

City of Grande Prairie
Request for Proposal



RFP-18-215-10

**City Content Management
System Implementation and
Website Development**



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Section 2:

Request for Services

The City of Grande Prairie is requesting detailed and comprehensive proposals for the following project:

RFP-18-215-10: City Content Management System Implementation and Website Development

The City of Grande Prairie is seeking a partnership to assist with setup, development, and ongoing support of its new public website, including the implementation and customization of a content management system.

Documents and general information are available from:

Purchasing Department

1st Floor, City Hall

10205 – 98th Street

Grande Prairie, AB T8V 2E7

Phone: 780-538-0344

Web:

<http://www.cityofgp.com/business/rfp>

<http://www.purchasingconnection.ca>

Submissions will be accepted at the Purchasing Department until:

2:00pm local time, Friday, October 29, 2010.

Responses can be hand delivered or mailed to:

Purchasing Department

1st Floor, City Hall

10205 – 98th Street

Grande Prairie, AB T8V 2E7

The submission must be marked clearly as:

RFP-18-215-10

City Content Management System Implementation and Website Development

Submission Inquiries

R.D. MacNeill

Purchasing Administrator

Phone:

780-538-0351

Fax:

780-538-4880

E-mail:

bmacneill@cityofgp.com

Functional Inquiries

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Web Analyst,
Strategic Services

Phone:

780-538-0443

E-mail:

mthompson@cityofgp.com

Technical Inquiries

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Acting ITS Administrator

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kparsons@cityofgp.com

Issue Date: September 24, 2010



Section 3:

RFP Proponent Checklist

This checklist has been provided for your convenience.

Please ensure the following points have been addressed:

☐ **Request for Proposal Definition**

An RFP defines the situation or objection for which the goods and / or services are required, how they are expected to be used and / or problems that they are expected to address. Proponents are invited to propose solutions that will result in the satisfaction of the purchaser's objectives in a cost-efficient manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

☐ **Overview of the RFP Process:**

- Need identified and preliminary approvals obtained
- RFP documentation preparation
- Proposal process (from the issue of the RFP document to the receipt of the proposals)
- Evaluation of proposals
- Selection
- Negotiation
- Notification of successful proponent
- Debriefing of unsuccessful proponents

☐ **Read and understand the scope of the RFP**

☐ **Receipt Confirmation Form (Form A) must be returned to the Purchasing Department.**

☐ **All mandatory requirements of the RFP have been met.**

Proposals not deemed to meet all mandatory requirements will be rejected.

☐ **Proposals are to be clearly marked with name and address of the proponent, RFP name and number, and Envelope 1 (Price Proposal) or Envelope 2 (Technical Proposal).**

☐ **Four (4) complete copies of each proposal are to be submitted.**

Proposals without the correct number of copies will be rejected.

☐ **All copies of the proposals are to be received at the office of the Purchasing Administrator by 2:00 p.m. on the closing date indicated in Section 2.**

Late proposals will not be accepted and will be returned courier collect to the proponent.



Section 4:

General Terms of Reference

4.1 INTRODUCTION AND SCOPE

4.1.1 RFP Terminology

Throughout this RFP, terminology is used as follows:

- “must”, “mandatory” “will”, “shall” or “required”: A requirement that must be met in an unaltered form in order for the proposal to receive consideration.
- “should” or “desirable”: A requirement having a significant degree of importance to the objectives of the RFP.

4.1.2 Purpose

The purpose of this RFP is to inform the public sector of an opportunity to solicit proposals from interested parties.

4.2 SELECTION CRITERIA AND PROCEDURES

4.2.1 Proposal Format

Proponents must conform to the instructions given regarding proposal preparation and submission as outlined in Section 6.0 in order to be considered for evaluation.

4.2.2 Evaluation Criteria

The following criteria will be considered in the evaluation:

- resources available
- technical and customer relations
- reputation of the proponent
- financial stability
- past performance
- quality of proposal
- project team strength and experience
- service delivery, including guarantees of performance
- fee schedule

A specified evaluation sheet:

- X is attached in Section 7.0
- _ is not herein attached

4.2.3 Mandatory Requirements

Section 5.0 of this RFP may contain mandatory requirements. Proposals not meeting requirements will be rejected without further consideration.

4.2.4 Short List

The evaluation procedure may include a short list on the stated criteria. The short listed proponents may be asked to prepare a presentation or provide additional technical Information or clarification prior to the final selection.

4.2.5 Negotiation Delay

If an acquisition agreement cannot be negotiated within (30) days of notification to the designated proponent, the Purchasing Department may, in its sole discretion, terminate negotiations with that proponent and negotiate an acquisition agreement with another proponent of its choice.

4.2.6 Financial Stability

The proponent may be required to demonstrate financial stability with the provision of financial statements or information from the proponent's financial institution.

4.2.7 Two (2) Envelope Proposal System

The proponent may be required to demonstrate financial stability with the provision of financial statements or information from the proponent's financial institution.

Proposals shall be submitted in two envelopes supplied as follows:

Envelope No. 1 (Price Proposal) (sealed):

- Completed Request for Proposal must be signed, dated and sealed, and labelled with the Request for Proposal number, and the Proponent's name.

Envelope No. 2 (Technical Proposal) (sealed):

- Sealed Envelope containing 4 copies of Proponent's Technical proposal submission (including addenda if applicable).



PROPOSAL PREPARATION AND SUBMISSION

This section defines the proposal preparation and submission procedures which are to be followed by all proponents. Proponents are cautioned to carefully read and follow the procedures required by this Request for Proposal as any deviation from these requirements may be cause for rejection.

Proposer confirms it has obtained and carefully examined all of the documents making up this Request for Proposal (herein sometimes called, "RFP") issued by The City of Grande Prairie and addenda issued in connection therewith.

The Proposer acknowledges that where Schedules to this Form of Proposal contain quantities of items to be bid at unit prices, the quantities are **approximate only** and the unit prices offered will apply whether the quantities are increased or decreased from the amounts shown.

4.2.8 Receipt Confirmation Form

Fill out the attached Receipt Confirmation Form (Form A, Section 4.0) and return it to the Purchasing Department. All subsequent information regarding this RFP will be directed only to those who return the form with indication that they intend to submit a proposal.

4.2.9 Closing Date

Four complete copies of each proposal must be received by **2:00 p.m. local time** on the date specified in Section 2, Request for Planning Services, at:

Purchasing Department
1st Floor, City Hall
10205 – 98th Street
Grande Prairie, AB T8V 2E7
Telephone: 780-538-0344

Proposals must not be sent by facsimile. Proposals should be clearly marked with:

- The name and address of the proponent
- RFP number and title
- Closing date and time on the envelope.

4.2.10 Late Proposals

Late proposals will not be accepted and will be returned courier collect to the proponent.

4.2.11 Opening of Proposals

All proposals received in the Purchasing Office by submission shall be opened in public and read aloud.

4.2.12 Additional Information

Proposals may contain additional information. If alternative solutions are offered, please submit the information in the same format as a separate proposal.

4.3 TERMS AND CONDITIONS

4.3.1 Inquiries

All commercial inquiries to this Request for Proposal are to be directed, in writing to the Purchasing Department. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses will be recorded and may be distributed to all proponents at the Cities option.

4.3.2 Notification of Changes

All recipients of the request for Proposal who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document for purposes of clarification.

4.3.3 Changes to Proposal Wording

The proponent shall not change the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the City of Grande Prairie for purposes of clarification.

4.3.4 Ownership of Proposals

All documents submitted (to the Purchasing Department) become the property of the City of Grande Prairie.

4.3.5 Proponents' Expenses

Prospective proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the City of Grande Prairie, if any.



4.3.6 Acceptance of Proposals

This RFP should not be constructed as a contract to purchase goods or services. The City of Grande Prairie is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the proponents, but there shall be no obligation to receive further information, whether written or oral, from any proponent nor to disclose the nature of any proposal received. Any or all proposals shall not necessarily be accepted. The City of Grande Prairie shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. The City of Grande Prairie reserves the right to modify the terms of the RFP at any time in its sole discretion.

Neither acceptance of a proposal or execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal state, regulation or by-law.

4.3.7 Forfeiture of Bid Deposit

If the Proposer withdraws this proposal after the proposals have been officially opened but before it is considered by Council or Administration and a contract awarded, the amount of any deposit may be forfeited to the City as liquidated damages.

4.3.8 Failure or Default of Proposer

If the Proposer for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Proposer under the terms of this proposal, the City at its option may either; consider the Proposer has abandoned the offer made or the contract if the offer has been accepted, whereupon the acceptance, if any, of the City shall be null and void and the City shall be entitled to retain the Bid Deposit as liquidated damages; or require the Proposer to pay the City the difference between the offer made in this proposal and any other proposal which the City accepts, if the same is for a larger amount in addition to pay the City any cost which the City may incur by reason of recalling the proposal, and further the Proposer will fully indemnify and save harmless the City, its officers, employees and agents from all loss, damage, liability, cost, charge and expense whatever which it, they or any of them suffer, incur or be put to by reason of such default or failure of the Proposer.

The Proposer includes herewith a certified cheque or Bid Bond in the amount of 10% of the total bid amount payable to the City of Grande Prairie. The cheques shall be returned to the Proposer after a contract is completed. Bid Bonds will only be returned, if requested by the Proposer in writing.

4.3.9 Inconsistencies

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order:

- 1) Addenda
- 2) Memorandum of Agreement
- 3) Special conditions
- 4) Standard conditions
- 5) Project specifications
- 6) Standard specifications
- 7) Drawings
- 8) Executed Form of Proposal
- 9) All other documents.

The contract documents represent the entire Agreement between the City and the successful Proposer and supersede all prior negotiations, representations or Agreements either written or oral. The contract documents may be amended only by written instruments agreed and executed by both parties.

4.3.10 Rejection of Proposal

The City reserves the right to reject any and all Proposals. Without limiting the generality of the foregoing, any Proposal which either:

- 1) is incomplete, obscure, irregular or unrealistic;
- 2) has not authorized (not initialed) erasures or corrections in the Proposal Offer or any Schedule thereto;
- 3) omits or fails to include any one or more items in the proposal Offer for which a price is required by the RFP;
- 4) fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;
- 5) is accompanied by an insufficient or irregularly certified cheque or by a Bid Bond in a unsatisfactory form or insufficiently executed or of an insufficient amount;

may at the City's sole discretion be rejected. Further, a proposal, may be rejected on the basis of a Proposer past performance, financial capabilities, Federal, Provincial and municipal legislation. As it is the purpose of the City to obtain a Proposal most suitable to the interests of the City and what it wished to accomplish, the city has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of the City.



4.3.11 Liability for Errors

While the City of Grande Prairie has used considerable efforts to insure an accurate representation of information of this RFP, the information contained in the RFP is supplied solely as a guideline for proponents. The information is not guaranteed to be accurate by the City of Grande Prairie, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions in respect of the matters addressed in this RFP.

4.3.12 Clarification

The City reserves the right to seek Proposal clarification with the Proposers to assist in making evaluations.

4.3.13 Negotiations

The City reserves the right to negotiate with the selected Proposer.

4.3.14 Definition of Contract

Notice in writing to a proponent of the acceptance of its proposal by the Purchasing Department, and the subsequent full execution of a written agreement shall constitute a contract for the services, and no proponent shall acquire any legal or equitable rights or privileges whatever relative to the services until the occurrence of both such events.

4.3.15 Proposals as Part of Contract

Proposals may be negotiated with proponents, and if accepted, may form part of any contract awarded.

