



REQUEST FOR PROPOSAL

WEBSITE DEVELOPMENT AND DESIGN

For

CANADIAN AIDS TREATMENT INFORMATION EXCHANGE
(CATIE)

NOVEMBER 16, 2007

1. Statement of Work

The purpose of this Request for Proposal is to invite prospective vendors to submit a proposal to design and develop a free-standing website for CATIE. The RFP provides vendors with the relevant application and architectural requirements of the system.

2. About CATIE

The Canadian AIDS Treatment Information Exchange (CATIE) is a national, not-for-profit charity committed to improving the health and quality of life of all people living with HIV/AIDS in Canada. CATIE serves people living with HIV/AIDS and the people and organizations that support them by providing accessible, accurate, unbiased and timely treatment information. We work in partnership with a network of other information providers to ensure that people have access to the information they need, in the form they desire, to make informed health care choices. CATIE manages several Web sites, including our main site www.catie.ca, a multilingual portal www.treatHIVglobally.ca, a site for youth www.livepositive.ca, a site for volunteering www.aidsvolunteers.ca, www.catie.ca/nurses, a site for nurses, and an e-zine for people living with HIV and their caregivers www.positiveside.ca.

CATIE currently provides free HIV/AIDS Treatment information services and support to people living with HIV/AIDS and their caregivers, to healthcare providers, to AIDS service organizations, and to the general public across Canada. The mandate of the organization is currently being expanded to develop a national Knowledge Broker role between knowledge producers and knowledge users in HIV/AIDS prevention as well as treatment.

3. Background to the RFP

Recently CATIE has received funding from the Hepatitis C Secretariat of Ontario, to create and manage a Hepatitis C “Key Messages Toolkit” Project to provide information on Hepatitis C (HCV) treatment and information across Ontario. This project has as one of its main deliverables the creation of a new free-standing bilingual Ontario-focused website containing readable up-to-date and reliable HCV information and downloadable documents that can be used by service providers, as well as HCV-infected and at-risk community members across the province.

4. Objectives

The objectives of the work CATIE wishes to commission are:

- To design and develop a website based upon the accompanying site specifications and content architectural specifications
- To enable transfer of maintenance of the website to CATIE internal resources

5. Scope of Work, Specifications and Requirements

Site Specifications

This web site has three main functions: HTML documents, Toolkit and Glossary

HTML documents

- The site will use static HTML pages.
- This site has three levels: home pages, sections and documents
- The site will contain approximately 250 pages.
- A global navigation header links all home pages and sections
- This site has both an English section and a French section. There will be links between the English home page and French home page. There will be links between English and French in the section level.
- The site will use the Google customized search function. The search engine will bring results from English and French
- A footer will appear on all section pages and document pages and includes, but is not limited to, a disclaimer and privacy policy

Toolkit

- A Toolkit is a collection of print and multimedia resources related to HCV that will be downloadable and printable from the website.
- The Toolkit is an independent section like other sections.
- The Toolkit can be grouped by topic, format or alphabetical.
- The Toolkit will be linked in different HTML document pages depending on topics.
- English Toolkit and French Toolkit are separated. *The collections are not identical.* They may not link directly to each other.

Glossary

- A Glossary is a collection of terms related to HCV. Each term has a definition.
- The Glossary is independent section like other sections.
- The Glossary can be listed by topic or alphabetical.
- When users mouse over a term in a document, the definition of the term will be displayed.
- There is an interface for CATIE to update the Glossary. After the updating, the term and the definition will be updated on all documents.
- English Glossary and French Glossary are separated, but cover the same terms.
- The glossary terms should be stored in a database or XML.

Other

- Images, Style sheet, server side includes, page templates and other global setting folders will be located in the root folder
- There will be two folders for English contents and French contents, they are in the root folder

- There will be templates for creating document pages and section pages both in English and French
- File naming rule is xxxx_e.html for English and xxx_f.html for French.

Attached are the following documents:

- *Appendix I: Content architecture of the proposed HCV website
(The structure will be doubled for Service Provider and Public access)*
- *Appendix II: CATIE's web application development requirements*

6. Timeline

The website must be fully functional by March 31, 2008.

7. Evaluation and Selection Process

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply CATIE with a completely designed and developed website.

Timetable

- Response to the RFP to arrive no later than **16:00 on December 05, 2007**
- All responses to the RFP will be evaluated during the second week of December 2007
- A formal acceptance letter will be sent to the successful Respondent; letters will be sent to all respondents on or before 4 January 2008
- The successful applicant must be available to commence development discussions from Dec 17, 2007
- Development, staging and testing will occur Jan 15-Mar15, 2008
- The website must be ready for launch no later than March 31, 2008
- The contract will run from Dec 17, 2007 to March 31, 2008

8. Vendor Qualifications and References

All vendors must provide the following information in order for their proposal to be considered. CATIE will only contact a company with a solid reputation and proven capability in the dual areas of application development and website design.

Requirement

- Give a brief description of your company including the services offered, company size, number of clients.
- Supply any relevant promotional materials and samples of similar work completed.

- Capacity to deliver coordinated services and prompt response to CATIE project manager and IT department during development

9. Instructions and Response to RFP

The principal point of contact will be Lin Ai, Manager of Information Technology:

Email: lai@catie.ca

Phone: 416-203-7122 x 252

Fax: 416-203-8284

Bids must include:

- Bid summary sheet
- Proposals to address the specifications set out in Section 5, with all costs quoted in full with taxes clearly indicated where appropriate;
- Confirmation that you can meet the technical requirements (Appendix I)
- Confirmation that you have read and accepted contents of the documents contained in the Appendices;
- Contact detail of at least five (5) customers who can be approached for references
- Hard copy of the proposal and an electronic version which must be Microsoft compatible

This RFP process is not intended to create a formal legally binding document process and shall not give rise to the legal rights or duties applied to a formal legally binding procurement process.

Neither parties shall have the right to make claims against the other with respect to this RFP process, the selection of any vendor, or the failure to be selected.

CATIE may cancel this RFP process at any time.

CATIE may elect to consider, or cancel a contract awarded to a Respondent whose submission contains misrepresentations or any inaccurate, misleading or incomplete information.

Your response shall be made in hard copy and all papers marked with your company name. Your RFP must be submitted to:

Lin Ai, Manager of Information Technology
Canadian AIDS Treatment Information Exchange
505-555 Richmond St West
Toronto, ON M5V 3B1

Responses must arrive no later than 16:00 hr on 05 December 2007. Any RFPs received after the closing date will not be considered. Faxed or emailed RFPs are not acceptable.

