



University of Toronto

Request for Quotation (RFQ)

December 2, 2008

The University of Toronto is accepting quotations:

For WEB Design And Content Management

*Submissions must be in duplicate and submitted to:
the **Governing Council of the University of Toronto**, by 4:00:00 PM, Toronto Time,
December 18, 2008, using an envelope clearly marked*

WEB Design And Content Management - RFQ FCPBWEB261108,

**University of Toronto
Procurement Services
Attention: S. Campisi
215 Huron Street, Room 322
Toronto, Ontario, M5S 1A2**

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PURPOSE

1. The Department of French of the University of Toronto invites formal quotations for the development of a new website with a content management system.

INSTRUCTIONS TO RESPONDENT

1. Quotations will be accepted up to 4:00:00 PM on December 18, 2008 at 215 Huron Street Room 322, Toronto, Ontario, M5S 1A2 only. Quotations received after the above closing time and date will not be considered and will be returned.
2. Quotations **must be** submitted in triplicate (3 Copies) and in a sealed envelope bearing the name and address of the respondent and clearly marked on the exterior:

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3. Quotation documents must be completed in accordance with the requirements of the Request for Quotation documents and no amendment or change to quotations will be accepted after the closing date and time.
4. Quotations shall be irrevocable for (90) ninety days following close of bidding and shall be retained by the University.
5. Quotations shall be originally and irrevocably signed by an authorized representative of your organization. Upon award (if any), the successful respondent will be required to supply proof satisfactory to the University of appropriate authorization to bind the represented supplier.

6. In the event the respondent cannot comply with any term, condition, or requirement of this Request For Quotation, such non-compliance must be clearly noted on the respondent's letterhead and submitted with the quote. Respondents are cautioned that such non-compliance may result in disqualification of the respondent's quotation, in the sole discretion of the University.
7. All questions and communications regarding this RFQ shall be directed (only) to:

Sam Campisi
Procurement Services
Email: scampisi@utoronto.ca
Phone: (416) 946-5621
Fax: (416) 978-5483

8. No other representative of the University is to be contacted regarding this RFQ. The University accepts no responsibility for, and the respondent agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the University.
9. The laws of the Province of Ontario shall apply to this RFQ or any contract formed as a result of this RFQ and the Courts of Ontario shall have exclusive jurisdiction over any contract formed as a result of this RFQ.
10. The University name, logo, crest, etc, shall not be used without prior written consent of the University.
11. The respondent shall provide pricing for each of the services listed under the section Services List section.
12. Quoted prices for this RFQ shall be in Canadian dollars, where all taxes, discounts, shipping and handling and other applicable costs shall be excluded and listed separately by line item. The final price is also to be shown in separate line item.
13. Schedule of Events:

Event	Date
Release of RFQ	December 3, 2008
Last Day to Submit Response	December 18, 2008 @04:00:00PM

1. EVALUATION AND AWARD

14. The University intends to award a contract to the respondent whose quotation offers the best value but not necessary the lowest price to the University. However, the University is under no obligation to award any contract in whole or in part and the University reserves the right in its sole discretion to cancel this RFQ process at any time before or after closing without providing reasons for such cancellation.

15. All quotations will be evaluated upon the following criteria:

Price of Services	80%
Past Experience – Similar Projects	15%
Quality of Quotation Submission	5%

16. Any award made by the University shall be made in writing and shall be subject to availability of funding at the time of award, should an award be identified.

17. Respondents are advised, however, to submit a complete offer as their bid. Any waiver, clarification or negotiation will not be considered as an opportunity for respondents to correct errors in their bids. In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total bid prices and words shall govern over numbers.

18. In order to obtain the most advantageous offer for the University, the University reserves the right in its sole discretion:

- i. To waive irregularities and/or minor non-compliance by any respondent with the requirements of the RFQ;
- ii. To request clarification and/or further information from one or more respondents after closing without becoming obligated to offer the same opportunity to all respondents;
- iii. To enter into negotiations with one or more respondents without being obligated to negotiate with, or offer the same opportunity to all respondents.

19. The University shall not be responsible for any expenses or charges incurred by a respondent in preparing or submitting a quotation nor in providing any additional information considered necessary by the University for the evaluation of quotations.

20. The University reserves the right in its sole discretion to amend this RFQ at any time prior to close of bidding and respondents are cautioned to ensure they have received all addenda (if any) prior to submitting a bid. Should the University issue any changes to the RFQ, the University will notify all those that have downloaded this RFQ from MERX.

2. AWARD CONTRACT

21. The award contract to the successful respondent (if any) shall include the terms of this Request For Quotation and the terms of the University's Purchase Order together with those terms of the respondent's quotation which are not inconsistent with the University's documents and which have been specifically accepted by the University.
22. Please refer to the university's general terms and conditions, which can be found at the following site:

<http://www.procurement.utoronto.ca/policy/index.cfm>
23. The successful respondent may not assign or subcontract any of the award contract without the prior written consent of the University.
24. The University and the successful respondent (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer-employee, partnership nor agency relationship is intended or created by their agreement.
25. The successful respondent (if any) shall be solely responsible for all matters relating to statutory deduction of all taxes, employment insurance, Canada Pension, carry Workplace Safety and Insurance Board of Ontario insurance premiums, leave, remuneration, discipline and all licenses and permits which may be or may become required to perform the Work.
26. In addition to any rights of termination at law or in equity, the University shall have the right to terminate any contract formed with the successful respondent (if any) upon written notice to the successful respondent.
27. Throughout the term of any agreement formed, each of the parties to this agreement will protect the confidentiality of all proprietary and confidential information of the other party that is disclosed it and will protect such information with the same standard of care as such party would use to protect the confidentiality of its own proprietary and confidential information which shall be, at a minimum, a reasonable standard, and, in any event, each party shall protect the confidentiality of all such proprietary and confidential information as may be required by law, including, without limitation, as may be required under the *Freedom of Information and Protection of Privacy Act*

Technical Requirements

The Department of French of the University of Toronto invites bids for the development of a new website with a content management system.

The project will involve:

- a) Meetings with departmental officers and administrative staff to update the content of the current website;
- b) The development of a design brief following meetings with the relevant members of the Department of French, University of Toronto (administrators, support staff and students). This will include identifying project goals, user needs and proposing appropriate web design;
- c) The development of the architecture of the website in terms of both structure and content;
- d) The development of the website itself with appropriate visual design as well as technical design and specifications;
- e) The development of a content management system as part of the website design using PHP programming (allowing the users to update the contents of the website);
- f) The development of the programming and the administration of the public website;
- g) Launch of the website and training of the members of the Department of French, University of Toronto who will be responsible for updating the information on the website.

The new website will be in both English and French. For this reason, those submitting a proposal to develop the new website must be able to work fluently in both languages. Those submitting bids must have strong knowledge of the needs and expectations of the various Francophone communities in Toronto and experience in the development of websites for university and college departments. In particular, the bidders must have an excellent grasp of the issues involved in attracting potential students to do their undergraduate and graduate degrees in French at the University of Toronto.

The new website must be fully operational by April 15th 2009 at the very latest.

The total budget allocated for this proposal is \$25,000 Canadian (Twenty-five thousand Canadian dollars).

28. The respondents are requested to provide their pricing response in the table format listed below.

Item No.	Description	Unit Price	Extended Total
	- Hourly Rate: - Project lead		
	- Associate		
	Expected Project Time		

29. The successful respondent shall assign a designated sales/service representative to manage this award and identified at the start of the award of this quotation.