4.3.16 Acceptance of Terms

All the terms and conditions of this RFP are assumed to be accepted by the proponent and incorporated in its proposal.

4.3.17 City's Right to Terminate the Contract

Any of the following occurrences or acts shall constitute an event or default by the successful Proposer under the Agreement. Non-performance or non-observance of any of its other covenants, Agreements, or obligations hereunder, express or implied, continuing for thirty (30) days after the City has given to the successful Proposer notice in writing. If failure cannot be remedied within thirty (30) days, then the City at its discretion may extend the time period.

If the term hereby granted shall anytime cease or be taken in execution or in attachment by any creditor of the successful Proposer. Or if the successful Proposer shall make any assignment for the benefit of creditors or, becoming bankrupt or insolvent, shall take the benefit of any act that may be enforced for bankrupt or insolvent Proposers, the then current rate (if not then paid) shall immediately become due and payable to the City, and said contract hereby granted shall immediately become forfeit and void.

If sufficient cause exists to justify such action, the City may without prejudice to any other right or remedy which the City may have at Law or in equity, by giving the Proposer written notice, terminate the Agreement. The City shall never-the-less be entitled to recover any monies then owing. Similarly, if the receivership be appointed by a court of competent jurisdiction on account of the Proposers insolvency, the City may take the same action in the same manner.

Notwithstanding anything contained herein, the City may, at any time during the term of the Agreement, upon giving 30 days' notice to the successful Proposer, terminate the agreement, if the City is of the opinion that the services supplied by the successful Proposer are not of a standard satisfactory to the City. Further, the City at its sole discretion may terminate the agreement for reasons including but not limited to unethical or criminal activities upon giving 7 days' notice to the successful Proposer.

4.3.18 Arbitration

Any contract ordered as a result of this RFP will contain a requirement to use Arbitration as the final dispute resolution procedure in the event of any perceived breach of the purchase contract which cannot be resolved through negotiations with the concerned parties.

4.3.19 Quotes from Marketplace

The City of Grande Prairie reserves the right to consider proposals from suppliers other than those invited to respond to this competition.



4.3.20 Project Sponsor

A project sponsor may be assigned to oversee the contract awarded to the successful proponent. In addition, the successful proponent will be expected to name a counterpart project manager. The proponent project manager will be responsible for providing scheduled status reports to the project sponsor or a designate.

4.3.21 Compliance with Laws

The proponent shall give all the notices and obtain all the licences and permits required to perform the work. The Proponent shall comply with all the laws applicable to the work or the performance of the contract.

The law applicable to the Proposal shall be the law in effect in the Province of Alberta.

4.4 CONFIDENTIALITY AND SECURITY

4.4.1 All proposals shall be under seal.

In case of a body corporate, the Proposal shall be under corporate seal of the Proposer. In the case of an individual person, the Proposal shall be under the seal of that person. In the case of an association of persons or a firm, each member of the association or firm shall affix his seal to the Proposal.

The Form of Proposal provided in the Proposal Documents is to be executed as a speciality instrument and once the Proposals have been officially opened, the Proposal shall be irrevocable until it is considered and awarded by Administration or by the Council of the City of Grande Prairie.

4.4.2 This document or any additional information may not be used for any purpose other than the submission of proposals.

4.4.3 Access to this document, and any additional information gained while completing the proposal process must be strictly controlled to maintain the confidentiality of the information.

4.4.4 Information pertaining to the City of Grande Prairie obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Grande Prairie.

4.4.5 Freedom of Information and Protection of Privacy Act

All documents submitted to the City of Grande Prairie are subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act. While this Act allows persons a right of access to records in the Cities custody or control it also prohibits the City of Grande Prairie from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in sections 15 and 16 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

The purpose for collecting the personal information required to be provided in their bid request is to enable the City of Grande Prairie to ensure the accuracy and reliability of the proposal, and to enable the City of Grande Prairie to evaluate your response to this bid request and for other related program purposes of the City of Grande Prairie. You may contact:

Purchasing Administrator
1st Floor, City Hall
10205 – 98th Street
Grande Prairie, AB T8V 2E7
Telephone: 780-538-0344

if you have any questions about the collection of information pursuant to this bid request.

The Freedom of Information and Protection of Privacy Act requires the protection of the privacy of individuals whose information may be involved with meeting contract requirements. In accordance with the standards established by the requirements of Part 2 of the Act, the contractor will be required to protect the confidentiality and privacy of each individual's personal information accessible to the contractor or collected pursuant to this bid request or contract.



4.5 PROPONENT INFORMATION AND REQUIREMENTS

4.5.1 Proponent Representation

Each proponent, by submitting a proposal in response to this RFP, represents that the proponent has read and understands the proposal documents, specifications, and drawings, if any, and has familiarised itself with all federal, provincial, and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress, or the performance of the work.

The failure or omission of any Proposer to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with conditions, existing at the site, shall in no way relieve any Proposer from any obligations with respect to its proposal or to the resulting contract.

4.5.2 Equipment

Where the supply of equipment forms part of the RFP, the following information shall be included in the Proposers response; name of the manufacturer(s) of the proposed equipment; brochures, descriptive literature and other relevant material supplied by the manufacturer(s) which describes the proposed equipment; details of all warranties offered by both manufacturer(s) and Proposer; details of manufacturer's offer of continued long-term support of the equipment; where warranties for equipment and/or service form part of sales or lease purchase agreements, these shall be described and copies of relevant documentation included. Note: The City requires the warranty period of equipment commence at date of acceptance by the City and NOT at date of supply or installation.

Written proof that all equipment proposed conforms to Canadian Standards Association and Department of Communications and all other applicable standards in Alberta. All equipment shall be certified for use in the Province of Alberta.

Reconditioned or refurbished equipment may be proposed only as an alternate. Full details shall be provided and all equipment shall carry an equivalent to new warranty.

4.5.3 Assignment

The vendor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the City of Grande Prairie.

4.5.4 Time of the Essence

Unless otherwise provided, time shall be of the essence.

4.5.5 Addenda

Comments as to how the proposal documents, specifications or drawing can be improved are welcome. Proponents requesting clarification or interpretation of, or improvement to the proposal general terms, conditions, specifications, or drawings shall make written request seven (7) calendar days prior to the submission deadline.

Any changes to the proposal general terms, conditions, specifications, or drawings shall be in form of a written addendum from the Purchasing Office, and it shall be signed by a duly authorised representative.

An addendum shall be issued no later than five (5) calendar days prior to the submission deadline. An addendum extending the date of receipt of proposals, or an addendum withdrawing the RFP may be issued any time prior to the submission deadline.

Each proponent shall be responsible for determining that all addenda issued by the Purchasing Office have been received before submitting a proposal.

Each proponent shall acknowledge the receipt of each addendum on the Proposal Form.

4.5.6 Environmental Considerations

Proposers are advised that The City of Grande Prairie will consider offers on products containing reclaimed materials and that preference will be given to those products containing the highest percent content of recycled post consumer waste, when price, quality and delivery are equal. In proposing your products manufactured with recycled material, please indicate the percentage of post consumer waste contained in the product offered.

In addition, we are encouraging suppliers to provide environmentally friendly products to The City of Grande Prairie and invite you to bid as requested in the specifications and alternately on products that will meet our needs and assist in reducing damage to the environment.

4.5.7 References

Proponents shall include a list of locations where similar services have been performed. Contact names and telephone numbers must be included. References may or may not be reviewed or contacted at the discretion of the City. Typically only references of the top ranked short-listed Proposers are contacted. The City reserves the right to contact references other than, and/or in addition to, those furnished by the proponent. Use the "Client Reference Information" form (Form B of Section 4.0) to record reference information.



4.5.8 Submission of Proposals

All proponents shall include the proposal forms provided in their proposals. The Purchasing Office shall not accept oral proposals, or proposals received by telephone, fax, or any other electronic media.

All erasures, interpolations, and other changes in the proposals containing any conditions, omissions, erasures, alterations, or items not called for in the RFP, may be rejected by the Purchasing Office as being incomplete.

The proposal, and any other documents required, shall be enclosed in a sealed opaque envelope. Proponents are responsible for insuring that their proposals are time stamped by the Purchasing Office.

All proposals received in the Purchasing Office will be kept in a secure area until the time set for opening proposals.

Proposals received after the submission deadline will be returned unopened to the Proposer.

4.5.9 Modification of Proposals

A proposal may be modified or withdrawn by the proponent anytime prior to the submission deadline. The proponent shall notify the Purchasing Office in writing of its intentions.

If a change in the proposal is requested, the modification must be so worded by the proponent as to not reveal the original cost of the proposal.

Modified and withdrawn proposals may be resubmitted to the Purchasing Office prior to the submission deadline.

No proposal can be withdrawn after the submission deadline, and for ninety (90) days thereafter.

4.5.10 Commencement, Prosecution and Completion of Work

If awarded the contract the Proposer shall begin work on the date set out in the Contract Documents and shall execute the work in such a manner as to complete the job within the time specified.

4.6 GENERAL

4.6.1 Occupational Health & Safety

The consultant shall comply with the provisions of the *Occupational Health and Safety Act, Statutes of Alberta, 2000, Chapter 0-2*, and amendments there to and regulations there under, and shall at all times ensure that all equipment and manpower at the work site shall comply with the requirements of the said Act and regulations there under. The consultant shall be the general representative and agent of the Owner for the purposes of insuring compliance with safety regulations of himself.

The consultation shall at all times during the continuation of this contract with the Owner observe all the provisions of the *Labour Relations Act, Workers' Compensation Act, Employment Standards Act* and the *Occupational Health and Safety Act* as well as rules and regulations pursuant thereto. In the event the consultant fails to comply with the said Acts and any regulations there under, and the Owner is required to do anything or take any step or pay any sums to rectify such non-compliance the Owner may subtract the costs of such rectification from any monies owing to the consultant.

4.6.2 Certificate of Recognition (C.O.R.)

For this proposal, bids are encouraged to register in a Certificate of Recognition (C.O.R.) Program under the Alberta Construction Safety Association appropriate to their industry as an active member or an Associate member.

4.6.3 Workers' Compensation Board

The consultant shall provide evidence to the City that an account has been opened with the Workers' Compensation board and that all fees are paid in compliance with the Board; and that the coverage is maintained for the duration of the agreement for any persons working for or employed by the consultant on this agreement. No person under the age of sixteen (16) shall be employed under the terms of this agreement.



4.6.4 Insurance

The Consultant shall provide the following insurance, to be placed with a company and in a form as may be acceptable to the Corporation. This insurance shall remain in force until the date of the Certificate of Total Performance, unless otherwise stipulated, and shall provide for THIRTY (30) days prior notice of cancellation, lapse or material change.

Comprehensive General Liability Insurance protecting the Owner, the Consultant and their respective servants, agents or employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the Consultant, its subcontractors, and their respective servants or employees under the Agreement.

This insurance shall be for the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence and shall include a standard form of cross liability clause. Complete operations coverage shall be maintained for at least TWENTY-FOUR (24) months after the date of the Certificate of Total Performance.

4.6.5 Indemnification

Except as provided in the next paragraph, the Consultant shall indemnify and hold harmless the Owner, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attribute to the Consultant's performance of the Contract, providing that such claims, damages, losses or expenses are:

- 1) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and
- 2) caused by a negligent act or omission of the Consultant or anyone for whose acts he may be liable.

The obligation of the Consultant under this General Condition shall apply only to the extent that such claim, demands, losses, expenses, costs, damages, actions, suits, or proceedings do not arise out of a negligent act or omission of the Owner, the Consultant, their agents or employees.

