



District of Ucluelet

Request for Proposals (RFP) 2024-ADM-003 Website Redesign

<u>Issue Date:</u>	Tuesday, July 9, 2024
<u>Enquiries End Date:</u>	2:00 PM (Pacific Time) Friday, July 19, 2024
<u>RFP Closing:</u>	2:00 PM (Pacific Time) Friday, July 26, 2024 (the “RFP Closing”) The District’s office hours are 8:00 am to 4:00 pm Monday to Friday, except statutory holidays. Regardless of submission method, proposals must be received before the RFP Closing to be considered.
<u>Submission Locations:</u>	Proposals must be submitted using one of the two submission methods below: Electronic: smccullough@ucluelet.ca Hard copy: District to Ucluelet Box 999, 200 Main Street Ucluelet, BC, V0R 3A0
<u>RFP Contact Person:</u>	Samantha McCullough Manager of HR & Communications smccullough@ucluelet.ca

INSTRUCTIONS TO PROPONENTS

1.0 INTRODUCTION

1.1 The Owner

The District of Ucluelet is hereafter referred to as the “District”. For more general information on the District visit www.ucluelet.ca.

1.2 Purpose

The District seeks to enter into negotiations with a Preferred Proponent with the intent to enter into an Agreement for the provision of a newly redesigned and developed website. It is the intent of the District to use this RFP process to select a single qualified consultant for the provision of these services as described herein.

The Proponent will be required to provide website design and development services including: implementation and deployment, user training for District staff, other provisions as further defined, under “SCHEDULE A – SCOPE OF GOODS OR SERVICES”, and potentially routine and ongoing security and maintenance.

1.3 Definitions

In this RFP the following definitions shall apply:

“Agreement”	means the written agreement generally in the form of contract as referred to as Schedule “B” ‘Draft Agreement’, resulting from the RFP executed by the District and a successful Proponent arising out of this RFP;
“BC Bid”	means the electronic online marketplace where public sector organizations including cities advertise opportunities for contracts for a wide range of goods and services. The BC Bid web site is www.bcbid.gov.bc.ca and is run by the Province of BC;
“Best Value”	means the most advantageous offer as determined by the District;
“District”	means the Corporation of the District of Ucluelet;
“Contact”	means the person as indicated on the title page of this RFP;
“Contract”	has the same meaning as Agreement;
“Contractor”	the company/person that is hired to provide the Goods or Services;
“Consultant”	has the same meaning as Contractor;
“Evaluation Criteria”	means the criteria used by the District to evaluate Proposals;
“Goods”	has the meaning set out in Schedule “A”;

“Preferred Proponent(s)”	means the Proponent(s) selected by the District to enter into negotiations for a Contract;
“Proponent”	means an entity that submits a Proposal;
“Proposal”	means a proposal submitted in response to this RFP;
“Purchase Order”	has the same meaning as Agreement;
“Respondent”	has the same meaning as Proponent;
“RFP” .	means this Request for Proposals;
“Services”	has the meaning set out in Schedule “A”;
“Site”	means the place or places where the Goods are to be delivered or the Services are to be performed.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Proposal Form and Content

Proposals shall be submitted substantially in the form and include the content described in the Proposal Form attached as “SCHEDULE C – FORM OF PROPOSAL”.

3.0 SUBMISSION INSTRUCTIONS

3.1 Proposal Labeling

Electronic file names should include the following details:

- i. RFP Number;
- ii. Name of the Proponent; and
- iii. Total number of files included with the Proposal.

Printed Hard copy submission – Proposal packaging should be clearly marked with the following information:

- i. RFP number;
- ii. Name of the Proponent; and
- iii. Total number of packages included with the Proposal.

3.2 Number of Copies of Proposal

The Proponent may submit one (1) original unbound Proposal and/or one (1) electronic copy in PDF format. The District reserves the right to make additional copies of Respondents Proposals for the purposes of reviewing.

3.3 Submission Location/Method

Proposals may be submitted using one of the two submission methods identified below:

1) Email

Proposals must be submitted via email to: **smccullough@ucluelet.ca**. It is the sole responsibility of the Proponent to ensure electronic delivery is received and files are fully accessible by the District.

