

REQUEST FOR PROPOSAL

Re-Creation of the Manitoba Association for Career Development Website

October 25, 2023

TABLE OF CONTENTS

- 1. Summary ..... 3
- 2. PROPOSAL GUIDELINES AND REQUIREMENTS..... 3
- 3. CONTRACT TERMS ..... 3
- 4. PURPOSE, DESCRIPTION AND OBJECTIVES..... 3
  - Purpose ..... 3
  - Description ..... 4
  - Objective: ..... 4
- 5. TIMELINE ..... 4
- 6. BUDGET..... 4
- 7. STAFF RESOURCES ..... 4
- 8. QUALIFICATIONS..... 4
- 9. EVALUATION CRITERIA..... 4
- 10. FORMAT FOR PROPOSAL..... 5
  - Length and Font Size:..... 5
  - Title Page..... 5
  - Cover Letter..... 5
  - Proposal ..... 6
  - Qualifications ..... 6
  - Budget..... 6

## 1. Summary

The Manitoba Association for Career Development (MACD) is accepting proposals for the redevelopment of the organization's website ([www.macd-mb.org](http://www.macd-mb.org)). Thanks to funding from the Government of Manitoba, MACD is able to proceed with the creation of a fully functional website to meet the growing needs of the organization and its members.

### PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process.

Proposals received after 12:00 p.m./noon Central Standard Time, Thursday, November 30, 2023 will not be considered and will be returned unopened.

The proposals must contain the signature(s) of a duly authorized vendor or agent submitting the proposal. The credentials of all individuals working on the proposal must be included.

The price quote should be inclusive and not exceed \$30,000 Canadian currency. If the price excludes certain fees or charges, the company must provide a detailed list of exclusions with a complete explanation of the nature of the fees. The quote must include resource identification for determining an appropriate platform for the future website. The project will also include creation of the necessary webpages on the MACD website.

If in the execution of work to be performed by the individual/company requires hiring of sub-contractors this must clearly be stated in the proposal. The name, address and credentials of subcontractors must be identified as well as the work they will be expected to perform. MACD will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractor(s) selected.

The provisions of the RFP and the contents of the successful responses are considered available for inclusion in the final contractual obligations.

## 2. CONTRACT TERMS

All work associated in this proposal must be completed by March 31, 2024.

MACD will negotiate contract terms upon selection of the successful service provider. The project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

## 3. PURPOSE, DESCRIPTION AND OBJECTIVES

### Purpose

MACD has outgrown the current website platform. There is a need for greater functionality including a members' only portable requiring a login. Additionally, this new website must meet the accessibility requirements for 2025. The platform must be user-friendly as updates will need to be done by members within the organization routinely, include a search function, calendar of events, and have the capacity to house all existing resources on the current site.

## Description

The service provider will research and identify possible platforms that are affordable and user-friendly to allow for updates to be done by members of the board or the organization.

The current website is the starting point for information. However, through consultation with key stakeholders (including but not limited to: the Board of Directors, the Let's Get to Work conference committee, the Resource Committee, the Professional Development committee) a vision for the new website will be developed.

## Objective:

The primary objective is to create a sustainable, accessible user-friendly website on a platform that is affordable and easy to update by non-web developers.

## 4. TIMELINE

- The RFP is dated October 25, 2023. Proposers may request a copy be sent via email by contacting MACD at [admin@macd-mb.org](mailto:admin@macd-mb.org).
- Proposals are due no later than 12:00 p.m./noon CST, November 30, 2023
- Proposals will be evaluated immediately thereafter. During this time an interview may be required with the evaluation team on or about December 15, 2023. Applicants will be notified if an interview is required.
- The name of the successful service provider will be decided on or about December 21, 2023.
- Negotiations will begin immediately with the successful candidate and should conclude not later than January 5, 2024.
- Other candidates will be notified on or about January 8, 2024.
- Final website will be completed no later than March 31, 2024. This is contingent on MACD choosing the platform of choice in a timely fashion.

## 5. BUDGET

The budget must include all research, service and resource consultation efforts and creation of the new MACD website.

MACD has allocated \$30,000 Canadian currency for this project and is unable to entertain responses for greater than \$30,000 Canadian currency. This includes all provincial taxes requirements.

## 6. STAFF RESOURCES

MACD is unable to provide any staff resource however will support efforts through a point person during the project.

## 7. QUALIFICATIONS

- a. Training or education in Computer Science, Web Development, or a related field; extensive work experience may be considered in lieu of training/education.
- b. Proven experience as a Website Developer or similar role.
- c. Proficiency in HTML, CSS, JavaScript, and other relevant programming languages.
- d. Experience with content management systems (e.g., WordPress, Joomla).

- e. Strong knowledge of web development frameworks (e.g., React, Angular, Vue.js).
- f. Familiarity with graphic design software and tools.
- g. Excellent problem-solving skills and attention to detail.
- h. Ability to work independently and in a collaborative team environment.
- i. Priority will be given to Canadian residents.

## 2. EVALUATION CRITERIA

The following criteria will form the basis which MACD will evaluate proposals. The mandatory criteria must be met and include:

One copy of the vendor's proposal must be received no later than 12:00 p.m./noon CST, November 30, 2023. The proposal must meet all requirements as noted above and emailed to the attention of: Kate Swallow Yee, MACD Proposal Evaluation Committee at [admin@macd-mb.org](mailto:admin@macd-mb.org).

Proposals that meet the noted requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the proposal – the proposal outlines how the deliverables within the RFP will be met.
- The vendor demonstrates expertise in meeting deliverables as evidenced by the proposal and references.
- Candidate is experienced in successfully completing similar projects and demonstrated the necessary qualifications to undertake the project.
- Can meet deliverables within the allocated budget.
- Proposal presentation – The information is presented in a clear, logical manner and is well organized.
- Demonstrate commitment to meet timelines outlined and enter into a service agreement.

## 3. FORMAT FOR PROPOSAL

Please use the following as a guideline to format the proposal:

### Length and Font Size:

Please use fonts no smaller than 11 point. Maximum proposal length including title page, cover letter, qualifications and budget should not exceed 15 pages.

### Title Page

Manitoba Association for Career Development (MACD), Re-Creation of the Manitoba Association for Career Development Website, organization name, address, telephone number, email address and primary contact.

### Cover Letter

Signed by the person or persons authorized to sign on behalf of the organization.

## Proposal

Discuss your proposal to carry out the deliverable as outlined in this RFP. Including basic website design and plan to research and create the new website. Discuss the vendor's ability to deliver the project within the timeline outlined.

## Qualifications

Provide information on qualifications as noted.

## Budget

List budget requirements to carry out the scope of work. Identify individuals working on the project and rate.