4.6.6 Licensing

It is the proponent's responsibility to ensure that all the licenses that are required by any and all regulatory bodies are applied for, approved and maintained in compliance with the appropriate legislation.

The proponents must have a valid City of Grande Prairie business license or able to obtain such license prior to the award of the proposal. Proof of such license must be provided as a condition of the award of the contract.

4.6.7 Performance Measures

Performance Measures may be developed or adapted from the requirements of this proposal call. These performance measures will be used to determine the extent that the project achieved the objectives of the request for Proposal.

Notwithstanding any of the aforementioned terms, the City of Grande Prairie's Purchasing Policy will apply where and when applicable in addition to:

- **the Agreement on Internal Trade (AIT)**
- **the Trade, Investment and Labour Mobility Agreement (TILMA)**
a partnership between the Government of British Columbia and the Government of Alberta.
- **New West Partnership Agreement**



Section 5:

Requirements

This section describes the work to be done and elements of the project including:

- 5.1. Scope of Work
- 5.2. Out-of-Scope Work
- 5.3. Our Desired Outcome
- 5.4. Project Timeframes

- 5.5. Required Deliverables
- 5.6. Optional Deliverables
- 5.7. Phased Implementation and Future Support
- 5.8. Licensing and Project Costs

- 5.9. Project Communication
- 5.10. City Staff Involvement
- 5.11. Staff Training
- 5.12. Documentation

- 5.13. Sharing Your Outlook and Approaches
- 5.14. Additional Information (Appendices)



5.1. Scope of Work

If you are the successful proponent, you will work with City staff to install and implement a **content management system (CMS)** in the City network, and lead development of a new City website using that content management system.

Your development work will include all **back-end coding, front-end coding, and visual layout** of the website, working in collaboration with City Staff.

To meet the features we are asking for, and depending on the CMS proposed, you may feel that implementation may need to include implementation of, and integration with, additional applications beyond the core CMS. If they are needed, we will select those applications based on your recommendations.

You will also conduct **training** for site administrators and selected content editors.

5.2. Out-of-Scope Work

End-User Research, Business Research, and Information Architecture

Over the past year, the City has conducted end-user research and extensive business planning related to the website. Therefore, you will not be involved in conducting research related to user experience, internal stakeholder goals, information architecture, or content strategy.

However, if you are selected to work with us on this project, you will have access to personas, user mental models, corporate and departmental web business goals, wireframes, and other related documentation to help you with site development.

Brand Development

Although the website will have an impact on the City brand, development of new visual brand elements are out of scope of this project. The City is developing a new brand strategy intended to be complete by the end of the year. This branding effort will include development of a style guide and visual elements related to the City brand, which will include considerations for website content. Therefore, the intention is for the City to provide visual brand elements, but for you to optimize and integrate those elements into the City website.

Content Migration

The successful proponent will have access to our content inventory and other content-related documents to help them develop a website that will adequately handle our content. However, after training is conducted for content editors, the City will be managing content migration itself with the intent of gaining experience using the CMS system.



5.3. Our Desired Outcome

At a high level, the City is looking primarily for:

- A **holistic, flexible solution** that meets the broad needs of the City and its customers as a whole, while simultaneously satisfying the more specific needs of operating departments and their end-users.
- A framework for its web properties that assist us with establishing a **methodology of continual improvement and evolution**, rather than rely on major redevelopment efforts, to keep the website up-to-date with changing business and end-user expectations.
- A **standards-based** (HTML, CSS, and JavaScript) website that allows for **enriched, responsive, and dynamic** functionality, while **"gracefully degrading"** for users with less-capable devices and more restricted usage scenarios (including smaller-sized screens, and slower connection speeds).
- As much fine-grained control as possible for most or all website functions via **web-based front-end administration tools**, including establishing secure and easy-to-manage **fined-grained access control** for content editors to website content and resources.
- A content editing environment that is **straightforward to new content editors**, yet can also allow experienced users to easily edit and **modify more advanced aspects of web content**.
- A modular approach to web content that **maximizes content reuse** and consistency, and also simplifies two-way integration with third party tools and add-ins.
- A comprehensive solution that provides for **in-house hosting of multiple websites** while keeping licensing fees and hardware costs low.

5.4. Project Timeframes

Although timelines could be adjusted, the City wishes to follow this timeline related to this project:

- *November 5:* Select and contact shortlisted proponents (or proceed to proponent selection if clarification is not necessary)
- *November 8-23:* Conduct on-site proponent interviews/demos
- *December 13:* Complete proponent selection and contract approval
- *Week of January 3, 2011:* On-site kick-off meeting (setup work can start beforehand)
- *Mid-February to March:* On-site website administrator and content editor training
- *March 31, 2011:* Initial site completion
- *April, 2011:* Official site launch

The City is prepared to commit as much time as possible to work with the successful proponent in order to meet the above timeline. To help us understand your **expectations of effort from City staff**, please include them in your proposal.

While wishing to meet the timeline, the City also wants to ensure we select **the best fit of partner and product** for our organization in this project. If you feel the above timeline is not feasible for you or the project but you can still offer an outstanding solution, please outline alternative dates in your proposal.



5.5. Required Deliverables

By the end of the project you will:

- Deliver a fully-functional **CMS-based website supporting a primarily faceted search/browse architecture**. While final content of the site remains the City's responsibility, it should meet, as closely as possible, the requirements outlined in this document and included appendices.
- Provide all **custom-built code** created for the project in human-readable format.
- Plan and conduct **on-site training** for up to 15 City staff. (see section 5.11 for more information)
- Provide **documentation** of:
 - Front-end and back-end code
 - The content management system and related tools

(See section 5.12 for more information on documentation requirements)

5.6. Optional Deliverables

Depending on the ease of implementation, functionality of the selected CMS, and your own capabilities, your solution may also may also include:

- **Subscription management capabilities**
- A fully-functional "**emergency dark site**" to be used in situations of extremely high web traffic during emergencies, and integrated with the core CMS content.
- A **mobile-friendly version** of the main City website, highlighting key information for mobile users, and reflecting content created within the main website.
- An **online survey tool**
- **Online discussions/forum tools**
- **City-related blogs** with a degree of separation from the main website content.
- New **search-engine** implementation, integrated with all City website properties.
- **Online forms development** allowing for additional online submission and payment, and possibly feeding into back-end systems.
- New **portal features**, allowing returning users to save their settings, preferences, and information for future visits.
- **Community calendar** event submissions
- **Community group and/or business directories**
- **Integrated transit schedule and trip search tool**

Unless otherwise noted, each of the optional deliverables would be expected to be **hosted in-house** and have some degree of **integration with the main website**. At a minimum each would tightly reflect the visual brand expressed by the core CMS website, with the ideal being able to incorporate some features dynamically at the template-page level.

Separate prices for each optional deliverable to be detailed in your Price Proposal.



5.7. Phased Implementation and Future Support

The City understands that it may not be possible to incorporate all of our desired features and functionality into the newly-developed site initially. As well, features that have been completed may also need adjustment or fine tuning as we evolve our use of the web.

Depending on the scope of effort, development that is not included in the initial phase may be incorporated into ongoing support or contracted separately into a future development phase (and separate RFP process).

You should prepare your response to focus on what you feel is feasible to complete by March 31, 2011 (or by the alternative completion date if you've given one). If you feel you can incorporate some of the optional deliverables into the initial site development, please do so.

Please provide a **high-level summary of how you would address each deliverable and checklist item not included in your initial project proposal, including the high-level estimates of effort and time required.**

In your proposal, also outline your **capabilities to provide ongoing support** related to the CMS system and other tools you may be recommending. (Along with those capabilities, include any fees related to providing ongoing support services for the City in your Price Proposal.)

5.8. Licensing and Project Costs

The majority of costs related to this project should come from consulting, development work, and training. **Licensing fees for products are acceptable, but should not burden the City from future website expansion.** If you feel one may best meet what we are looking for please feel free to recommend one, or a combination of, open source solutions.

All costs are to be detailed in your separate Price Proposal envelope.

5.9. Project Communication

On-site presence: The successful proponent will be expected to travel to Grande Prairie to conduct a minimum of two project meetings: one for project kick-off and one for pre-launch. Staff training will also be conducted on-site. At your discretion, on-site visits may also be required to assist with product installation and other project tasks.

Project meetings: Regular project meetings, either in-person or over-the-phone, will be expected throughout the project. The actual meeting schedule will be determined during project kick-off.

Collaboration site: Project communication will include the use of a collaborative website agreed to by both parties. This may include Basecamp, access to a section of the City's Sharepoint intranet, or other collaborative tools. Your proposal should include your preferred option.

Development site: As development continues throughout the project, City staff should have access to a development site, whether hosted on the City network, hosted by the proponent, or via synchronized City/proponent sites. Your proposal should indicate your recommended approach.



5.10. City Staff Involvement

In the role of project coordinator, a **Business System Specialist** will be the primary contact with the successful proponent.

Other staff directly involved with the project will include our:

- Strategic Service Staff, including our:
 - o **Web Analyst**, in relation to website function and design
 - o **Web Content Coordinator**, in relation to content migration and training support
 - o **Strategic Service Manager**, in relation to internal business needs
- Information Technology Services (ITS) staff, including our:
 - o **Technical Support Specialist**, in relation to server and application setup
 - o **Help Desk staff**, in relation to user set-up and support
- Communications and Marketing Staff, including our:
 - o **Communication and Marketing Manager**, in relation to branding and communications

Members of the **Website Integration Steering Committee (WISC)** represent internal stakeholders across the City. Various staff will be involved in training.

5.11. Staff Training

Note: the City has a 12-workstation training room, with instructor station and Smartboard that can be utilized for training.

Administrative Training

Training on how to setup, configure, and troubleshoot the CMS (and also other tools if implemented as part of this project), is needed for the Web Analyst, Web Content Coordinator, 2-3 Help Desk staff, and possibly a Business System Specialist. If some administration includes server and security implementation, the Technical Support Specialist will also require training if products are different from the Microsoft-based tools the City currently uses.

Content Editor Training

The Web Content Coordinator and Web Analyst, along with a maximum of 10 other staff will need extensive “train-the-trainer” training on the CMS and related tools used for creating, editing, and approving content. This includes text-based editing, the use and management of resources such as images, video, and document files, and if applicable, the use of features such as snippets, and widgets and advanced CMS features.



5.12. Documentation

We don't want you to rewrite the book. Acceptable system documentation may include standard online or hard copy product documentation, but it should also be accompanied by paper, web, and/or, video-based documentation specific to the City's implementation. In the end, the City should have a thorough reference for:

- Site administrators to properly setup and maintain our implementation
- Content editors to properly understand how to edit and update content

We want to avoid spending money on something that is instantly out-of-date and never looked at. Therefore, **code should ideally use semantic principles and be self-documenting** wherever possible. However, to assist with comprehension and knowledge transfer, code should be accompanied by a high-level reference documenting all:

- CSS and JavaScript files
- Templates
- Web controls and components

5.13. Sharing Your Outlook and Approaches

To help us get to know you better, we'd like to know more about your experience, how you approach website development, why you do what you do, and your ideas about local government and the web.

In your proposal please include brief responses to the following: (As they say, there are no wrong answers here.)

- Explain your web development methodology.
- Please share your experience with the tools you are proposing. Why should the City use them?
- What are the websites you are most proud of being involved in? How were you involved and what changes did you affect? (Include links to sites if available.)
- What does the web mean to you?
- In your opinion, how should local government be using the web? In your experience, what do you see as good things that are happening, and what needs to be improved? (Yes... we're looking for honest answers.)
- What are the major differences, if any, in how public and private organizations use the web as part of their operations?
- We've done some work trying to better understand our audiences, and will continue to do so as the City moves ahead with this project. How would you make use of this kind of information?