2) Printed (Hard physical copy)

The Proposal should be delivered to the District's office location substantially in the form and include the content described in the Proposal Form attached as "SCHEDULE C – FORM OF PROPOSAL" by hard (physical printed) copy at:

**District of Ucluelet
Box 999, 200 Main Street
Ucluelet, BC, V0R 3A0**

3.4 RFP Closing

Is the date, day and time noted on the Title Page of this RFP or otherwise amended by the District in an Addendum.

Proponents shall deliver their Proposals to one of the Submission Locations, as noted in the Title Page section of this RFP, no later than the RFP Closing.

The District may, in its sole and absolute discretion, extend the time for the submission of Proposals for any reason, in which event the District shall issue an addendum to this RFP identifying the new date and time for the RFP Closing on the BC Bid website www.bcbid.gov.bc.ca/.

It is the sole responsibility of the Proponent to satisfy all delivery and timing requirements.

3.5 Late Proposals

Proposals received after the RFP Closing will not be considered and shall not be returned to the submitter.

3.6 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out on the front page, at any time up to, but not later than, the RFP Closing. An amendment should be signed by the same individual that signed the original submission or authorized signatory. The amendment should indicate the change(s) only and is not a full resubmission.

3.7 Withdrawal of a Proposal

Withdrawals can be made at any time up to, but not later than, the RFP Closing by notifying the Contact Person as noted on the Title Page of this RFP by email. The withdrawal notice must be signed or provided by the same individual that signed the original submission or authorized signatory.

3.8 No Fax Proposals

Proposals, including amendments to Proposals, received by facsimile will not be considered.

3.9 No Public Opening

There will be no public opening of Proposals.

3.10 Enquiries

All enquiries or requests for an explanation or clarification regarding this RFP should be made in writing only by email to the Contact Person named on the Title Page of this RFP. The email should reference the RFP number and title of this RFP in the subject line of the email. Information obtained from any person or source other than the Contact Person identified on the Title Page of this RFP, may not be relied upon.

Enquiries should be made no later than five (5) business days prior to the RFP Closing. The District reserves the right not to respond to enquiries made within five (5) business days of the RFP Closing Date. Enquiries and responses will be recorded and may be distributed by addendum to this RFP to all Proponents at the District's sole and absolute discretion.

Any oral explanation, interpretation, information or clarification that may be communicated to a Proponent by the District should not be relied upon by any Proponent and shall not bind the District in this RFP.

All enquiries related to the status of this RFP, including whether or not an Agreement has been entered into, should be directed to the Contact Person identified on the front page of this RFP.

3.11 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP or Agreement or having doubts as to the meaning or intent of any provision, should immediately notify the Contact Person identified on the Title Page of this RFP. If the District determines that an amendment is required to this RFP, the District's Contact Person as identified on the Title Page of the RFP will issue an addendum in accordance with the front page of this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

3.12 Questions and Addenda

The District may, in its sole discretion, but is not required to provide a response to a question or request for an explanation or clarification by a prospective Proponent. Any such response (including additional information) will be provided in the form of an Addendum to be posted on BC Bid www.bcbid.gov.bc.ca.

3.13 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules, and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

4.0 PROPOSAL SUBMISSION FORM AND CONTENTS

4.1 Form of Proposal

Proponents should complete the Form of Proposal attached as “SCHEDULE C – FORM OF PROPOSAL”. Proponents are encouraged to use the forms provided and attach additional pages as necessary.

4.2 Signature

Proposals should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Process

All Proposals received no later than the RFP Closing, in response to this RFP, are subject to review and evaluation by or on behalf of the District. The evaluation of Proposals will be undertaken confidentially by the District, which may consist of one (1) or more persons.

5.2 Evaluation Criteria

The District may evaluate a Proposal considering the evaluation criteria set out below to determine which Proposal provides, in the opinion of the District, the Best Value to the District (hereafter defined as the “Evaluation Criteria”).

EVALUATION CRITERIA

Weighted Criteria	Weight
Experience, Qualifications and References	30
Project Plan and Methodology	25
Maintenance, Training and Implementation Plan	15
Communication Plan	10
Fee Proposal	20

The points awarded for an Evaluation Criteria shall be a calculation score, from ‘0’ to ‘4’ or fraction thereof, divided by the maximum score possible (4) and then multiplied by the relevant weighting factor assigned to each Evaluation Criteria.

