

# Request For Proposal

## Employment Website Development



RFP Issue: May 19, 2017  
RFP Closing: June 19, 2017

Town of Wainwright  
1018 – 2 Avenue  
Wainwright, AB T9W 1R1  
[www.wainwright.ca](http://www.wainwright.ca)

**1. Introduction:**

The Town of Wainwright in partnership with the Wainwright & District Chamber of Commerce seeks the services of a website development company to develop an employment website for job seekers and employers.

**2. Background:**

Currently, an employment site called [www.wantjobgotjob.com](http://www.wantjobgotjob.com) is hosted by the Wainwright & District Chamber of Commerce and is used by local employers and job-seekers to fill and find local jobs. However, this site is over 10 years old and employers find it difficult to post jobs and job-seekers find it difficult to post resumes resulting in a decrease in its effectiveness.

**3. Website Development for the Town of Wainwright**

Our municipality is seeking a company to develop a user-friendly fully-functional employment website for job seekers as well as employers. Concept development will be conducted collaboratively with the Town's Economic Development Officer and the Wainwright and District Chamber of Commerce Executive Director. This new site will be renamed to [www.wainwrightjobs.ca](http://www.wainwrightjobs.ca) in order to brand the website specifically for the local employment market. This new site may incorporate some but not all of the current information located on the [www.wantjobgotjob.com](http://www.wantjobgotjob.com) website. The new site will be compatible with all current search engines and be mobile-friendly. It will also have language translation capability i.e. Google Translate and incorporate analytics i.e. Google Analytics. The completed website must be editable and able to be managed by the Town and/or Chamber on an ongoing basis.

**4. Reporting:**

The Town of Wainwright's Economic Development Officer and Wainwright & District Chamber of Commerce Executive Director will work directly with the Contractor's Project Manager to oversee the delivery of all aspects of this project.

It is expected that the Contractor's Project Manager will meet in person with the Economic Development Officer and Executive Director prior to starting the project to discuss functionality, concept design, hosting, maintenance etc. Throughout the project, it is expected that the Contractor will connect twice a month via conference call or email with the Economic Development Officer and/or Executive Director to ensure timelines are being met for this project.

It is expected that the company will provide the completed website with all key objectives identified in this RFP to the Town of Wainwright by the completion deadline. The final employment website will be subject to approval by the Town of Wainwright.

## **5. Consultant's Proposal:**

The Executive Director of the Wainwright & District Chamber of Commerce, Kelsey Robinson, is available prior to the proposal submission deadline date to discuss key items needed in the new website. Kelsey can be reached Tuesday – Thursday from 8:30am – 4:30pm at [exec@wdchamber.com](mailto:exec@wdchamber.com) or 780.842.4910. It is highly recommended that companies contact Kelsey prior to proposal submission in order to ensure full understanding of the project.

All proposals shall include the following content:

- Brief history and capabilities of the company
- Description and role of any sub-consultants
- Location of head office and principal office for responding to this proposal
- Contact information and representative for the purpose of communications with respect to evaluation of the RFP and any subsequent negotiations
- The name(s) of the person(s) authorized on behalf of, and/or bind the company to statements made in the proposal
- A description of the key project team's professional knowledge and experience, and that of any sub-consultants' names, including qualifications, roles in previous related projects and experience and knowledge of website development practices
- The document must indicate the Professionals assigned and methods to be employed to perform and co-ordinate the necessary project work, and their understanding of the scope and complexity of this project
- Identify the steps or process to be utilized to achieve the deliverables for the completion of the project
- Website platform to be used
- Provide examples of completed work in sample communities
- Two references of similar projects completed

## **6. Budget and Fees**

Proposal budget and fees should clearly state all project deliverables, scope of services, anticipated timeframe of the project with fee rates listed in Canadian dollars that include all travel, meetings, concept and website development, disbursements and overhead, and a total lump sum fee, which includes GST. The proposal budget must be a firm cost of all work outlined in the proposal submission.

Project work begins upon the date the contract is awarded. All work associated with this contract must be completed no later than 3 months after contract is awarded.

The company selected must receive a Town business license and Chamber of Commerce membership prior to the start of the contract.

## 7. Award of Contract:

- All RFP submissions will be reviewed by the Town of Wainwright in collaboration with the Wainwright & District Chamber of Commerce to determine compliance with the instructions and guidelines listed in the document. Non-compliant submissions will not be considered
- Contract will be awarded to the company whose proposal will be most advantageous to the Town of Wainwright and Wainwright & District Chamber of Commerce based on experience, expertise, proof of results, quality of service and cost
- The Town of Wainwright and/or the Wainwright & District Chamber of Commerce reserves the right to request any additional information in writing or orally from the applicant to clarify the proposal
- Contracts will not necessarily be awarded to the company with the lowest bid but rather to the company who submits a proposal that best meets the requirements of this RFP and the needs of the Town & Chamber
- The Town of Wainwright reserves the right to cancel this Request for Proposal for any reason without liability to any company or to waive irregularities at their own discretion
- After reviewing the proposals, the Town of Wainwright and Wainwright & District Chamber of Commerce may interview a company or companies before selecting for this project
- The Town of Wainwright will not entertain any claims for costs related to the preparation and/or presentation of the proposal
- The Town of Wainwright is not contractually bound to any matters until such time as the Town has negotiated a separate contract that is totally independent of the Request For Proposal process

## 8. Submission Details:

Please submit one (1) printed copy and an electronic copy of your proposal to:

Town of Wainwright  
c/o Carley Herbert  
1018 – 2 Avenue  
Wainwright, AB T9W 1R1

[cherbert@wainwright.ca](mailto:cherbert@wainwright.ca)

*Mark the sealed envelope:*

*“Town of Wainwright Employment Website Development”*

*c/o Carley Herbert*

**Proposals must be received by 2:00pm local time on June 19, 2017**

Proposal documents are available from the Town of Wainwright website ([www.wainwright.ca](http://www.wainwright.ca)) and at the above address between 8:30am to 4:30pm, Monday to Friday.

For further information contact:

**Carley Herbert**

Economic Development Officer

Email: [cherbert@wainwright.ca](mailto:cherbert@wainwright.ca)

Telephone: 780.842.3381

#### **9. Freedom of Information and Protection of Privacy Act**

All documents submitted to the Town will be subject to the protection and disclosure provisions of Alberta's Freedom of Information and Protection Act (FOIP). FOIP allows persons a right of access to records in the Town's custody or control. It also prohibits the Town from disclosing the Company's personal or business information where disclosure would be harmful to the Company's business interests or would be an unreasonable invasion of personal privacy as defined in sections 15 and 16 of FOIP. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. However, the Town cannot assure the Company that any portion of the Company's documents can be kept confidential under FOIP.