5.14. Additional Information (Appendices)

The appendices at the end of this RFP package include additional information to help clarify the scope and intention of this project, as well as your response to us:

- A. **The Web and the City of Grande Prairie:** A brief summary of the City, the City organization, and our current web presence.
- B. **Website Framework Item Checklist:** This document helps us understand the technical capabilities of the solution you are proposing and how they are being met. It must be completed as part of your proposal.
- C. **Desired Content Management Systems and Platforms:** Summarizes the approved content management systems and preferred environments we want to see as a core part of your proposed framework.
- D. **High-level Site Map:** Outlines the overall structure of the planned website and contains estimates of the amount of content related to each area.
- E. **Summary Page Flows and Information Architecture:** Outlines, at a high-level, the overall functions and interaction of the planned website's primarily-faceted architecture.



Section 6:

Proposal Format

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format must be followed to provide consistency in proponent response and evaluation.

Proposals must be submitted in **two signed, dated, and sealed envelopes**:

- **Sealed Envelope 1: Price Proposal:** Contains four (4) copies of the schedule of costs for your proposed solution, including all project costs, support fees, and licensing fees as outlined below.
- **Sealed Envelope 2: Technical Proposal:** Contains four (4) copies of your technical proposal, outlining your methodology, work plan, team, products used, and other aspects of meeting project requirements.

Each envelope must also be labelled with the:

- Request for Proposal Number
- Proponent's Name

Only those bidders deemed to have passed the mandatory requirements would be further evaluated.

Failure to include detailed information listed above shall be cause justification for rejecting the bidder's submission.

6.1. Price Proposal Format

Incidentals such as vehicle rates, long distance telephone rates, micro-computer rates, CAD rates, fax machine rates, etc. must be listed. Omission in identifying an incidental item will be deemed as providing the service at a nil charge.

All pricing must be in Canadian dollars. The City of Grande Prairie will not be responsible for any increase due to currency fluctuations after the closing date or before the ninety (90) day period of modification indicated in section 4.6.9

6.1.1. Work Schedule Costs

Provide a schedule of costs related to phases and items in the work schedule of your Technical Proposal.

These schedules must identify:

- The hourly rates for technical personnel who will undertake the work
- Extended costs per the work schedule including:
 - o Separate vehicles
 - o Disbursements
 - o Third-party costs, if any

At the bottom of the work cost schedule, total all related costs into one amount.



6.1.2. Initial Product Licenses

Provide a schedule of fees related to the purchase of licenses for any products to be implemented in your proposed solution.

For each product licence, you must identify:

- the license cost
- any related limitations on:
 - o the number of installations
 - o the number of concurrent and/or registered users
 - o the length of use

At the bottom of the schedule, provide a total amount of all related costs.

6.1.3. Total Project Cost and Upset Amount

All work and product schedule fees costs must be subtotalled and culminated in a total cost.

On a separate line and at the bottom of the schedule, you must indicate an “upset amount”. By definition, this upset amount will be an absolute maximum dollar value able to be invoiced under this contract unless exceptional conditions are encountered or instructions to the contrary are issued by the City. Neither estimating errors nor internal production assumptions will be considered as exceptional conditions. The difference between the upset amount and the total cost shall serve as a contingency which cannot be utilized without prior written justification and subsequent written approval from the City. The upset amount, in conjunction with the total cost and other considerations, will be the basis upon which this work is awarded.

6.1.4. Long-term Support Costs

Provide a schedule of fees related to providing ongoing support after the initial project phase.

Successful completion of the project will likely be followed with the City entering an ongoing support agreement with the successful proponent, but this is not guaranteed. For evaluation purposes only, please base support costs on the following:

- Two years of support
- An average of ten 40-hour weeks per year
- One two-day on-site visit per year

At the bottom of the schedule, provide a total amount of all related costs.



6.1.5. Ongoing Product Support and Maintenance Fees

Provide a schedule of fees related to the ongoing use purchase of any products to be implemented in your solution.

You must identify each product and the related fees, if applicable, for:

- Five (5) consecutive years of support and maintenance
- Licensing-related upgrade fees expected to be incurred within five (5) years if maintaining a vendor-supported solution

At the bottom of the schedule, provide a total amount of all related costs.

6.1.6. Price Proposal Total

At the bottom of your price proposal, total all your project and support costs into a total price proposal amount.

6.2. Technical Proposal Format

6.2.1. Title Page

Show:

- RFP number and title
- Proponent's name and address
- Closing date and time
- Proponent's telephone number
- Contact person

6.2.2. Letter of Introduction

You must provide a brief company profile and confirmation of all professional registrations. If additional information is required during the evaluation process, you must provide such information within ten (10) calendar days of the request.

6.2.3. Table of Contents

Include page numbers.

6.2.4. Project Overview

Provide a short one or two page summary of the key features of the proposal.



6.2.5. Proposal Methodology and Work Plan

Outline the activities you plan to take in order to see the project through to a successful conclusion. Identify various phases of work, proposed methodology, addressing all items requested in Section 5, Requirements, not addressed elsewhere in your proposal. (Anything cost and fees must be provided in a separate Price Proposal envelope, as outlined above in section 6.1)

6.2.6. Completed Website Framework Requirements Checklist

The checklist can be found in Appendix B.

6.2.7. Work Schedule

Provide schedule of costs and work schedule. These schedules must identify:

- Various phases of work
- Technical personnel who will undertake the work by:
 - o Position description
 - o Estimated hours of work
 - o Estimated overtime or stand-by time

6.2.8. Project Team

You must provide the names of key technical and staff to be involved in the project, including their:

- Experience
- Technical background
- Respective position descriptions
- Extent of their involvement in the project

No change in key staff will occur without written permission by the City.

6.2.9. Appendices

Any additional information, brochures, etc.



Section 7:

Evaluation Criteria

Considerations	Maximum Rating	Evaluated Rating
A Operational Fit		
- Meeting our functional requirements as identified in Section 5, Requirements and the attached appendices - Satisfying the varied needs of our user departments - With consideration to the City's future strategic direction with technology - Ease of integration, underlying data structure, flexibility	25	
B Consultant/Vendor Fit		
- Consideration to the vendor's approach - Project and development methodology - Prior experience (with focus on live sites and examples) - Clarity in communication	25	
D Community and Vendor Support		
- The availability of support from the vendor as well as the entire user community - Long-term viability of the proposed solution	20	
C Cost		
- Licensing and consulting fees - Support and upgrade costs - Ongoing cost-effectiveness (total cost of ownership)	30	
Total	100	



Forms



Form A

Receipt Confirmation Form

RFP-18-215-10: City Content Management System Implementation and Website Development

Proponent: _____

Contact Person: _____

Address: _____ Telephone: _____

City: _____ Fax: _____

Province: _____ E-mail: _____

Postal Code: _____

I have received a copy of the above noted RFP. I authorize the Purchasing Department to send further correspondence concerning this RFP by the following method:

- ☐ Courier Collect
- ☐ Mail
- ☐ E-mail

I understand that whether or not I submit a proposal, that our status as a potential supplier to the City of Grande Prairie in the future will not be affected.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Please complete this form and return *within 4 working days* to:

Attention: Bob MacNeill, Purchasing Administrator

Purchasing Department
1st Floor, City Hall
10205 – 98th Street
Grande Prairie, AB T8V 2E7
Fax Number: 780-538-4880

Failure to return this form may result in no further communication regarding this RFP



Form B

Client Reference Information

RFP-18-215-10: City Content Management System Implementation and Website Development

Company: _____

Address: _____

Contact Name: _____

City: _____

Contact Title: _____

Province: _____

Phone: _____

Postal Code: _____

E-mail: _____

Description of work performed: _____

Comments: _____

Company: _____

Address: _____

Contact Name: _____

City: _____

Contact Title: _____

Province: _____

Phone: _____

Postal Code: _____

E-mail: _____

Description of work performed: _____

Comments: _____

Company: _____

Address: _____

Contact Name: _____

City: _____

Contact Title: _____

Province: _____

Phone: _____

Postal Code: _____

E-mail: _____

Description of work performed: _____

Comments: _____

Company: _____

Address: _____

Contact Name: _____

City: _____

Contact Title: _____

Province: _____

Phone: _____

Postal Code: _____

E-mail: _____

Description of work performed: _____

Comments: _____

Form for Written Questions



Form D

Proponent's Signature Page

RFP-18-215-10: City Content Management System Implementation and Website Development

By submitting this proposal I/We agree to comply with the requirements stated in this RFP.

My/Our Business License Number is: _____

I/We acknowledge the receipt of the following addenda:

Addendum Number: _____ Addendum Number: _____ Addendum Number: _____

Addendum Number: _____ Addendum Number: _____ Addendum Number: _____

Addendum Number: _____ Addendum Number: _____ Addendum Number: _____

Respectfully submitted,

Signature: _____

Date: _____

Printed Name: _____

Proponent: _____

Address: _____

Telephone: _____

City: _____

Fax: _____

Province: _____

E-mail: _____

Postal Code: _____

Declaration

The Proponent further declares that he has complied in every respect with all the instructions to Proposers, that he has read all addenda, if any, issued prior to opening of proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this proposal pertains.

Each Proponent shall acknowledge receipt of each addendum on this form. Failure to do so may result in the proposal being considered non-responsive.

Anti-Collusion Statement

The undersigned, as Proponent (herein used the masculine singular; irrespective of actual gender and number) declares, under oath that no other person has any interest in this proposal or in any resulting agreement to which this proposal pertains, that this proposal is not made with connection or arrangement with any other persons and without collusion or fraud.

Please return this form to: to:

**Attention: Bob MacNeill,
Purchasing Administrator**

Purchasing Department

1st Floor, City Hall

10205 – 98th Street

Grande Prairie, AB T8V 2E7

Fax Number: 780-538-4880



Appendices



Appendix A:

The Web and The City of Grande Prairie

About the City

- **The City of Grande Prairie (the community):** Grande Prairie is a community of over 50,000 people located approximately 500 km northwest of Edmonton in northern Alberta. Its industry is primarily based in agriculture, oil and gas, and forestry. With a number of regional facilities, including the Grande Prairie Regional College, QEII Hospital, and Grande Prairie Airport, as well as a number of recreational and entertainment facilities, it also acts as the service hub for the surrounding region of approximately 250,000 people.
- **The City of Grande Prairie (the government organization):** The local government for the City includes about 500 full-time staff working across 35 departments. Services provided range widely from road maintenance to social support services, recreation programming, emergency response, business development, and more.

Current City Web Presence

The City currently has two main website properties:

- **cityofgp.com** is the primary website for the City. It is based on an older Microsoft CMS, and except for changes to some—but not all—content, it remains very similar to how it was when first launched in 2002. It is primarily based on a departmental structure. Traffic to the site reaches about 30,000 unique visitors per month, with about 5,000 of those as return visitors.
- **muniportal.ca** is the central location for online payment transactions with the City, and contains a number of web applications integrated with back-end business systems in the City. It essentially functions as a separate website from cityofgp.com. It is based on a custom MVC framework built in ASP.NET.

Other web properties include the Wordpress-based **InvestGrandePrairie.ca** and the soon-to-be-released **themultiplex.ca**. The City also makes use of a number of additional domains and subdomains that redirect to cityofgp.com, such as **crystalcentre.com** and **gpcrimeprevention.ca**.

Although the City has no established social media strategy, various departments have Facebook and Twitter accounts in various states of activity.