When evaluating the proposals, the Evaluators will mark using the following legend:

SCORE	RELEVANCE
Pass/Fail	Mandatory requirements – proponents must clearly demonstrate that they meet the mandatory requirements set out in this document.
0	no answer or none of the requirements/expectations met
1	unsatisfactory or few of the requirements/expectations met
2	satisfactory or minimum requirements/expectations met

3	good or requirements/expectations exceeded
4	excellent or far exceeds requirements/expectation

The sum of the total points awarded for all criteria in one proposal will be compared to the sum total points achieved by the other proposals. This comparison will produce a ranking order of the Proponent and its Proposal relative to all other proposals evaluated. The higher the total points awarded, the higher the ranking of the Proponent in terms of the District's preference for accepting a Proposal as submitted or entering into negotiations with the Proponent and, subject to agreement of terms of a Contract, and entering the Contract.

5.3 Reference Checks

To assist in the evaluation of the Proposals, the District may, in its sole and absolute discretion, but is not required to, conduct reference checks with any or all of the references stated in a Proposal, and conduct any background investigations that it considers desirable to seek to verify information provided by, or relating to, a Proponent, whether contained in the Proposal or not, and the District may consider and rely on any relevant information it considers in its sole and unfettered discretion incidental or relating to the Evaluation Criteria whether obtained from a Proponent's references or background investigations, or otherwise. By submitting a Proposal, the Proponent authorizes and agrees to the release of information by references to the District and those persons assisting the District in respect of this RFP.

5.4 Clarifications and Additional Information

To assist in the evaluation of the Proposals, the District may, in its sole and absolute discretion, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal, and matters incidental and relating to the Evaluation Criteria, and may consider and rely on such information in an evaluation of a Proposal.

5.5 Interviews, Samples and Demonstrations

To assist in the evaluation of the Proposals, the District may invite, in its sole and absolute discretion, from some or all Proponents, to deliver a presentation of the Proposals to the District's Evaluation Committee. All presentations are to be delivered online or in person at the District's office and should not exceed one hour in length. Additional time will be available for discussion following the presentation.

Key considerations for presentations are to:

- Describe what your general capabilities are as a company, and what separates you from others in your industry;
- Elaborate on your project methodology and how you will engage with the District with respect to project updates, development, testing and resolving issues during the development of the website;
- Showcase sample(s) of your previous work highlighting how they closely align with the District's scope of work as outlined in this RFP including a demonstration of your recommended software;

- Describe specific lessons learned from working on other projects and any insights you will bring to this project; and
- Bring forward any additional information that you believe would add value to the District's consideration of your firm as the successful Proponent.

The District is not required to give any Proponent an opportunity to make a presentation or provide any further clarification or supplementary information.

5.6 Evaluation Criteria and Ranking of Proponents

Upon the evaluation of a Proposal, supplementary information and information obtained from references and presentations, the District may adjust points to the Proponent based upon the application of the Evaluation Criteria in order to score and rank the Proponents from highest to lowest in preference.

6.0 RIGHTS OF THE DISTRICT

6.1 Privilege of the District

The District may reject any or all Proposals and may enter into a Contract with a Proponent whose Proposal is not the lowest in overall cost to the District or is not the highest scored proposal through the evaluation criteria, and whom the District deems the overall 'Best Value'.

6.2 Discretion of the District

Notwithstanding any other terms and conditions herein and, without restriction, any legal duties or obligations that may be owed by the District to a Proponent arising out of the submission of a Proposal, the District may, but shall not be required to:

- a) waive informalities, irregularities, qualifications, additions, omissions, conditions or other deficiencies in a Proposal, and without limitation, any failure by a Proponent to comply with the requirements of the RFP Documents including those relating to the process for submission of a Proposal (individually and collectively "Deficiencies"), enter into negotiations with a Proponent and enter into a Contract for services, on terms different than those contained in the Proponent's Proposal to a Proponent whose Proposal contains one or more Deficiencies regardless of whether or not the Deficiency or Deficiencies, taken individually, or collectively, are material or substantial such that they would otherwise render the Proposal non-compliant and incapable of lawful acceptance;
- b) reject or decline to proceed with a full evaluation of, a Proposal and decline to enter into negotiations with a Proponent whose Proposal fails to satisfy the District as to the Proponent's qualifications, capacity, experience, resources and expertise for the proper performance of the Services; and
- c) enter into separate contracts with two Proponents for the provision of some or all of the Services.

