

Request for Proposal – Website Redevelopment

April 18, 2017

The Leeds, Grenville & Lanark District Health Unit (LGLDHU) is currently seeking a person/company to redevelop the LGLDHU website, www.healthunit.org.

The purpose of the redevelopment is to create a website that is compliant with Accessibility for Ontarians with Disabilities Act (AODA) requirements, and mobile-friendly.

The LGLDHU website is an integral part of program strategies to increase public awareness about various public health topics. The website is also an integral part of communications during public health emergencies. Ensuring that the website is accessible will result in improved access to credible health information for LGLDHU clients, to residents of Leeds-Grenville and Lanark as well as improved access for community partners, such as healthcare providers.

Project Deliverables

The successful person/company will work in collaboration with the Manager - Quality, Corporate and Information Services, and the Multimedia and Web Specialist to:

1. Consult with LGLDHU staff on the design and layout of the website
2. Develop a replacement LGLDHU website that:
 - a. Is compliant with WCAG 2.0
 - b. Is compatible with mobile screens
 - c. Supports search functions
 - d. Ensures pages are quick to load for residents with slower internet access
 - e. Contains plug-ins for sharing information on various social media
 - f. Has ability to process forms (to be used for registering for courses or booking appointments)
 - g. Has an interactive calendar
3. Train the Multimedia and Web Specialist on adding content to the website, and maintaining the website, including written instructions as appropriate

The LGLDHU will:

1. Populate the website with content

Project Timelines

The work will be initiated by and completed by September 1, 2017.

An initial indication of interest should be forwarded to Jackie Epey, Business Manager by April 28, 2017 to tendering@healthunit.org

There will be opportunity to ask questions by phone about the project on May 4, 2017 at 613-345-5685, ext. 2286.

The proposal is due to Jackie Epey, Business Manager on May 12, 2017 to tendering@healthunit.org

Proposal Requirements

The proposal should include the following:

- Name of the person assigned to the project and proportion of time each would contribute if there is more than one.
- Experience of person in website redevelopment.
- Experience working with and knowledge of local public health.
- Workplan with activities, timeline, milestones and deliverables.
- Costing of proposal specific to deliverables;
- Three references.

The proposals will be evaluated against these criteria:

- Understanding of the project;
- Experience of person in website redevelopment;
- Experience with AODA;
- Clarity, precision and feasibility of workplan;
- Appropriateness of timelines;
- Cost - lowest bid will not necessarily be the one selected.