Support/Resources Inside the City

The external and internal City websites are primarily supported by **Strategic Services** with a Strategic Services Manager, a Web Analyst, and Web Content Coordinator.

The **Communications and Marketing** department, currently with 2 staff members, and the **Information Technology Services** department, with 11 staff, also play key roles in supporting the site at the corporate level.

At the individual department level, about **75 content editors** contribute to the site, but only about **6-10 of those do so actively**. The ratio of active editors for the site, as well as the number non-editor staff involved in the site, will likely change as new web governance continues to be established in the City.



Appendix B:

Website Framework Requirements Checklist

As much as possible, the features and capabilities outlined in the following checklist should be native features of the selected content management system. However, the City understands that not all features may be included in any single framework (or perhaps not available in any framework).

If the features are not met by the CMS framework itself—or if an alternative is recommended— we would like to know how your solution will addresses such feature, if at all.

For each feature, please indicate if it will be addressed in one or more of the following ways:

1. As a part of the core CMS framework
2. Met by an optional add-in provided by the CMS framework vendor/community
3. An add-in to the framework provided by a third-party vendor
4. An application operating separately from the website framework
5. Via custom programming
6. Not included in your solution

At the end of the checklist, please also provide any high-level summary information on product-related:

- Licensing packages and terms (include related fees in Price Proposal Envelope)
- Types of support options and terms (include related fees in Price Proposal Envelope)
- Information on the user community

Summary information may include links to online summaries or reference attachments included in your proposal.

(If you feel it will help you complete it more easily, the checklist can be provided to you as a Word document upon request.)



Content Authoring Features

For each item, please indicate how it is addressed in your proposal (more than one box may apply)

Part of core framework
Optional add-in from framework provider
Third-party add-in
Separate application
Custom built
Not included

For Content Editors

Selection from multiple page templates	☐	☐	☐	☐	☐	☐
In-place content editing	☐	☐	☐	☐	☐	☐
Rich WYSIWYG Editing	☐	☐	☐	☐	☐	☐
HTML Code Editing	☐	☐	☐	☐	☐	☐
Clean cut-and-paste from Microsoft Office documents	☐	☐	☐	☐	☐	☐
Apply widgets to pages	☐	☐	☐	☐	☐	☐
Applying re-usable content to page	☐	☐	☐	☐	☐	☐
Applying wiki-like codes for placement of re-usable content (interpreted at page rendering)	☐	☐	☐	☐	☐	☐
Applying custom CSS styles	☐	☐	☐	☐	☐	☐
In-place addition of binary resources to site library	☐	☐	☐	☐	☐	☐
In-place image editing (crop, resize)	☐	☐	☐	☐	☐	☐
Bulk uploading of binary resources	☐	☐	☐	☐	☐	☐

Content-related Administration

Define re-usable (non-template based) content elements (AKA snippets)	☐	☐	☐	☐	☐	☐
Define re-usable fields/controls for templates	☐	☐	☐	☐	☐	☐
Widget creation	☐	☐	☐	☐	☐	☐
Control over allowed HTML tags (at system/template/field level)	☐	☐	☐	☐	☐	☐
Associate content-editor-selectable CSS stylesheets to templates	☐	☐	☐	☐	☐	☐
Control over use of custom CSS styles (by template/field)	☐	☐	☐	☐	☐	☐
Defining field and template level-content validation (according to in-house styles, vocabulary, etc)	☐	☐	☐	☐	☐	☐
Defining re-usable wiki-like delimiters/codes	☐	☐	☐	☐	☐	☐
Automated image manipulation for resource libraries (e.g. thumbnail creation)	☐	☐	☐	☐	☐	☐
Review of old URL paths	☐	☐	☐	☐	☐	☐
Review, create, and manage redirection for URL paths (e.g. by pattern matching, item mapping)	☐	☐	☐	☐	☐	☐
Incorporate analytics tagging (by template, section, keywords)	☐	☐	☐	☐	☐	☐
Front-end drag-and-drop template creation	☐	☐	☐	☐	☐	☐

City of Grande Prairie RFP-18-215-10
City Content Management System Implementation and Website Development



Editing Workflow

For each item, please indicate how it is addressed in your proposal (more than one box may apply)

Part of core framework Optional add-in from framework provider Third-party add-in Separate application Custom built Not included

Notification for Content Reviewers/Editors/Approvers

Content editors able to select preferred notification method	☐	☐	☐	☐	☐	☐
In-system notifications/status (i.e. personal workflow summary page)	☐	☐	☐	☐	☐	☐
Secure RSS feed notifications of page changes	☐	☐	☐	☐	☐	☐
E-mail notifications	☐	☐	☐	☐	☐	☐
Content editors able approvers able to annotate content and status changes for review by other behind-the-scene users (not displayed to end-user)	☐	☐	☐	☐	☐	☐
Subscriptions to watch content at page level	☐	☐	☐	☐	☐	☐
Subscriptions to watch content at section level	☐	☐	☐	☐	☐	☐
Subscriptions to watch content at template level	☐	☐	☐	☐	☐	☐

Editing Access

Define custom approval workflows and routing	☐	☐	☐	☐	☐	☐
Control access to website sections, templates, and resource libraries via role-based permissions	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a role	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a user	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a page	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a section	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a template	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a resource library	☐	☐	☐	☐	☐	☐
Easily review and manage all permissions assigned to a resource item	☐	☐	☐	☐	☐	☐

Auditing

View all changes made by an individual user	☐	☐	☐	☐	☐	☐
View all changes made to page/content element	☐	☐	☐	☐	☐	☐
Roll back page changes to any previous version	☐	☐	☐	☐	☐	☐
Compare differences between any two versions (visual rendering)	☐	☐	☐	☐	☐	☐
Compare differences between any two versions (at code level)	☐	☐	☐	☐	☐	☐



Framework Capabilities

For each item, please indicate how it is addressed in your proposal (more than one box may apply)

Part of core framework Optional add-in from framework provider Third-party add-in Separate application Custom built Not included

Framework Operations

No dependency on add-ins for page-to-page navigation, editing, and general website functions (i.e. standards-based HTML, CSS, Javascript)	☐					☐
No Reliance on Javascript for Page-to-Page Navigation and Core Non-Editing Site Features	☐					☐
Multiple-Site Production and Management	☐	☐	☐	☐	☐	☐
Tools for Site Replication	☐	☐	☐	☐	☐	☐
Shared Resource Library across Multiple Sites	☐	☐	☐	☐	☐	☐
Human Readable/Friendly URLs	☐	☐	☐	☐	☐	☐
Automated URL Handling/Redirection	☐	☐	☐	☐	☐	☐
Old URL Review/Routing	☐	☐	☐	☐	☐	☐
Specify Content Offered According to IP-Address-Based Geolocation	☐	☐	☐	☐	☐	☐
RSS Feed Generation	☐	☐	☐	☐	☐	☐

Integrated Framework Applications

Blogs	☐	☐	☐	☐	☐	☐
Surveys	☐	☐	☐	☐	☐	☐
Discussion Boards/Forums	☐	☐	☐	☐	☐	☐
Subscription Management	☐	☐	☐	☐	☐	☐
Portal/Personalization	☐	☐	☐	☐	☐	☐
Web Form Creation	☐	☐	☐	☐	☐	☐
Context-Specific Search	☐	☐	☐	☐	☐	☐
Site-Wide Search	☐	☐	☐	☐	☐	☐



Framework Support

Summary of licensing options (packages, terms, etc. Include any related fees in Price Proposal envelope):

Summary of vendor/consultant support services (types of service, terms, fees, etc. Include any related fees in Price Proposal envelope):

Notes on user community (activity, involvement, website(s), etc):



Appendix C:

Preferred Content Management Systems and Platforms

Preferred Content Management Systems

The City has preselected a list of Content Management Systems to be used as a core part of our new website framework. **Your solution may suggest an alternative CMS, but note it is less likely to be successful.** If you are recommending a different system than one on the list, it must be accompanied by a strong argument for use over and above the preferred products.

Preferred CMS products (in alphabetical order):

- Drupal
- EpiServer CMS
- eZ Publish
- Sitecore CMS
- Sitefinity ASP.NET CMS
- TerminalFour Site Manager

Preferred Back-end Systems and Platforms

All selected products **must function on Windows-based servers.**

The following outlines the preferred environment related to supporting the core framework and other applications proposed in your solution, but are not required. Preferences here mainly reflect the current tools the City uses, and is less of a factor than solutions that properly address the features, functionality, and long-term support we are looking for:

- **Web Server:** primarily Microsoft IIS, followed by Apache HTTP Server
- **Database back-end:** primarily MS SQL, followed by MySQL
- **Programming language:** Anything mature, mainstream, and object-oriented



Appendix D:

High-level Site Map

A	cityofgp.com
1.0	Services and Programs (500+)
2.0	City Projects and Initiatives (30-40/year, 200 active)
3.0	Facilities (200+)
4.0	Rental Spaces (100+)
5.0	News (200+/year)
6.0	Events and Schedules (250+/year, 150 active)
7.0	Bidding Opportunities (70/year, 100 active)
8.0	Development Approval Notices (50-100/year)
9.0	Safety And Community Alerts (10-30/year)
10.0	Emergency Updates (0-50/year, 30 active)
11.0	Job Postings (50-70/year, <10 active)
12.0	Bylaws (100)
13.0	Policies (70)
14.0	Maps (300+)
15.0	Reports, Plans, and Publications (500+)
16.0	Images and Video (50+, likely to grow significantly)
17.0	Forms, Permits, and Awards (50+)
18.0	Fees (30)
19.0	City Departments (35)
20.0	Council, Committees, and Boards (40)
21.0	Funded Community Groups and Agencies (25)
22.0	People and Contacts (200+ active)
23.0	Positions and Roles (200)
24.0	Local Trees, Shrubs, and Flowers (150+)
25.0	Local Pests and Diseases (60)
xx.0	<i>Future Facets</i>
26.0	About Grande Prairie (20)
27.0	Working for the City (10)
28.0	Contact Us (2)

B **m.cityofgp.com**
(mobile-friendly site, same structure as above)

C **blogs.cityofgp.com**
1.0 **Council/Staff/Project/Department Blogs**

Legend

- Main site location**
- Content facet** (approximate number of items)
- Static Page Section (approximate number of pages)
- Required
- Optional/Future Expansion

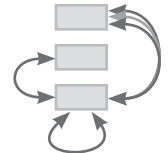
Description of Facets

Each facet will have its own dedicated template and an integrated list/search page. Both the template and list/search page must allow for adequate display of the attributes unique to each facet. The list/search page must allow for basic browse and search of items within the facet, including an advanced search that allows for filtering, sorting, and exploration of items by multiple facet attributes.

List/search pages may also be required to present different list views that highlight attributes of each facet differently.

Facet Relationships

Site administrators must be able to setup the types of relationships an item in one facet can have with other items. This may include allowing for one or multiple items on either side of the relationship, as well as qualifying the relationship with associated attributes.



Item Grouping

Site administrators must be able to setup a facet to allow for *primary-child item relationships*. When two items in the same facet are related in a primary-child relationship, it does not change the attributes or independent function of a child item, but does define a grouping that affects how relationships are displayed, including navigation across child items.



(e.g. individual events that are part of a week-long festival, or individual reports all part of a larger study/publication)



Appendix E:

Summary Page Flows and Information Architecture



Pageflows and Information Architecture

The following pages do not contain examples of completed designs. They are only intended to illustrate the desired interaction and functionality of the planned website (or at least as much as we can do in a few pages).

