

REQUEST FOR PROPOSALS

Grenville Community Futures Development Corporation (GCFDC)
is seeking the services of a website design firm to redesign elements of GCFDC's
Corporate Website.

Terms of Reference

1. GCFDC BACKGROUND

The **Grenville Community Futures Development Corporation (GCFDC)** is a community-based nonprofit organization funded by the Government of Canada through FedDev Ontario to promote job creation by investing in sustainable economic development in Grenville County. GCFDC provides specialized financing for commercially viable business projects; a wide range of business counseling, entrepreneurial training, mentoring, information library services and economic development services; and funding support for community development, business development, skills development and retention/attraction of youth projects.

The Community Futures Program has been active in Grenville County since 1988. GCFDC serves the Municipality of North Grenville, the Town of Prescott and the Townships of Augusta and Edwardsburgh/Cardinal. The corporate offices are located at 197 Water Street, Suite 405, Prescott, Ontario, K0E 1T0, 613-925-4275, toll free 877-925-4275, fax 613-925-3758, info@grenvillecfdc.com, www.grenvillecfdc.com.

GCFDC has maintained a corporate presence online through the use of both a static main website (www.grenvillecfdc.com) and a dynamic, interactive application website. The latter system does not allow for changes to the application or documentation process without specific technical knowledge re: programming and database management. Furthermore, due to the nature of the interactive website any changes altered the output of the system adversely. This is no longer sufficient to meet the corporation's needs, and should be addressed in any submitted proposals.

2. PROJECT DESCRIPTION

This project will entail the creation of a user-friendly, dynamic system for the distributing and acceptance of application data, the means to collect client emails via the website for a newsletter list, a revitalized secure staff and board section, and the interfacing of these systems to the existing GCFDC online framework. This should be achieved while keeping in mind that the goal is to create a system wherein future changes to the application can be handled in-house, with little specific technical knowledge or overly specialized software. The developer is free to utilize any technology to achieve these goals so long as the end result is a system that can be amended in the future by non-specialized staff. The response to this document should

include a list of the software that GCFDC will require for the ongoing maintenance of the project.

3. DETAILED DESCRIPTION OF PROJECT

The website changes must:

- Maintain the integrity of GCFDC's corporate presence, culture, and values
- Provide for the secure transfer of data between clients and GCFDC
- Provide for ongoing amendments to documents and updates by staff.

The designer will be required to:

- Design a means to distribute and receive set, dynamic documents in such a way that future changes in the content of the documents will not adversely affect the operations of the website
- Create up to 25 dynamic, end-user templates based on existing documents that clients will be able to download from the corporate website (examples available on request)
- Create an interface by which such documentation or data, through the corporate website, can be returned to GCFDC
- Create a secure staff and board section which can be used to distribute documents to the same
- Provide for user-friendly in-house updating, including to dynamic content
- Provide a list of software GCFDC will require for the ongoing maintenance of the new elements of the website
- Create a function to be placed on the website that will enable clients to register for an email list, and enable the ability of staff to access and amend this list.
- Provide for, during a reasonable interval following the completion of the project, minor adjustments to the website to ensure that the original criteria are being met.

The following elements will be required in the final product:

- Dynamic, remittable forms and documents
- Means of submission for forms on the website
- A secure system to distribute documents to staff and directors
- Creation of contact list function on the website, and a provision for the collation and easy retrieval of such information.

4. INTERNAL MANAGEMENT OF THE PROJECT

GCFDC will provide direction, clarification and review of matters pertaining to the project. Communications are to be directed to:

Mr. Justin St. Pierre
Data Records and Website Coordinator
Grenville Community Futures Development Corporation
197 Water Street, Suite 408, P.O. Box 309
Prescott, Ontario K0E 1T0
Email: jstpierre@grenvillecfdc.com

Ms. Heather Lawless,
Executive Director
Grenville Community Futures Development Corporation
197 Water Street, Suite 405, P. O. Box 309
Prescott, Ontario K0E 1T0
Email: hlawless@grenvillecfdc.com.

5. TIMING OF DELIVERABLES

To be considered, all proposals must be received by GCFDC by 4 pm on January 6th, 2010. It is expected that the selection process will be completed on or about January 25th, 2010. Based on an agreed upon timeline, a draft of the project would be required on February 18th, 2010, and all deliverables would be required by GCFDC by March 11th, 2010, including the integration of the new features with the existing corporate website.

6. MANDATORY REQUIREMENTS OF PROPOSAL

In order to receive consideration by GCFDC, proposals must respond to the following mandatory requirements and must include the referenced Section/Page in the Bidder's proposal.

RFP Ref.	Requirement (Bidder's proposal must contain the following information)	Referenced Section/Page in Bidder's Proposal
6.1	Company history/accomplishments. Detailed profile, professional affiliations, special distinctions/awards, etc.	
6.2	Knowledge of current practice in the field/discipline. Relevant experience. Curricula vitae of all personnel who it is proposed will participate in the project and an outline of their responsibilities related to this project.	
6.3	Previous experience in the field/discipline. Quality of work. Samples of recent and relevant designed materials. Three references.	
6.4	Approach and methodology for the completion of Section 3	

	above.	
6.5	Full cost breakdown as per Section 7 below.	
6.6	Acceptance of specific contract terms as outlined in Section 3 to 5 above, including: • delivery of materials as per timelines; • quantities and media formats; • provision of regular reports at specified times.	

7. BUDGET AND COST BREAKDOWN

Proposals are to include the total cost of completing the project and a detailed breakdown of all costs associated with the completion of project, all related work and all deliverables. The cost breakdown must specifically include:

- Design costs, including hours committed to the project
- Additional costs related to the completion of the project deliverables
- Must be itemized
- Shipping/delivery charges
- Applicable taxes.

8. SELECTION PROCESS AND TIMING

An evaluation team at GCFDC will review all proposals and evaluate them in relation to the mandatory requirements outlined in Section 6. Details of proposals will be disclosed to GCFDC staff members and members of the Marketing Committee and the Board of Directors during the selection process and therefore shall not be treated as confidential.

Bidders may be contacted and/or invited for interview with the evaluation team to provide clarification on their proposal. It is anticipated that the selection process will be completed on or about January 25th, 2010. Evaluation and selection shall be solely at the discretion of GCFDC.

GCFDC reserves the right to:

- Decline any or all proposals
- Enter into negotiations with Bidders on any or all aspects of their proposal
- Cancel and/or reissue this request for proposals at any time *and*
- Retain all proposals submitted in response to this request for proposals.

The lowest or any proposal shall not necessarily be accepted.

9. PROPOSAL SUBMISSION REQUIREMENTS AND DEADLINE

Two copies of the proposal are to be submitted, signed, enclosed in a sealed envelope clearly identifying the contents, and addressed and delivered to:

**Ms. Heather Lawless, Executive Director
Grenville Community Futures Development Corporation
197 Water Street, Suite 405, Box 309, Prescott, ON, K0E 1T0
Email: hlawless@grenvillecfdc.com
Fax: 613.925.3758**

Proposals must be received by GCFDC by **4:00 p.m. on January 6th, 2010.**

All proposals submitted become the property of GCFDC.