



RFP 2013 - 10 – City of Dawson Creek Website and Video Services

The City of Dawson Creek is requesting proposals for the ongoing maintenance of the City of Dawson Creek website including web hosting and video services. The initial contract will be for a three year term with an option to renew a total of two times.

All documents are available through the City of Dawson Creek website at www.dawsoncreek.ca. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid.

Inquiries regarding this Request for Proposals may be directed to Cindy Fisher, Executive Assistant, at 250.784.3636 or cfisher@dawsoncreek.ca

Bids will be evaluated on the basis of price and other factors, as determined by the City of Dawson Creek purchasing policy. Bidders must refer to the RFP Documents for the terms governing the bidding process. The City reserves the right to accept or reject all or any bids and to waive any informality, incompleteness or error in any bid.

Bids shall be submitted on the approved form, sealed in an opaque envelope, clearly marked with the supplier's name and '**RFP 2013-10– Website**' and will be accepted up to **2:00 pm local time, Friday, May 17, 2013**, and will be received by:

Brenda Ginter, Director of Corporate Administration
City of Dawson Creek, Box 150
10105 - 12A Street, Dawson Creek, BC V1G 4G4

It is the sole responsibility of the proponent to ensure that its proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the proponent unopened. Faxed Bids are not acceptable and will be rejected.

Specifications/ Scope of Work

The City of Dawson Creek strives to operate in a transparent manner and uses various media and communication tools to meet this goal. The City of Dawson Creek website is a component of the City's communication strategy. The following is a list of the current requirements to maintain the City's websites. Proponents may wish to suggest additional services, or may wish to bid on the specifications as listed below. The Monthly rate and additional hourly rate are mandatory requirements. The City reserves the right to refuse any optional service suggested in the bid.

Video service specifications:

- Attend and record all Council meetings
- Converting, compressing, uploading, publishing City Council meeting videos to YouTube, putting the video online same day or next day
- linking to Council Agenda
- linking "Play" buttons for agenda items to give users the option to skip to the appropriate point in the YouTube video

The web hosting & maintenance service specifications:

- Web Hosting - approximately 8 GB of disk space in total with a total monthly bandwidth of approximately 60 to 100 GB
- Linux/Apache/MySQL/PHP (LAMP) Hosting is required for most sites
- ASP Hosting is required for PlanningForPeople.ca
- Up to 7 hours per month website maintenance, animation (Flash & video), programming, design and consulting, and more when necessary for various projects and departments
- PDF Compression
- Fillable Acrobat PDF Forms consulting
- Map design and programming - Google Maps API v3 / Google Fusion Tables
- Graphic Design for multiple applications: print, signage, web
- Social media management & consulting
- Web-based survey service & consulting
- Web site analytics (Google Analytics) and consulting
- Mobile web design
- Collaborating with IT support to resolve DNS issues when they arise
- Site Search Engine Installation and Management (Google Site Search)
- Search Engine Optimization Strategy
- Managing advanced Wordpress user permissions
- Web site domain registration and configuration

Skills required:

- Advanced skills in Wordpress, LAMP Hosting environments
- Intermediate skills in PHP/MySQL programming
- Intermediate skills in editing and compressing audio and video for the web and mobile devices
- Basic ASP scripting capability

- Basic skills in jQuery & Javascript
- Adobe Dreamweaver / Contribute

A proposal shall be prepared and submitted at the sole expense of the proponent and without cost to the Corporation of the City of Dawson Creek. All Proposals received by the City of Dawson Creek Director of Corporate Administration become the property of the Corporation of the City of Dawson Creek and as such are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

A proposal, whether or not it has been accepted, and any rights thereunder, shall not be re-assigned by the proponent without the prior written consent of The Corporation of the City of Dawson Creek. Any such re-assignment shall not under any circumstances relieve the proponent of any liabilities and obligations under the Proposal.

Definitions

The terms municipality, city and corporation are to be understood to mean "The Corporation of the City of Dawson Creek".

Form of Proposals

The proposal submission must be legible, written in ink, or typewritten. Proposals containing changes, erasures, overwriting, white-outs, cross-outs, or strike-outs which are not initialed by the proponent may not be accepted.

Submission of Proposals – Instructions to Proponents

Proposals shall be submitted to the Director of Corporate Administration in sealed envelopes containing the following information:

- Completed bid sheet
- Resume (if individual proponent) or: Company/Organization Profile, and References:
 - Company information: Complete contact information, company name, years of experience and a copy of valid business license
 - Profile: An overview of contractor's services and relevant experience; include any team members you intend to work with
- Three relevant references: Client name, contact person, phone number, project description, project duration and results
- The proposed monthly rate, hourly rate for additional projects as and when required and the proposed rate for any additional projects (optional).

Please note that proposals are not limited to the above items. Any additional information pertinent to the proposal should be included.