The City will want the successful proponent to work with the concepts shown as closely as possible. However, some changes are expected as we approach the final design, and we will also want the successful proponent to refine the concepts for maximum website performance. In this case, “performance” primarily means successfully meeting end-user and business goals. But it also involves making the most effective use of the tools you are proposing.

When work begins on the project, the successful proponent will be provided additional wireframes outlining additional interaction and functionality.

Page Flow Concept

This diagram shows the main aspects of navigation through the website.

The majority of users will first come to the home page.

From the home page (H) —or any other page via options in the header or footer—a visitor can find list related most closely to what they feel they are looking for.

A visitor can then view the list (L), and select an item from it (I).

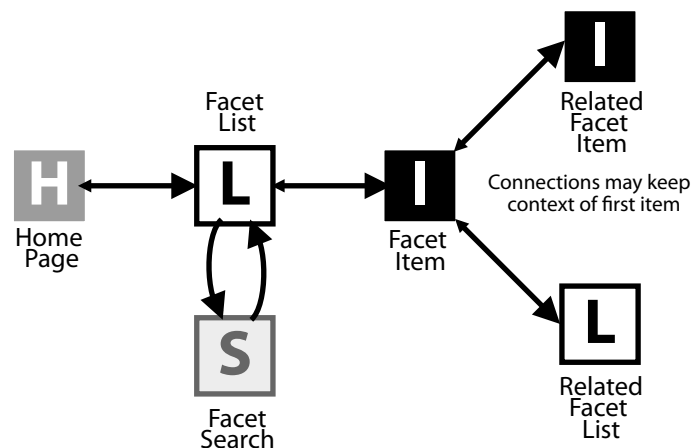
Before selecting an item, a visitor may wish to explore or narrow down the items shown in a list. To do this, they can use the search options (S) specific to each list.

From any item, a visitor may also visit other related items (the second I), or perhaps a related list of other kinds of items (the second L).

The visitor may then repeat the same process of navigating to items, using a combination of lists, search options, and found items.

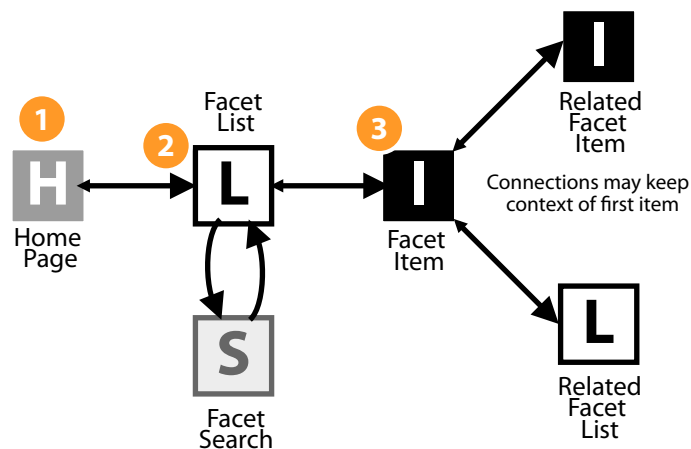
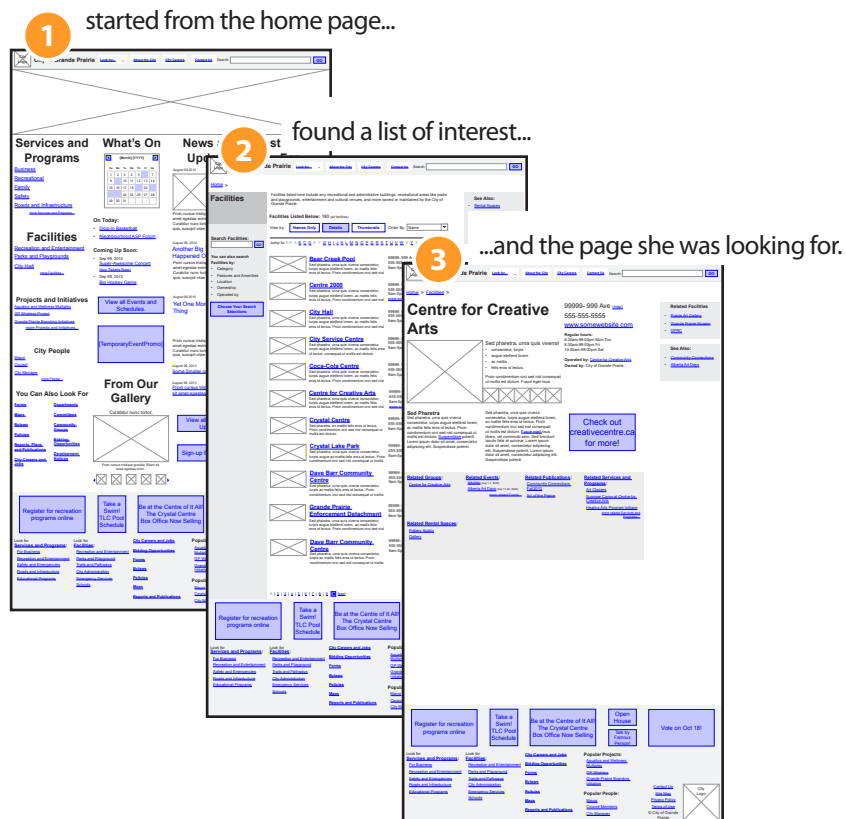
In some cases, when viewing a second item or list, the visitor may be shown content in context of the originally-visited item, depending on the path and settings of the original.

The diagram does not show site-wide search, which will also be available to a visitor of the website.



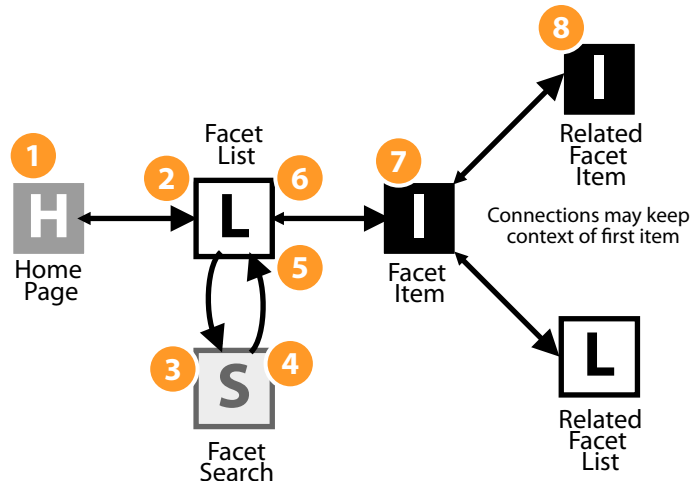
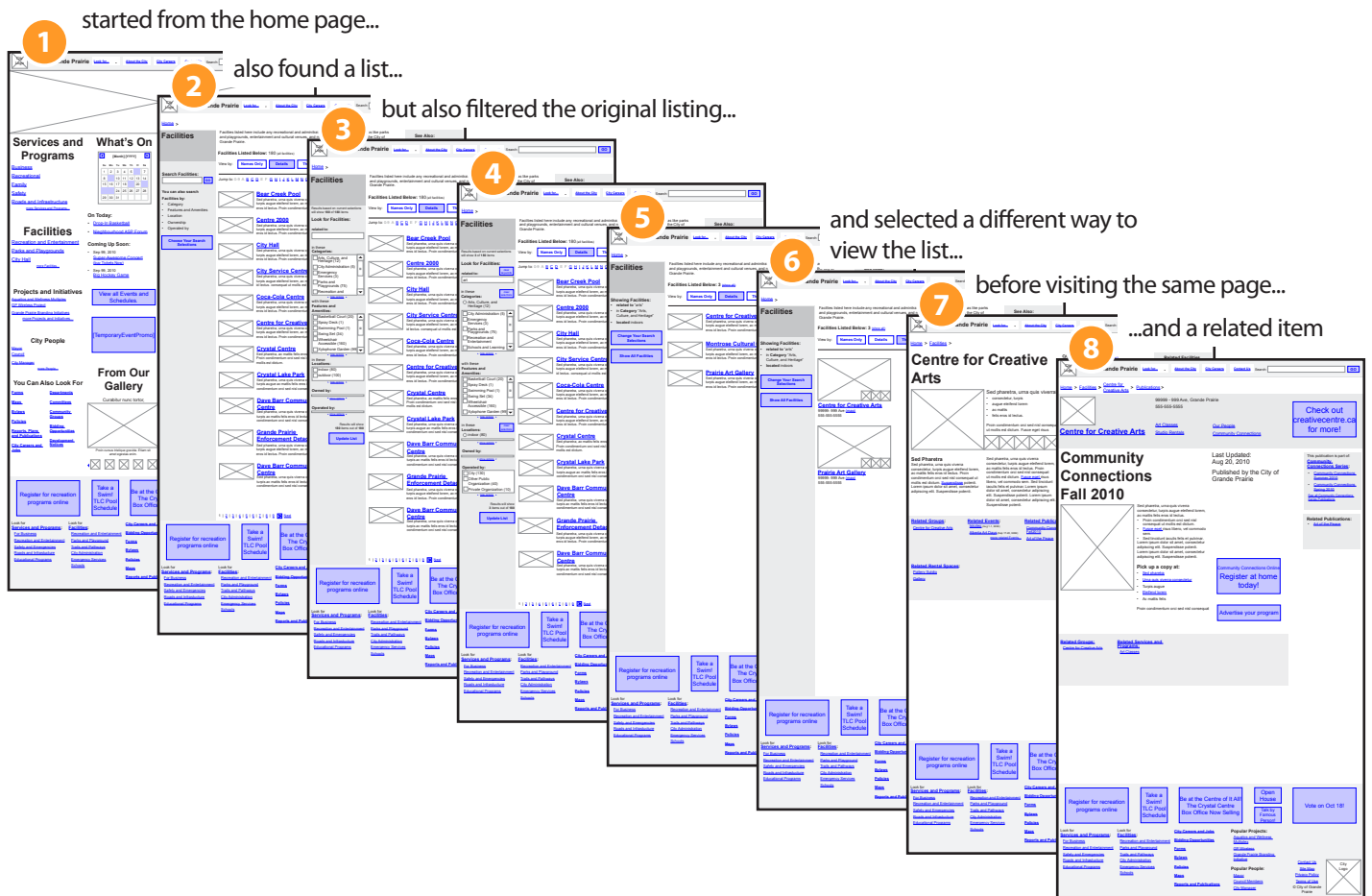
Page Flow Summary: A Simple Example

In this example of shorter visit to the website, a visitor:



Page Flow Summary: A Longer Example

In this example of a visit through the site, a visitor took a longer, though just as valid, path than the one on the previous page. First, he...



The wireframes in the remaining part of this document will outline this flow through the site.



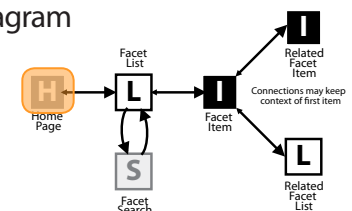
1.0 Home Page



Main point of entry to the website.

