

Title: Design and Development of the Municipal Website - District of Houston
Opportunity Type: Request for Proposals
Organization: District of Houston



District of Houston

Request for Proposal

Design and Development of the Municipal Website

Purpose

The District of Houston is seeking the services of a qualified web development consultant for the design and development of a new municipal website. The proposal is expected to show a clear understanding of the final product and indicate a fixed price for project completion.

Proposal Submission

Firms wishing to submit proposals should do so no later than 4:00 pm, Friday September 5, 2014 by submitting four copies of the proposal and any accompanying documents indicating the firm's qualifications to the **District of Houston 3367 – 12th Street, Box 370, Houston BC V0J 1Z0, email: cao@houston.ca telephone 250-845-2238 fax 250-845-3429 attention Michael D. Glavin, Chief Administrative Officer.**

Goals

- effective communication with the community
- effective access to information for both staff and community members
- provide information for visitors and potential investors, and promote Houston as a place to live, play, and do business
- user friendly with intuitive flow
- quick to load and operate
- easy for staff to add documents/edit content

Development Guidelines

1. Appearance

- A tasteful, elegant look encompassing improved functionality and intuitive site navigation and visually attractive graphics that change on a regular basis. Included in the proposal would be a minimum of five (5) websites, recently developed, preferences would be local government.

2. Content Management System

- An easy to use, user interface content management system; the system must be easy for non-technical staff to add, change, and delete content on a regular basis. Also, must have the ability to track distinct users with a date and time stamp.

3. Search Function

- Easy to use search function to search for documents, files and information on District website

4. *Existing Outline of Website*

- Please see www.houston.ca
- all policies, bylaws, etc. are available in .pdf format

Project Requirements

1. *Site Hosting*

- The successful proponent will provide long term site hosting or advise and make arrangements for hosting the new website.

2. *Requirements*

- Keyword site search capabilities.
- Search tool for documents: minutes, policies, bylaws, etc.
- Site will have PDF documents and must have PDF download available to the end user.
- PDF files should be named a descriptive file name.

3. *Training and ongoing technical assistance for District of Houston staff*

- District of Houston staff will be responsible for maintaining and updating the new website utilizing tools provided by the successful proponent. The successful proponent will be required to provide staff training and ongoing technical support in website administration.

4. *Specifications*

- Site must be compatible with Internet Explorer, Mozilla, Firefox, Safari, Opera and Netscape browser versions
- Website should not require plugs ins
- Fast loading pages – the website must be designed with a balance of text and graphics for quick loading

Timeline

The District of Houston expects to launch its redesigned website Monday, November 3, 2014. Proposals suggesting a later launch date may be considered.

Ownership

The selected proponent will unconditionally convey the work product and all intellectual property rights in the work product to the District of Houston upon completion.

Confidentiality

The proponents, at all times, will consider all information and data received from the District of Houston in connection with the Request for Proposal confidential. In addition, the proponents shall not use or disclose any information to anyone without the Districts of Houston's written approval, except as and only to the extent necessary for the preparation of the proposal and, if awarded to the proponent, for the performance of the work.

Evaluation Criteria

Submission Deadline: 4:00 pm, Friday September 5, 2014

All submissions become the property of the District of Houston and will not be returned to the sender.

Proposals to be sent to:

District of Houston

P.O. Box 370

Houston, BC V0J 1Z0

Attn: **Michael D. Glavin, Chief Administrative Officer**

email: cao@houston.ca telephone 250-845-2238 fax 250-845-3429

Proposals will be evaluated with the following criteria:

- Meeting the needs and criteria set out in the Request for Proposal
- Value for money
- Quality, detail, and clarity of proposal
- Candidate experience; prior work demonstrates artistic and innovative user friendly interfaces

Location: Houston

Business Category(s): Web Sites and Email

Date Posted: Monday, August 11, 2014

Expires: Friday, September 5, 2014 - 4:00:00 PM (PST)