

Portage la Prairie School Division

Request for Proposal for Web Redesign

RFP ID: 002

Date of Issue: April 3, 2012

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1. DESCRIPTION, PURPOSE, AND OBJECTIVES OF WEB SITE

Portage la Prairie School Division is searching for a new graphic design for our website which should streamline and increase the functionality of the website while presenting it in an attractive and easily accessed format. We would like all parts of our website included in the new graphic design.

We would like staff, parents, students, and community members to be able to quickly locate the information they are looking for, and we would like the website to be attractive and engaging to our users. We would like an interface design template that will make it easy to locate similar types of information as users move from one school or department to another.

We currently give the website users access to the appropriate hosted applications via hyperlinks and forms which can be downloaded. We would consider online forms which would simplify the process for them to complete their business via our website.

The information in our website is not fed through a database, but the website is updated frequently by a variety of users since we have several sub-websites for our schools and departments. We wish to maintain control of updating our website.

The website must be accessible through a variety of devices and operating systems since staff and students use various operating systems, computers, and mobile devices.

2. BUDGET

We have assigned a budget to this project and would like it completed by June 30, 2012.

3. TERMS AND CONDITIONS

a. Organization must own, have full access to, and have the right to customize site code.

b. Terms for proposal:

- i. Relevant dates (see item #11 below).
- ii. Proposals should be delivered to Cheryl Robinson, Technology Coordinator. Copies should be received by Friday, April 13, 2012.
- iii. Please provide three copies of any proposals submitted.
- iv. All proposals must include a statement of authorization to bid signed by a principal of the responding company.
- v. All proposals must use the proposal format outlined in this RFP.
- vi. Parties submitting separate proposals may not discuss pricing information or they will be ineligible to bid on the project.

- vii. Bidder status: bidder must disclose any relevant conflicts of interest and/or pending lawsuits.

4. BACKGROUND OF ORGANIZATION

Portage la Prairie School Division is a rural school division with one Division Office, Operations, Student Services, eight regular schools, ten Hutterian Schools, and a Hutterian High School program which includes students from other school divisions. We are in the process of implementing a WAN and the Hutterian School Colonies are members of HBNI (*Hutterian Broadband Network Inc*). Our website is www.plpsd.mb.ca .

5. AUDIENCE

Staff, parents, students, the school board, the community, and the general public all use our website. Staff use it to access URLS for hosted applications such as webmail, online applications, payroll and personnel information, union contracts, Division forms and information, etc. Parents access it for information regarding school calendars, events, school closures, bus cancellations, school newsletters, Division policies, etc. The dates and minutes of school board meetings are posted on the Division website as well as the contact information for Division schools, departments, and staff. Students can access information regarding timetables, school events, exam schedules, etc., depending on the school that they attend.

There are some secure sections to the site, which include: counsellor and resource departments, student resources, and shared documents within the Division.

6. TOOLS AND FUNCTIONALITIES

It is essential that the platform that is proposed will allow the Division to assign security to sub-sites where we have staff that manage those areas, but do not have the rights to edit other areas of our website.

7. SITE SPECIFICATIONS

Our website is www.plpsd.mb.ca and it is currently hosted off-site by MEGA Computers in Portage la Prairie. We have been using Front Page extensions and editing the website with Front Page and Microsoft Expression Web. We want our staff to be able to edit and maintain the website once it has been redesigned.

8. AVAILABLE TECHNOLOGY RESOURCES/INTEGRATION ISSUES

Most of the existing pages of Web content will be added to the new site. Teachers' websites will be moved and maintained by the teacher. We do not have any databases connected to our website.

9. STAFF RESOURCES

Cheryl Robinson, Technology Coordinator is the contact for this project.

Portage la Prairie School Division
Attention: Cheryl Robinson, Technology Coordinator
535 Third Street N.W.
Portage la Prairie, MB R1N 2C4

Telephone: 204-857-8756
FAX: 204-239-5998
Email: chrobins@plpsd.mb.ca

We have technical and non-technical staff members that will be reviewing proposals.

10. PROPOSED TIMELINE

(Please indicate the timeline you expect vendor to adhere to)

- i. Email Cheryl Robinson, chrobins@plpsd.mb.ca for questions on RFP.
- ii. RFP release date Tuesday April 3, 2012.
- iii. Submission of questions on RFP up to Wednesday, April 18, 2012.
- iv. Answers to questions will be emailed to all bidders.
- v. Proposals due by 4:00 p.m., Friday April 13, 2012.
- vi. We will review the proposals the week of April 16, 2012.
- vii. Proposal award date April 27, 2012.
- viii. Substantial completion of work by June 29, 2012.
- ix. Proposed site launch September 4, 2012.

11. FORMAT FOR PROPOSALS

1. Executive Summary

2. Technical Volume

- a. Web development process: explain the process you will follow to build the Web site, including major milestones and evaluation.
- b. Address usability standards and testing.
- c. Address any important technology information and specifications used in your solution (languages, platform, etc.).

3. Management Volume

- a. Organizational structure: communication process; including lines of reporting and any special tools used.
- b. Schedule of deliverables; include major milestones and testing proposal.

4. Budget Volume

- a. Break down cost by production hours, tools and functionalities (See section #6)
- b. Maintenance and support: ID any costs that should be assumed as part of the site and ongoing costs for maintenance and support we need in the future.
- c. License fees: ID the costs we will need to pay to develop or host the site.
- d. Hosting: ID whether we must or are highly encouraged to host with your company. If hosting is provided as an option or requirement, provide pricing options.
- e. Training and Style Guide: ID costs to train our staff to use site tools and provide a style guide.
- f. Other charge areas: Please ID whether there will be other expenses, consulting fees, future work, etc. to complete this project.

5. Attachments

- a. Qualifications and Experience: relevant case histories with information on accessing online demos or examples
- b. Biographies of all who will work on account.
- c. Professional references.