- 1 menu with a link to main static areas and a single, "mega drop-down" item that lists all facets and key elements of site. Set inside narrow header.
- 2 large header image, randomly displays items from seasonal and event-driven archives
- 3 column exposing site facets. primary facets are listed larger and first, and include a breakdown of pre-selected filters related to main audiences
- 4 column keying in on events, including regularly-scheduled items
- 5 column containing news highlights. a varied number of items may be anchored and featured near the top, with a varied number of less prominent items lower down
- 6 key spot for top 4-5 visited and searched items
- 7 varied amount of promotional content to initiatives and event (within set frame sizes)
- 8 image gallery rotation feature. reflects gallery shown in header
- 9 footer section, generally for longer-term or permanent promotions. (promotions all of set sizes, so are interchangeable for promotional sections across the website)
- 10 "fat" footer with links to all facets in different configurations, and specific pages
- 11 standard links and copyright

Page Flow Diagram





2.0 Facet List (Initial View)

City of Grande Prairie [Look for...](#) [About the City](#) [City Careers](#) [Contact Us](#) Search: [GO](#)

[Home](#) > **Facilities**

Facilities listed here include any recreational and administrative buildings, recreational areas like parks and playgrounds, entertainment and cultural venues, and more owned or maintained by the City of Grande Prairie.

Facilities Listed Below: 180 (all facilities)

View by: [Names Only](#) [Details](#) [Thumbnails](#) Order By: Name

Jump to: 0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Search Facilities: [GO](#)

You can also search

Facilities by:

- Category
- Features and Amenities
- Location
- Ownership
- Operated by

[Choose Your Search Selections](#)

	Bear Creek Pool Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Centre 2000 Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm www.somewebsite.com
	City Hall Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	City Service Centre Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Coca-Cola Centre Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Centre for Creative Arts Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm www.somewebsite.com
	Crystal Centre Sed pharetra, ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis est dictum.	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Crystal Lake Park Sed pharetra, urna quis viverra consectetur, turpis augue ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Dave Barr Community Centre Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Grande Prairie Enforcement Detachment Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Dave Barr Community Centre Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm

1 2 3 4 5 6 7 8 9 10 11 12 [Next](#)

[Register for recreation programs online](#)

[Take a Swim! TLC Pool Schedule](#)

[Be at the Centre of It All! The Crystal Centre Box Office Now Selling](#)

[Open House](#)

[Vote on Oct 18!](#)

[Look for Services and Programs:](#)
[For Business](#)
[Recreation and Entertainment](#)
[Safety and Emergencies](#)
[Roads and Infrastructure](#)
[Educational Programs](#)

[Look for Facilities:](#)
[Recreation and Entertainment](#)
[Parks and Playground](#)
[Trails and Pathways](#)
[City Administration](#)
[Emergency Services](#)
[Schools](#)

[City Careers and Jobs](#)
[Bidding Opportunities](#)
[Forms](#)
[Bylaws](#)
[Policies](#)
[Maps](#)
[Reports and Publications](#)

[Popular Projects:](#)
[Aquatics and Wellness Multiplex](#)
[GP Wireless](#)
[Grande Prairie Branding Initiative](#)

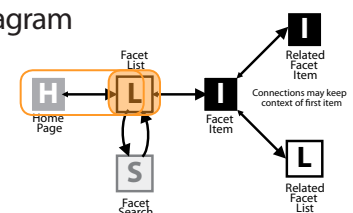
[Popular People:](#)
[Mayor](#)
[Council Members](#)
[City Manager](#)

[Contact Us](#)
[Site Map](#)
[Privacy Policy](#)
[Terms of Use](#)
© City of Grande Prairie

Visitor has approached facet list directly or with no pre-selected filters or in context of other items

- 1 large, visible breadcrumb trail
- 2 facet title header
- 3 basic search, in scope of facet only
- 4 exposure of facet attributes (none filtered to start)
- 5 facet description
- 6 list results indicator (all listed)
- 7 viewing options
- 8 sorting options (applies to any viewing mode)
- 9 jump menu: for lists with over one page of items, provides quick links to items (in context of order by field)
- 10 list results according to default viewing options (viewing and sorting, number of results per page)
- 11 pagination controls
- 12 links to related facets

Page Flow Diagram





3.0 Facet List (Search: Initial View)

City Logo

City of Grande Prairie

Look for...

About the City

City Careers

Contact Us

Search:

GO

Home >

Facilities

Results based on current selections will show 180 of 180 items

Look for Facilities:

related to:

1

in these Categories:

2

☐ Arts, Culture, and Heritage (12)

☐ City Administration (5)

☐ Emergency Services (3)

☐ Parks and Playgrounds (75)

☐ Recreation and

hide options

with these Features and Amenities:

☐ Basketball Court (20)

☐ Spray Deck (1)

☐ Swimming Pool (1)

☐ Swing Set (34)

☐ Wheelchair Accessible (160)

☐ Xylophone Garden (99)

hide options

in these Locations:

☐ indoor (80)

☐ outdoor (100)

hide options

Owned by:

4

show options

Operated by:

show options

5

Results will show 180 items out of 180

Update List

6

Facilities listed here include any recreational and administrative buildings, recreational areas like parks and playgrounds, entertainment and cultural venues, and more owned or maintained by the City of Grande Prairie.

Facilities Listed Below: 180 (all facilities)

View by: Names Only Details Thumbnails Order By: Name

Jump to: 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Bear Creek Pool

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm

Centre 2000

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm
www.somewebsite.com

City Hall

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm

City Service Centre

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm

Coca-Cola Centre

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm

Centre for Creative Arts

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm
www.somewebsite.com

Crystal Centre

Sed pharetra, ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis est dictum.

99999- 999 Ave (map)
555-555-5555
9am-5pm

Crystal Lake Park

Sed pharetra, urna quis viverra consectetur, turpis augue ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis

99999- 999 Ave (map)
555-555-5555
9am-5pm

Dave Barr Community Centre

Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis

99999- 999 Ave (map)
555-555-5555
9am-5pm

Grande Prairie Enforcement Detachment

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave (map)
555-555-5555
9am-5pm

Dave Barr Community Centre

Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis

99999- 999 Ave (map)
555-555-5555
9am-5pm

1 2 3 4 5 6 7 8 9 Next

Register for recreation programs online

Take a Swim! TLC Pool Schedule

Be at the Centre of It All! The Crystal Centre Box Office Now Selling

Open House

Vote on Oct 18!

Talk by Famous Person!

Look for Services and Programs:

For Business

Recreation and Entertainment

Safety and Emergencies

Roads and Infrastructure

Educational Programs

Look for Facilities:

Recreation and Entertainment

Parks and Playground

Trails and Pathways

City Administration

Emergency Services

Schools

City Careers and Jobs

Bidding Opportunities

Forms

Bylaws

Policies

Maps

Reports and Publications

Popular Projects:

Aquatics and Wellness Multiplex

GP Wireless

Grande Prairie Branding Initiative

Popular People:

Mayor

Council Members

City Manager

Contact Us

Site Map

Privacy Policy

Terms of Use

© City of Grande Prairie

City Logo

Visitor selected **Choose Your Search Selections** from the sidebar of the initial facet list.

- 1 reflects simple search: natural language query, not tied to any specific attribute
- 2 each searchable attribute reflected with an appropriate control (checkboxlist box, text box, calendar/date drop-down, radio buttons, sliders, etc)
- 3 4 controls for attributes with larger screen real estate can be collapsed. administrators select the order of attributes shown in the initial search, and if the items is expanded or collapsed, if applicable
- 5 as selections are being made, an AJAX-enabled count indicator lets the visitor know what the scope of his or her selections will be.
- 6 the *Update List* button is active even if nothing has been changed (acts like a cancel button)

Page Flow Diagram

made with eightshapes | unify



4.0 Facet List (Search: Selections Made)

City Logo

City of Grande Prairie

Look for...

About the City

City Careers

Contact Us

Search:

GO

[Home](#) >

Facilities

Results based on current selections will show 3 of 180 items

Look for Facilities:

related to:

in these Categories:

☒ Arts, Culture, and Heritage (12)

☐ City Administration (5)

☐ Emergency Services (3)

☐ Parks and Playgrounds (75)

☐ Recreation and Entertainment

☐ Schools and Learning

hide options

with these Features and Amenities:

☐ Basketball Court (20)

☐ Spray Deck (1)

☐ Swimming Pool (1)

☐ Swing Set (34)

☐ Wheelchair Accessible (160)

☐ Xylophone Garden (99)

hide options

in these Locations:

☒ Indoor (80)

show options

Owned by:

show options

Operated by:

☐ City (130)

☐ Other Public Organization (40)

☐ Private Organization (10)

hide options

Results will show 3 items out of 180

Update List

Facilities listed here include any recreational and administrative buildings, recreational areas like parks and playgrounds, entertainment and cultural venues, and more owned or maintained by the City of Grande Prairie.

Facilities Listed Below: 180 (all facilities)

View by: [Names Only](#) [Details](#) [Thumbnails](#) Order By:

Jump to: 0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Bear Creek Pool Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Centre 2000 Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm www.somewebsite.com
	City Hall Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	City Service Centre Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Coca-Cola Centre Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Centre for Creative Arts Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm www.somewebsite.com
	Crystal Centre Sed pharetra, ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis est dictum.	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Crystal Lake Park Sed pharetra, urna quis viverra consectetur, turpis augue ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Dave Barr Community Centre Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Grande Prairie Enforcement Detachment Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl	99999- 999 Ave (map) 555-555-5555 9am-5pm
	Dave Barr Community Centre Sed pharetra, urna quis viverra consectetur, turpis ac mattis felis eros id lectus. Proin condimentum orci sed nisl consequat ut mollis	99999- 999 Ave (map) 555-555-5555 9am-5pm

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Next

Register for recreation programs online

Take a Swim! TLC Pool Schedule

Be at the Centre of It All! The Crystal Centre Box Office Now Selling

Open House Talk by Famous Person!

Vote on Oct 18!

Look for **Services and Programs:**
[For Business](#)
[Recreation and Entertainment](#)
[Safety and Emergencies](#)
[Roads and Infrastructure](#)
[Educational Programs](#)

Look for **Facilities:**
[Recreation and Entertainment](#)
[Parks and Playgrounds](#)
[Trails and Pathways](#)
[City Administration](#)
[Emergency Services](#)
[Schools](#)

[City Careers and Jobs](#)
[Bidding Opportunities](#)
[Forms](#)
[Bylaws](#)
[Policies](#)
[Maps](#)
[Reports and Publications](#)

Popular Projects:
[Aquatics and Wellness Multiplex](#)
[GP Wireless](#)
[Grande Prairie Branding Initiative](#)

Popular People:
[Mayor](#)
[Council Members](#)
[City Manager](#)

[Contact Us](#)
[Site Map](#)
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After opening up the search options for the facet, the visitor has made some selections, changing the defaults when the search options were shown originally, but has not yet submitted the search.

- once a selection has been made for any attribute, a prominent clear value/indicator button is displayed for it
- for list-type selections, any selected items are displayed outside the list (and subsequently removed from choices in the list), to allow for review without scrolling.
- any selected values must remain displayed for any normally-collapsible control (i.e. it must be prevented from collapsing when it has a value, or show the value in a different way).
- after selections have been made, the number of items to expect in results is updated

Page Flow Diagram

made with eightshapes | unify



5.0 Facet List (Filtered)

City of Grande Prairie [Look for...](#) [About the City](#) [City Careers](#) [Contact Us](#) Search: [GO](#)

[Home](#) >

Facilities

Facilities listed here include any recreational and administrative buildings, recreational areas like parks and playgrounds, entertainment and cultural venues, and more owned or maintained by the City of Grande Prairie.

