



MÉTIS NATIONAL COUNCIL
RALLIEMENT NATIONAL DES MÉTIS

Métis National Council

**REQUEST FOR PROPOSAL WEB SITE REDESIGN &
REDEVELOPMENT**

April 9th, 2010

YEAR OF THE MÉTIS NATION



1. Summary

The Métis National Council is accepting proposals to redesign and redevelop the organization's web site. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

2. Proposal Guidelines and Requirements

This is an open and competitive process.

Proposals received after 12:00pm/noon EST, Friday, April 30th 2010, will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name and address of the sub-contractor. The Métis National Council will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected.

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

3. Contract Terms

The Métis National Council will negotiate contract terms upon selection. All contracts are subject to review by Métis National Council staff, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

4. Purpose and Description

Purpose

The Métis National Council currently has a website designed and produced in 2003. An opportunity exists to re-engineer the site to update its appearance, better reflect the priorities of the Métis National Council and incorporate the latest web technology. Upon completion of the development of the site, the Métis National Council will assume full responsibility for web site content maintenance and administration. All content, coding and graphics will become the sole property of the Métis National Council.

Description

The new web site must be flexible, informative and user-friendly that can deliver large amounts of constantly changing information, and is easy to maintain. In addition to designing a user-friendly site with an intuitive interface, a web-based, database-driven administration tool is required that allows the Métis National Council staff to easily update content without directly accessing source code.

The new web site must be:

- Easy and intuitive
- Visually pleasing
- Informative
- Safe and secure
- Quick to load and operate

5. Scope, Guidelines and Required Tasks

The scope of this project is to update the existing Métis National Council web site. A firm that can handle all site planning, interface design and production is required. The site must include a technology solution that allows the in-house staff to easily and cost effectively update content and modify site design after the initial launch.

The web site research work includes: identify key viewers, web site objectives, graphic look and feel, navigation, site marketing, technology issues and assumptions, required functionality, phasing, and budgetary constraints.

The web site redesign work includes: web site information architecture, graphic look and feel, user navigation, home page and main navigation templates for each of the main navigation links.

Development Guidelines:

The web site designed by the successful candidate must meet the following criteria:

- Create a content management system that will permit the Métis National Council staff to instantly update web site content on specific pages.
- Easily Updated – Once the site has been completed and accepted by the Métis National Council, the Métis National Council staff will maintain the site.
- Convert substantial amounts of existing content to new web site.
- Visually Appealing – The site must have an attractive mix of text and graphics.
- Common Theme – Each section of the site should have a common look and feel. The Métis National Council logo should be prominently displayed on every page as a common header.
- Consistent Design – As stated above, each section of the site should have a common look and feel. The use of photographs, fonts and layouts should be consistent throughout the site.
- Easy to Navigate – The site should be easy to navigate. Information should be grouped and

presented in a logical manner and require no more than three levels of “drill down” for the user to find the desired information.

- Development of web pages to accommodate the proposed navigation scheme.
- Provide search capabilities using key words or phrasing that will identify content from throughout the site.
- Project Management – An assigned project manager will be made available to present information and coordinate to the Métis National Council staff, including a reasonable number of meetings to present design and development solutions.
- Once the web site has been completed and accepted by the Métis National Council, the web site design and all of its contents, software and architecture become property of the Métis National Council.

Required Tasks:

The Métis National Council encourages creativity in the proposals submitted; however there are certain requirements for the web site project. Your proposal must account for all of these requirements.

- Site must be compatible with IE, Firefox and Safari.
- Design site layouts—develop the hyper text structure and organizing the content for ease of use
- A cohesive graphics design (visual theme, color scheme, etc.)
- Design site navigation tools- buttons, menu bars, icons, etc.
- Create various on-site services and features which may include links to search engines, a site index and a site map
- Provide active content which may include animation, ensuring browser compatibility
- Perform a limited round of use and security testing for site with representatives of the intended user group and make final adjustments
- Develop a web site that can be easily maintained and updated by staff and provide documentation for this function
- Develop website Maintenance documentation that provides the information necessary to allow Métis National Council staff to update and maintain the web sites, and that allows for future development of the sites

Testing:

Testing of site on all applicable platforms to ensure web site works as promised. Explain testing plan through development process (i.e. focus groups, etc.).

Delivery:

Delivery and uploading of site to client for internal hosting, to an outside third party, or hosting by consultant (to be determined).

6. Timeline

This RFP is dated April 9, 2010. Proposers may also request a copy be sent via email by contacting info@metisnation.ca, Métis National Council.

Proposals are due no later than 12:00pm/noon EST, Friday, April 30, 2010.

Proposals will be evaluated immediately thereafter. The name of the candidate firm who has been selected will be decided on or about May 7, 2010.

All other candidates will be notified on or about May 7, 2010.

The project must be completed and delivered by June 18, 2010.

7. Budget

Please provide several cost proposals to accomplish the scope outlined below. The budget must encompass all design, production, and software acquisitions necessary for development of the web site.

The Métis National Council could allocate up to \$30,000 for this project.

8. Qualifications

- List the three web sites your firm has produced that best reflect your work and relevancy to this project. Briefly list the role your firm played in each project. The URL should be submitted. Only sites that are live will qualify during evaluation.
- Describe your experience in producing sites for government organizations.
- Provide current reference information for three former or current clients.
- Briefly describe your firm's organizational capacity to produce our web site (e.g. staff, equipment, software, physical space, office location, etc.).
- Provide a company profile, length of time in business and core competencies.
- Please discuss your testing and support plan.
- Time frame for completion. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame

for completion is requested.

- Process to include input from all program areas. Please state how you intend to communicate with all program areas to gather all of the required information.
- Terms and conditions.

9. Evaluation Criteria

The following criteria will form the basis upon which the Métis National Council will evaluate proposals. Proposals will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
- Aesthetic Capabilities – Prior work demonstrates artistic and innovative, user friendly interfaces that engage viewers.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer.
- Depth of Staff – The candidate firm has appropriate staff to develop the site in the time frame needed.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

10. Proposal Submission

Three copies of your proposal must be received no later than 12:00pm/noon EST, Monday, April 30, 2010. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

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