Proposals shall not be submitted by e-mail or facsimile. Adjustments by e-mail, facsimile, letter or otherwise to a proposal already submitted are permitted, providing that they do not reveal the value or details of the original proposal.

It is the proponent's responsibility to clarify any details prior to submitting a proposal. The Corporation of the City of Dawson Creek will assume no responsibility for any oral instruction or suggestion.

Omissions and Discrepancies

If a proponent finds discrepancies in, or omissions from, the proposal documents, or if he/she is in doubt as to their meaning, he/she should advise the City immediately.

Responses, if not already addressed in the RFP, will be addressed in the form of addendum, if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Director of Corporate Administration, prior to the advertised closing date and time.

Processing of Proposals

On receipt by the Director of Corporate Administration of the properly sealed envelopes delivered by or on behalf of a proponent, envelopes will be marked as to the time and date of receipt and the envelope will be retained unopened until the opening of proposals.

City staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal and will not be constituted as a negotiation or renegotiation of the proposal. The Corporation of the City of Dawson Creek is not required to clarify any part of a proposal. Proposals must contain sufficient detail to support the project being proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be effective until confirmation has been delivered in writing. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals submitted by competing proponents.

The Corporation of the City of Dawson Creek may make all necessary corrections to any proposal which is in error through addition or extension, the corrected value prevailing.

The Corporation of the City of Dawson Creek retains the right to select any proposal deemed to be, at the City's sole discretion, in the best interests of and providing the best value for the City, or to reject any or all proposals for budgetary or other reasons.

The successful proponent(s) will be notified after the City has reviewed and approved the proposals. The issuance of this Request for Proposal in no way implies that the City will proceed with an order or contract and will not reimburse any proponent for any costs incurred in preparing and submitting and presenting a proposal.

The successful proponent shall be required to enter into an agreement with the City, the execution of which shall be a condition of final and binding acceptance of the preferred proposal, and such agreement shall incorporate the proponent's proposal as performance and implementation criteria.

General Requirements

The proposal must be completed with all the information requested in the **Submission of Proposals – Instructions to Proponents section.**

This proposal submission is irrevocable and open for acceptance by the Corporation of the City of Dawson Creek until sixty (60) days after the closing of this proposal.

Conflict of Interest

At no time during the proposal stage, evaluation stage, after award, or at any other time shall a City employee, member of Council or appointed committees and commissions be in any way connected with the proponent. Proponents are to include with their initial proposal, and at any subsequent time where requested to do so by the City, full details of any employee, person, firm or corporation that could be considered at conflict with the City.

Addenda

All responses to questions raised during the RFP period will be posted on the City website by means of written addenda.

Not a Tender

This is Request for Proposals (RFP) and not a tender call. No contractual, tort or other legal obligations are created or imposed on the City of Dawson Creek, or any other individual, officer or employee of the City by the Request for Proposal documentation or by submission or consideration of any proposal by the City.

Cost of Preparation of a Proposal

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations or clarifications, if any, with the City.

Evaluation of Proposals

In order to fully explore all available options, creative and imaginative proposals are encouraged. Proposals will not be evaluated solely on costs.

Selection of the successful proponent will be determined by the City in its sole discretion to be the proposal which is most beneficial to the interests of the City. All proposals will be evaluated for completeness and suitability and according to the following criterion, listed in order of importance:

1. Overall benefit to the Community
2. Economic benefit to City
3. Quality of the proposal
4. Innovative considerations which would enhance the City's communication efforts.

While revenue to the City is clearly a very important factor, the City will select a proponent using all of the criteria listed above.

RFP 2013-10 – Website – Bid Sheet

*MONTHLY RATE	
Applicable taxes	
Total	

*HOURLY RATE FOR ADDITIONAL PROJECTS (example - the creation of additional website pages as and when required)	
Applicable taxes	
Total	

ADDITIONAL SERVICES (OPTIONAL) (use separate sheet if required)	
* RATE	
Applicable taxes	
Total	

Bidders are reminded to complete the pricing section shown above in order to be considered.

Name of Firm Bidding: _____

Authorized Signature: _____ Print Name: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

The undersigned **BIDDER**, having carefully examined the Documents, including the locality and timeline of the proposed work, and having full knowledge of the materials to be furnished, hereby agrees to fulfil everything that is set forth in strict accordance with Request for Proposals 2013-10 and Addendums numbered #_____, #_____, #_____, for the prices stated in this Bid Submission.

Except as expressly and specifically permitted in these Instructions to Bidders, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposals, and by submitting a quote, each proponent shall be deemed to have agreed that it has no claim.

The undersigned has carefully examined the documents for the City of Dawson Creek RFP 2013-10.

Company Representative (signature)

X _____

Name/Title: _____

Date: _____