The District may, in its sole discretion, waive any and all defects in a Proposal and may, in its sole discretion, reject or retain for its consideration Proposals which are materially non-compliant with the terms and the requirements of the RFP Documents, and without restricting the generality of the

foregoing, Proposals which are irregular, incomplete, contain qualifications, are conditional or which do not contain the content of, or are not in the form required by, or fail to comply with the process for submission set out in the RFP Documents.

6.3 Rejection of all Proposals

In the event that the District declines to consider or otherwise rejects all Proposals it may, in its absolute discretion, issue a new request for proposals on the same or different terms as contained in the RFP Documents.

7.0 SELECTION AND CONTRACT

7.1 Negotiation of Contract

The selection of a Preferred Proponent or Preferred Proponents may lead to either an Agreement or negotiations that may lead to an Agreement.

The District may enter into negotiations with the Preferred Proponent to finalize the terms of the Contract. If negotiations do not lead to a Contract with that Proponent and the District, the District may, at its sole and absolute discretion, negotiate with the next Preferred Proponent and so on, until either the Contract is entered into, or the District chooses to terminate the RFP.

The District is under no obligation to enter into negotiations with any one or more Proponents. In the case of all negotiations permitted in this RFP, the District retains the sole discretion to determine the duration and timing of any negotiations and reserves the right to enter into a Contract for some or all of the Goods or Services on terms substantially different than those contained in a Proposal and substantially different than those contained in the form set out in Schedule "B" - Draft Agreement.

7.2 Contract Execution

Where an agreement in principle has been reached the District will prepare an Agreement for execution by the party's containing the mutually acceptable terms of agreement.

Upon fully executing an Agreement the District will provide in writing a copy of the executed contract for the Proponents records.

8.0 GENERAL CONDITIONS

8.1 No Obligation to Proceed

Notwithstanding anything in the RFP Documents, this RFP does not commit the District in any way to proceed to select a Proposal or enter into any contract with a Proponent, and the District specifically reserves the right at any time, whether before or after the RFP Closing, to terminate the RFP.

8.2 Proponents' Representation

Each Proponent, by submitting a Proposal, represents that it has read and fully understood the terms and requirements of the RFP Documents.

8.3 Proponents' Release and Waiver of Claims

Each Proponent, by submitting a Proposal, agrees that in no event will the District or any of its employees, advisors, agents or representatives be liable, under any circumstances, for any claim or claims by a Proponent, or liable to reimburse or compensate the Proponent in any manner whatsoever, including but not limited to the costs of preparation of a Proposal, cost of participation in the process described in this RFP, loss of anticipated profits, loss of opportunity for any other matter. Without limiting the foregoing, the Proponent specifically agrees that it will have absolutely no claim for damages, losses, expenses or relief of any kind whatsoever and however arising against the District or any of its employees, elected officials, advisors, agents or representatives or members of the District whether arising directly or indirectly as a result of the breach by the District, or any of its employees, elected officials, agents, consultants or the District of any duty in law or in equity and, without limitation, a duty of fairness or good faith, any express or implied contractual duty or any equitable duty owed by the District, its employees, advisors, agents or consultants to a Proponent in relation to this RFP, and without limiting the foregoing, arising in circumstances in which the District:

- (a) Fails or refuses to evaluate a Proposal, or a part of a Proposal;
- (b) Does not apply properly, or at all, any or all evaluation criteria;
- (c) Does not select a Proposal, or a part of a Proposal for negotiations or execute a Contract;
- (d) Does not enter into negotiations or enter into an agreement or agreements with a Proponent or Proponents;
- (e) Suspends, cancels or in any way modifies the RFP or the RFP Documents;
- (f) Accepts a non-compliant Proposal; or
- (g) Enters into a Contract on terms different than those set out in "SCHEDULE B – DRAFT AGREEMENT" or on terms different than those in the Proposal of a Successful Proponent or Proponents.

