



Request for Proposal 2020-04

Questions & Answers

Tourism Website Re-Design

Q: Is this a new contract or any incumbent currently providing the services?

A: This will be a new contract.

Q: If applicable, what is the NTE amount or budget range?

A: The District is looking for proposals that represent value for dollars spent. Our budget is less than \$30,000.

Q: Will you be accepting proposals from companies based outside Canada?

A: Yes, but please quote in Canadian dollars.

Q: Can you confirm if you are open to the recommendation of using a specific proprietary CMS?

A: The District prefers a non-proprietary CMS to enable greater flexibility in future. However, we may consider a proprietary CMS if sound rationale is provided.

Q: Would 100 Mile House be open to combining the 2-3 sites into one, thorough project?

A: Yes.

Q: How extensive is the asset library for the Tourism website?

A: Currently, the Tourism asset library consists primarily of documents, with limited rich media assets and functionality.

Q: How do you currently process forms on the 100 Mile House website?

A: They need to be printed, scanned and emailed to a staff member.

Q: What's been done from a brand perspective for 100 Mile House? Is there a brand guide we can see prior to bidding?

A: The District anticipates engaging in a third party firm early in the project to help establish brand identity for the website.

Q: With the restrictions in place around COVID-19, as well as the current delays many couriers are facing, would the District consider accepting an email submission for both RFPs?

A: The District would like hard copies to be delivered, mailed or couriered to our office.

Q: Is Feb 15, 2021 a firm launch date for both projects or is there some flexibility in that?

A: There is a small but limited amount of flexibility for the launch date for the Tourism website.

Q: Is the District looking to conduct any user testing or engagement external users (i.e. the general public)?

A: The District is not planning any external user testing, although recommendations will be considered.

Q: Does the District have any examples of tourism sites they like?

A: Smithers, Penticton, Vernon, Abbotsford, Prince George and Golden

Q: Is the content ready for the new website?

A: Not all content is ready for the new website.

Note: some of the questions received were not answered because answers are easily ascertained by visiting the existing site. The District expects the successful proponent to provide recommendations throughout the project in terms of: number of pages, number of forms, regular administration protocols, etc., which are appropriate to the size and scope of the website, as well as the available in-house expertise.
