting.

### **Scope**

The scope of work required of the Proponent will include but not limited to the following:

1. Must utilize current web-based technology and be user friendly for staff and public
2. Easy to navigate
3. Aesthetically pleasing
4. Easy for staff to add content
5. Home page to provide clear choice of path; tourism or economic development
6. Provide strong marketing of opportunities and resources
7. Clear drop down menus for ease of navigation between content
8. Search box
9. Relevant regional graphics and photos

10. Links to social media platforms used by both RMs
11. Allow for each municipality to maintain its individuality, yet promote and market regionally
12. 6 hours of onsite training and 12 months of follow up support
13. Service contract terms for the committee to consider after the expire of the 12 month follow up support period, including service rates
14. Final date for completion is no later than September 1, 2016 unless mutually agreed upon
15. Final ownership of content, graphics and domain name remains with the RM of Piney and Stuartburn

### **Bidder Qualifications**

Bidders should provide the following as part of their proposal for consideration:

1. Website development and marketing experience
2. Experience
3. Examples of 3 or more web sites designed and implemented by your organization within the past 12 months
4. 3 client references

### **Quotes**

All proposals must include all costs to complete the tasks described in the project scope. Costs should be inclusive and comprise any related incidental expenses. All quotes provided must be in Canadian funds.

### **Close**

Proposals will be received by the Chief Administrative Officer of the Rural Municipality of Piney.

**Completed Proposals must be submitted by June 8<sup>th</sup>, 2016 at 1:00pm to:**

Rural Municipality of Piney  
Attention: Martin Van Osch, C.A.O.  
PO Box 48  
Vassar, MB R0A 2J0  
204-437-2284

The outside of each Proposal must be clearly labeled:

**"Proposal for Tourism & Economic Development Website", submitted by\_\_\_\_\_.**