8.4 No District Representation or Warranty

By submitting a Proposal, a Proponent acknowledges and agrees that the District makes no representation or warranty regarding the correctness, sufficiency or representativeness of any information furnished or made available to the Proponent, including without limitation, information relating to the current conditions affecting, or which could affect, the provision of goods or services, and that the District shall not be responsible for any interpretation, conclusion or deduction made or drawn by a Proponent from any information furnished or made available by the District to the Proponent.

8.5 Conflict of Interest

The District may, in its sole and absolute discretion, disqualify any Proposal if the Proponent has, in the opinion of the District, a conflict of interest or unfair advantage or has a relationship that has the potential for a conflict of interest to occur.

Each Proponent, and in the case of a partnership each partner, must fully disclose all relationships they, including its officers, directors and employees, have or have had with any employees, elected officials or representatives of the District which creates or has the potential to create a real or perceived conflict of interest with the District or provide an unfair advantage to the Proponent by written notice to the District after becoming aware of any such relationship.

If the Proponent does disclose a relationship or declare a conflict of interest, or if the District becomes aware of a relationship which it reasonably determines creates or has the potential to create a real or perceived conflict of interest, the District may direct the Proponent to resolve the conflict to the satisfaction of the District.

8.6 No Lobbying

Subject to communications and dealings with the District Contact Person and the District as expressly provided for in this RFP, Proponents must not communicate directly or indirectly with any employee or representative of the District, including the District and any elected officials of the District or the Province of British Columbia about this RFP other than as expressly directed or permitted by the District.

8.7 No Collusion

Each Proponent, by submitting a Proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

8.8 Retention of Proposals and Freedom of Information and Protection of Privacy Act

All proposals submitted to the District in response to this RFP will become the property of the District upon submission and will not be returned. Proponents should also be aware that the District is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (the "FOIPPA"), and that the District may be obligated to disclose all or part of a proposal pursuant to a request made under the FOIPPA, even if the proponent has specified that information in a proposal is supplied in confidence. Proponents should review and be aware of the District's obligations under the FOIPPA, including the District's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

8.9 Privacy Policies

The Successful Proponent must comply with all Canadian and British Columbian security and privacy policies and laws in the collection, oversight and storage of any data collected in the design, development and administration of the District's Website Redesign.

8.10 Indemnification

Each Proponent will indemnify and save harmless the District, and their respective officers, directors, consultants, employees and agents (the "Indemnified Parties"), from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the District may sustain, incur, suffer or be put at any time either before or after the acceptance, expiration or rejection of this Proposal, arising out of or in any way connected with, directly or indirectly, an act or omission of the Proponent or any of its agents, employees, officers, directors or subcontractors except to the proportionate extent that such losses, claims, damages, actions, causes of action, costs and expenses were caused by the Indemnified Parties, or any of them.

8.11 Governing Law

The laws of the Province of British Columbia shall govern any and all disputes concerning the interpretation, application or implementation of this RFP and any resulting Contract executed by the District.

-End of Instructions to Proponents-

SCHEDULE A – SCOPE OF GOODS OR SERVICES

1.0 INTRODUCTION

The District is seeking proposals from qualified proponents to enter into a one-time contract for the redesign, development and testing, and potentially routine and ongoing security and maintenance of the District’s website: ucluelet.ca.

2.0 GENERAL

2.1. Community Background

The Resort Municipality of Ucluelet is located on the West Coast of Vancouver Island, approximately 40 km away from Tofino and 16 km from the Pacific Rim National Park. Ucluelet currently has a population of approximately 2100 permanent residents and sees, at peak times, over 4000 visitors daily.

3.0 SCOPE OF WORK & DELIVERABLES

The District’s existing website was deployed in 2013 following extensive consultation with business, tourism and municipal stakeholders. Ucluelet has experienced significant development, growth and organisational change over the past 10 years. During this time, the website has become outdated and increasingly challenging for District staff to change and maintain without the assistance of external contractors.

