



REQUEST FOR QUOTE

Website Update - Ear Falls, Ontario

The Township of Ear Falls is requesting Quotes to update the municipality's website. The Scope of Work is attached. Work is anticipated to be completed by December 2017.

Submissions must include the following:

- Letter of Interest identifying:
 - A description of the services to be provided, including clear identification of the responsibilities of the Proponent and the responsibilities of the Township (i.e. content review is the responsibility of the Township)
 - A statement indicating that the Proponent will ensure the project will be completed in accordance with the Scope of Work, the Workplace Safety and Insurance Act and Ontario Occupational Health and Safety Act and Regulations
 - Total Cost for completion of work; HST must be clearly identified.
 - Timeline for the completion of work
- Certificate of Insurance
- WSIB Clearance Certificate

Sealed submissions clearly marked "Quote – Website Update – Ear Falls, Ontario" will be received by email to kballance@ear-falls.com or mail to the Township of Ear Falls, P.O. Box 309, 2 Willow Crescent, Ear Falls, ON, P0V 1T0, until:

11:00 a.m. local time on Thursday, September 7, 2017

For further information please contact Clerk Treasurer Administrator, Kimberly Ballance at 807.222.3624 ext. 27 or kballance@ear-falls.com.

The lowest or any quote not necessarily accepted. The Corporation reserves the right to reject any or all quotes, to waive, irregularities and informalities therein, and to award any contract in the best interests of the Corporation in its sole unfettered discretion.

The Corporation of the Township of Ear Falls
Kimberly Ballance, Clerk Treasurer Administrator
P.O. Box 309, 2 Willow Crescent
Ear Falls, ON, P0V 1T0
Ph: (807) 222-3624 ext. 27 Fax: (807) 222-2384
kballance@ear-falls.com
www.ear-falls.com

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Scope of Work

- Maintain a content management system to permit staff to modify page content (use of the existing CMS is not desired)
- Update website to conform with WCAG 2.0, Level AA standards. Documents posted prior to January 1, 2012 do not require reformatting.
- Improve format for viewing on mobile devices
- Add social media functionality so that pages and events can be shared to social media sites
- Reorganize the site to make items easier to find – changing menus will be required, however a majority of the existing content will remain. Some additional items that will be required include:
 - Add a site map
 - Add an interactive page for members of the public to submit complaints and/or comments online. The page would include a description of the Township's Complaint Procedure.
 - Add a Forms page for members of the public to access forms
 - Add a Page for Recreation Centre Ice Schedule Posting
 - We currently use Excel to create our schedule and post it as a .jpg file
- Develop an improved Council Agenda / Minutes Page for members of the public to access these documents.

Additional recommendations for website improvements may be made by proponents.