

Request for Proposal:

Website Developer

Deadline for Submissions: Friday July 30th, 2021 at 12:00 (noon)
Agency Contact: Caithlin Scarpelli / Monique Leslie
Email Submission to: rfp@atira.bc.ca



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Introduction

Who We Are

Atira Women's Resource Society is a not-for-profit organization committed to the work of ending violence against women through providing direct services, as well as working to increase awareness of and education around the scope and impact on our communities of men's violence against women and children. The Society was incorporated in British Columbia, Canada in 1983 and registered as a charitable organization in 1984. In 1987, Atira opened its first transition house, Durrant transition House for Women and Children, in the South Surrey White Rock community.

Atira began expanding its services in 1993 and today Atira has more than 40 housing programs, two trauma-informed daycares (with five more in development) and dozens of support programs, all located across Vancouver's Lower Mainland. Since 1993, Atira has gone through extraordinary growth from a single transition house with a staff of seven to a large, award-winning multi-service agency with two for-profit subsidiaries, a development arm and more than 900 employees.

Atira is the administrative lead for the Pan-Canadian Voice for Women's Housing program. The program holds an annual symposium that has been in operation since 2017, with its goal being prioritizing and spreading awareness on the issue of women's Housing across Canada. The past symposia have facilitated urgent and timely discussions and developed calls to actions and recommendations to the Canada Mortgage and Housing Corporation and the National Housing Strategy through an intersectional and inclusive lens. For more information on the symposiums please read the reports located on Atira's website - <https://atira.bc.ca/what-we-do/reports/>

Request

Purpose & Scope

The purpose of the Request for Proposal (RFP) is to obtain proposals from qualified proponents for the opportunity to be contracted as a Website Developer to design and create a website for the Pan-Canadian Voice for Women's Housing Project.

Our Priorities

1. A clear and easy to navigate website with mobile optimization
2. The website should have a function that allows individuals to register and apply to be apart of our symposium with an easy to use back end for administration.
3. Easy to post blogs and news items. A resource page for links, pdf's and other resource files. The blogging functionality should include a categorizing and tagging tool.
4. The site should be built with accessibility features embedded for individuals with varying abilities to find the user interface comfortable and in compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
5. The website should incorporate both a modern-visual and responsive design that integrates well with different devices and our social media to increase audience engagement and conversion.

6. The website should be designed with elements that can be easily updated by staff at anytime without having much experience with web design or any additional implementation which may include changing photographs, logos, buttons etc.
7. Our website should be built with the intention to focus on the program's goal of prioritizing women-focused housing through conversations and policy and we would like that view to be comprehensible to anyone who visits the website.

Requirements of the Contractor

- A relevant degree, diploma or certificate in a related field, or the equivalent combination of training and experience.
- Solid knowledge and experience in programming applications and website design and creation.
- Proficient in front-end development web programming languages such as JavaScript, HTML, CSS and jQuery.
- Incorporating functionalities and features into websites and up-to-date experience with international web protocols, standards, and technologies.
- Good understanding of search engine optimization principles.
- Can provide examples of previous website work completed; and evidence it was done by the contractor
- A minimum of two work related references
- Creative and open to new ideas.
- Commitment to practicing Atira's values in daily work.
- Proof of current WorkSafe BC clearance must be provided.
- Previous experience working with not-for-profit clients, especially those in direct service

RFP Process

RFP Timetable

July 19 th , 2021	Distribute RFP and post on website at www.atira.bc.ca .
July 30 th , 2021	Response deadline. All RFP responses must be received by email by 12:00 p.m. (noon) to rfp@atira.bc.ca .
Aug 2 nd to 4 th , 2021	Evaluation of responses by Atira
Aug 5 th 2021	Notification by email to proponents selected for interviews. Notifications will go out by email.
Aug 9 th - 10 th 2021	Interviews by zoom / conference call
Aug 12 th -13 th , 2021	Phone and email notification to proponent(s) selected, and posting of same on website. Notification by email to proponents who were not selected for further contract discussions.
Aug 16 th -17 th , 2021	Contract discussions

Aug 18 th , 2021	Contract begin date
October 15 th 2021	Anticipated project completion date.

Atira reserves the right to adjust the timetable and these will be made on the website.

Response Format

It is expected that the proponents will provide the following in their response:

- Cover page including
 - Proponent company name
 - Company address, phone and email
 - Primary contact name
 - Primary contact phone and email
- Submission letter (on company letterhead) which includes:
 - Understanding that your proposal is valid for six months from the submission deadline
 - You are authorized to commit your company to the RFP proposal
 - Your name, title and signature
- Response summary
 - Brief overview of the scope of work and timeline for performance of same
- Proponent qualifications for both the company and the individual(s) directly responsible for the work done.
- Three references, including company / organization name, contact name, email and phone number. For each, also specify the year and duration of the contract, the type of contract and their role in it, and any other information that helps to identify the role the proponent had with the project.
- Attach any samples of similar completed work, or provide links to websites and indicate the involvement of company and individuals.
- Statement of work explaining the services the proponent will provide
- Availability to perform the services
- Budget (see Appendix A: Budget Submission Form) you may use your own form, but keep the format consistent with this form.

Contact Information

For questions prior to the deadline, contact:

Contact Monique Leslie
Email monique_leslie@atira.bc.ca
 (all contact will be made by email)

Proponents must not send any advertising to Atira during the RFP period.

Proponents may not contact any Atira staff or board member with respect to this RFP and if they do so, it may result in the disqualification of the proponent.

Additional Conditions

Only respondents who show they are able to demonstrate their ability to create and build a website that reflects The Pan-Canadian Women's Housing and Atira's mission, vision and values will be considered.

Changes, modifications or additions to responses submitted after the deadline will not be accepted.

Atira reserves the right to change the schedule or to issue amendments to the RFP at any time. Atira also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted on Atira's website.

It is the sole responsibility of the proponent to monitor Atira's website for any amendments to the RFP.

It is the responsibility of the proponent to ensure their proposal is received by Atira by the submission deadline.

**All responses must be received by Atira no later than
12:00pm (noon) on July 30th , 2021 to rfp@atira.bc.ca**

Right of Selection

Atira reserved the right to reject any or all proposals.

Selection Criteria

Proponent's previous experience and reference checks	20 points
Resource capacity: proponent's qualifications and availability to perform the requested services	20 points
Approach: response and statement of work	40 points
Proposed budget	20 points

Appendix A: Budget Submission Form

RFP for Website Content Writer, Atira Women's Resource Society

Proponent's Name	
Budget's Date Range	

Description	Expenses
Personnel	
a. Staff time including hourly billing rate	
b.	
Other Costs (please describe)	
a.	
b.	
c.	
d.	
e.	
Total Projected Costs	\$