Facilities Listed Below: 3 [\(show all\)](#)

View by: [Names Only](#) [Details](#) [Thumbnails](#) Order By:

Showing Facilities:

- related to "arts" **1**
- in Category "Arts, Culture, and Heritage"
- located indoors

[Change Your Search Selections](#) **2**

[Show All Facilities](#)

See Also:

- [Rental Spaces](#)
- [Services and Programs](#)
- [Events](#)
- [Projects](#)
- [Departments](#)

Centre for Creative Arts **3**

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave [\(map\)](#)
555-555-5555
9am-5pm
[www.somewebsite.com](#)

Montrose Cultural Centre **4**

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave [\(map\)](#)
555-555-5555
9am-5pm
[www.somewebsite.com](#)

Prairie Art Gallery

Sed pharetra, urna quis viverra consectetur, turpis augue eleifend lorem, ac mattis felis eros id lectus. Proin condimentum orci sed nisl

99999- 999 Ave [\(map\)](#)
555-555-5555
9am-5pm
[www.somewebsite.com](#)

[Register for recreation programs online](#)

[Take a Swim! TLC Pool Schedule](#)

[Be at the Centre of It All! The Crystal Centre Box Office Now Selling](#)

[Open House](#)

[Vote on Oct 18!](#)

Look for Services and Programs:

- [For Business](#)
- [Recreation and Entertainment](#)
- [Safety and Emergencies](#)
- [Roads and Infrastructure](#)
- [Educational Programs](#)

Look for Facilities:

- [Recreation and Entertainment](#)
- [Parks and Playground](#)
- [Trails and Pathways](#)
- [City Administration](#)
- [Emergency Services](#)
- [Schools](#)

City Careers and Jobs

- [Bidding Opportunities](#)
- [Forms](#)
- [Bylaws](#)
- [Policies](#)
- [Maps](#)
- [Reports and Publications](#)

Popular Projects:

- [Aquatics and Wellness Multiplex](#)
- [GP Wireless](#)
- [Grande Prairie Branding Initiative](#)

Popular People:

- [Mayor](#)
- [Council Members](#)
- [City Manager](#)

[Contact Us](#)
[Site Map](#)
[Privacy Policy](#)
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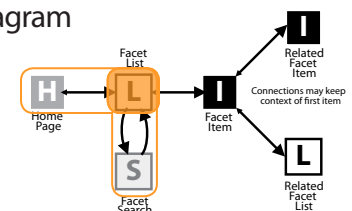
© City of Grande Prairie

[City Logo](#)

After making selections via the Choose Your Search Selections options, the visitor has submitted their search. The new results are now shown in the list.

- the search options selected have been summarized
- different buttons now appear. the visitor can go back to make new selections, or show everything as in 2.0 Facet List (Initial View)
- list results indicator number has changed
- all results are shown in one page, so no jump menu is displayed
- a new, filtered list of items is now displayed

Page Flow Diagram





6.0 Facet List (Alternative View)

City of Grande Prairie [Look for...](#) [About the City](#) [City Careers](#) [Contact Us](#) Search: [GO](#)

[Home](#) >

Facilities

Facilities listed here include any recreational and administrative buildings, recreational areas like parks and playgrounds, entertainment and cultural venues, and more owned or maintained by the City of Grande Prairie.

Facilities Listed Below: 3 ([show all](#))

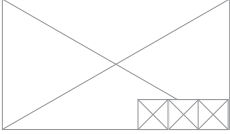
View by: [Names Only](#) [Details](#) [Thumbnails](#) ¹ Order By:

Showing Facilities:

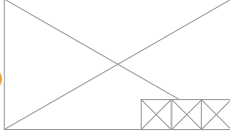
- related to "arts"
- in Category "Arts, Culture, and Heritage"
- located indoors

[Change Your Search Selections](#)

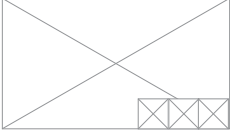
[Show All Facilities](#)



[Centre for Creative Arts](#)
99999- 999 Ave ([map](#))
555-555-5555



[Montrose Cultural Centre](#)
99999- 999 Ave ([map](#))
555-555-5555



[Prairie Art Gallery](#)
99999- 999 Ave ([map](#))
555-555-5555

[See Also:](#)

- [Rental Spaces](#)
- [Services and Programs](#)
- [Events](#)
- [Projects](#)
- [Departments](#)

Register for recreation programs online

Take a Swim!
TLC Pool Schedule

Be at the Centre of It All!
The Crystal Centre Box Office Now Selling

Open House
Talk by Famous Person!

Vote on Oct 18!

Look for **Services and Programs:**

- [For Business](#)
- [Recreation and Entertainment](#)
- [Safety and Emergencies](#)
- [Roads and Infrastructure](#)
- [Educational Programs](#)

Look for **Facilities:**

- [Recreation and Entertainment](#)
- [Parks and Playground](#)
- [Trails and Pathways](#)
- [City Administration](#)
- [Emergency Services](#)
- [Schools](#)

[City Careers and Jobs](#)

- [Bidding Opportunities](#)
- [Forms](#)
- [Bylaws](#)
- [Policies](#)
- [Maps](#)
- [Reports and Publications](#)

Popular Projects:

- [Aquatics and Wellness Multiplex](#)
- [GP Wireless](#)
- [Grande Prairie Branding Initiative](#)

Popular People:

- [Mayor](#)
- [Council Members](#)
- [City Manager](#)

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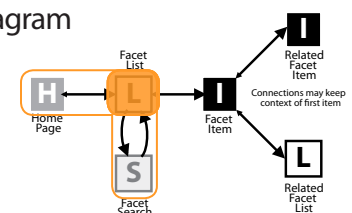
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While reviewing the updated facet list, the visitor wanted to explore the results in different ways. The Thumbnails view option was selected.

- 1 new view selection is identified
- 2 the items shown in list results are the same, but displayed differently (in this case, a set of selectable thumbnail previews)

Page Flow Diagram





7.0 Facet Item

City of Grande Prairie [Look for...](#) [About the City](#) [City Careers](#) [Contact Us](#) Search: [GO](#)

[Home](#) > [Facilities](#) > **1**

Centre for Creative Arts

2

99999- 999 Ave [\(map\)](#)
555-555-5555 **5**
[www.somewebsite.com](#)

Regular hours:
8:30am-9:00pm Mon-Thu
8:30am-9:00pm Fri
10:00am-9:00pm Sat

Operated by: [Centre for Creative Arts](#)
Owned by: City of Grande Prairie

Related Facilities
• [Prairie Art Gallery](#)
• [Grande Prairie Museum](#)
• [GPRC](#)

See Also:
• [Community Connections](#)
• [Alberta Art Days](#)

Sed Pharetra
Sed pharetra, urna quis viverra
consectetur, turpis augue eleifend lorem,
ac mattis felis eros id lectus. Proin
condimentum orci sed nisl consequat ut
mollis est dictum. [Suspendisse](#) potenti.
Lorem ipsum dolor sit amet, consectetur
adipiscing elit. Suspendisse potenti.

Sed pharetra, urna quis viverra
consectetur, turpis augue eleifend lorem,
ac mattis felis eros id lectus. Proin
condimentum orci sed nisl consequat
ut mollis est dictum. [Fusce eget](#) risus
libero, vel commodo sem. Sed tincidunt
iaculis felis et pulvinar. Lorem ipsum
dolor sit amet, consectetur adipiscing
elit. Suspendisse potenti. Lorem ipsum
dolor sit amet, consectetur adipiscing elit.
Suspendisse potenti.

Check out
[creativecentre.ca](#)
for more!

Related Groups:
[Centre for Creative Arts](#)

Related Events:
[Iskotel](#) (Aug 1-1, 9999)
[Alberta Art Days](#) (Sep 17-20, 9999)
[more related Events...](#)

Related Publications:
[Community Connections](#)
[Fall 2010](#)
[Art of the Peace](#) **9**

Related Services and Programs:
[Art Classes](#)
[Summer Camp at Centre for Creative Arts](#)
[Healing Arts Program Initiative](#)
[more related Services and Programs...](#)

Related Rental Spaces:
[Pottery Studio](#)
[Gallery](#)

Register for recreation programs online

Take a Swim!
TLC Pool Schedule

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The Crystal Centre Box Office Now Selling

Open House
Talk by Famous Person!

Vote on Oct 18!

Look for Services and Programs:
[For Business](#)
[Recreation and Entertainment](#)
[Safety and Emergencies](#)
[Roads and Infrastructure](#)
[Educational Programs](#)

Look for Facilities:
[Recreation and Entertainment](#)
[Parks and Playground](#)
[Trails and Pathways](#)
[City Administration](#)
[Emergency Services](#)
[Schools](#)

City Careers and Jobs
[Bidding Opportunities](#)
[Forms](#)
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Popular Projects:
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[Grande Prairie Branding Initiative](#)

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[Council Members](#)
[City Manager](#)

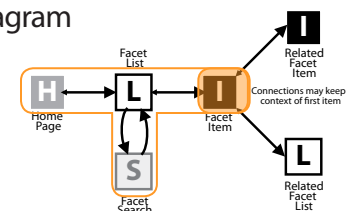
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The visitor chose an item from the facet list, bringing up the main page related to the item.

- 1 location within facet
- 2 large, prominent title
- 3 item feature (may be different for many facets, with more than one feature per each)
- 4 free-form content. open to any content, only that it fits into the other elements
- 5 display of main text-based facet attributes
- 6 call to action for applicable items
- 7 links to other items of the same type
- 8 manually-created links to other content within or outside of the website
- 9 display of all related items across different facets. any entry in this page is also visible—and editable—from the other side of link. Independent of the shared relationship, each facet item can allow for a certain limit or order of items of each type to be displayed.

Page Flow Diagram







9.0 Related Item (Out-of-Context)

City of Grande Prairie [Look for...](#) [About the City](#) [City Careers](#) [Contact Us](#) Search: [GO](#)

[Home](#) > [Publications](#) > **1**

Community Connections Fall 2010

2 3

Last Updated: Aug 20, 2010
Published by the City of Grande Prairie

This publication is part of:
Community Connections Series:

- Community Connections, Summer 2010
- Community Connections, Spring 2010

[See all Community Connections Publications](#)

Related Publications:

- [Art of the Peace](#)
- [The Leisure Centre Pocket Schedule](#)
- [KidzZone Brochure](#)
- [Skate Camp Information](#)

See Also:

- [The Leisure Centre Pool Schedule](#)
- [Community Connections Online](#)

5

4

6

Advertise your program

Register at home today!

Community Connections Online

Pick up a copy at:

- [Sed pharetra](#)
- [Urna quis viverra consectetur](#)
- [Turpis augue](#)
- [Eleifend lorem](#)
- [Ac mattis felis](#)

Related Groups:
[Centre for Creative Arts](#)
[South Peace Ball Association](#)
[GP Minor Soccer](#)

Related Services and Programs:
[Art Classes](#)
[Drop-In Recreation](#)
[Swimming Lessons](#)

Related Departments:
[The Leisure Centre](#)
[Coca-Cola Centre](#)
[Dave Barr Community Centre](#)
[Community Recreation](#)
[Muskoseepi Park](#)
[more related Departments...](#)

Related Facilities:
[The Leisure Centre](#)
[Centre for Creative Arts](#)
[Coca-Cola Centre](#)
[more related Facilities...](#)

5

Register for recreation programs online

Take a Swim! TLC Pool Schedule

Be at the Centre of It All! The Crystal Centre Box Office Now Selling

Open House

Talk by Famous Person!

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The same facet item as in 8.0, but outside of the context of the item in 7.0.

Instead of coming to it via another item, it may have been found directly in a search or via its own facet list (in this case, Publications)

- compare location to 8.0 Related Item (In-Context)
- no banner from parent context
- extra items filtered out of related links in 8.0 Related Item (In-Context) are now shown. (This also includes links to parent that were hidden as well in 8.0 Related Item (In-Context))
- the See Also area, leading people to manually-made links, were hidden when in context of a parent item

Page Flow Diagram