The intent of the redesigned municipal website is to:

1. Increase functionality and usability for users including community members
2. Increase access to information and documents
3. Effectively integrate with current and future District software
4. Create an engaging and inviting web design interface that is accessible to a wide range of user groups
5. Allow District staff to modify and update content without additional technical support
6. Be fully searchable

The website should reflect the District’s current branding and must be fully responsive. The District’s Design Standards are available in “SCHEDULE G – DISTRICT OF UCLUELET GRAPHICS STANDARDS”. Website hosting and DNS zone file management will remain under the control of the District for security reasons and are out of scope for this proposal.

3.1. Website User Groups and Permissions

The District’s website will be administered and updated by different user groups with a hierarchy of permissions:

- Super admins and tech support (can make structural changes, create and publish content, must have full site access and functionality)
- Editors (can edit and publish content)

- Contributors (can edit content and prepare a page, but not publish)

3.2. Website Content

All written content, images, documents, PDF forms and hyperlinks will be supplied by the District. The Proponent will be responsible for creating the pages in the chosen CMS using this supplied content.

A list of pages required on the website is included in “SCHEDULE D – PAGE AND DOCUMENT LIST”. Other features and suggested content are detailed in “SCHEDULE E – OTHER FEATURES AND CONTENT”. District responsibilities are listed in “SCHEDULE F – DISTRICT OF UCLUELET RESPONSIBILITIES:”.

Web content is to include, although not be limited to, the following:

- Explanation and link to the District’s Community Map (Ukee Map CGIS)
- Community and featured news functionality accessible from the Home page
- Council agendas and minutes
- District departmental pages
- District publications including selected reports and bylaws in OCR enabled PDF format
- Fillable and downloadable forms page
- Newsletter signup via MailChimp or other similar integration
- Emergency alert signup via Connect Rocket
- Territory acknowledgement on Home page
- Event Calendar functionality, with Event Categories via PerfectMind

3.3. Website Tools and Functions

The following items must be incorporated in the website redesign.

- Content search across all pages and documents
- Downloadable and fillable PDF forms
- Fully responsive design
- Compatibility with all major browsers including Edge, Firefox, Chrome and Safari
- Web Content Accessibility Guidelines (WCAG) 2.2 level AA where possible
- Basic on page search engine optimisation (SEO)
- Integration with all current District tools including:
 - Ukee Mail signup (MailChimp),
 - Emergency notification signup (Connect Rocket),
 - service requests (City Wide),
 - Activity Program signup (Perfect Mind),
 - Ukee Map (GIS),
 - the Garbage and Recycling widget (Waste Wizard Calendar), and
 - Website compliance with the Freedom of Information & Protection of Privacy Act.

3.4. Content Management System

The District requires a strong content management system (CMS) that will:

- Permit District staff to easily add and edit pages, documents, and calendar events
- Allow staff designated as super admins to develop new pages and insert into them in navigation areas
- Require no knowledge of coding or web languages
- Require no technical knowledge beyond basic word processing
- For consistency of typography, constrain body text formatting to include the following options only: Normal, Bold, Underline, Italics, Bullet lists, Numbered Lists, Hyperlinks, Two-column (but still flowable)
- Ensure approved changes and additions are updated in real time
- Create web content that can be published in advance and set to expire automatically
- Provide multiple page templates for new content
- Be optimized for speed and may include caching and use of a content delivery network (CDN)

Proponents should outline the costs associated with the recommended CMS and ongoing support in their submissions. Proponents who are short-listed may be asked to provide a demonstration of their recommended software during the presentations.

Proponents should outline all costs associated with any ongoing subscriptions for plugins or extensions required for the website and ideally minimize the number of additional components beyond the core CMS.

3.5. Website Design Elements

The overall design of the website will include:

- Adherence to WCAG 2.2 level AA where possible
- Consistent look and feel across the site
- Standard typography with no usage of custom fonts, despite the Design Standards specified in Appendix A
- Navigation using hamburger main menu and page breadcrumbs
- Consistent aspect ratio across all images for visual consistency with the ability to swap, change and replace images in content easily later. This doesn't have to be a single ratio for all images, but a subset of standard sizes for various purposes: document images, thumbnails.
- Hyperlinks to external websites to open in a new tab
- Hyperlinks to internal pages to open in the current tab
- Social media scripts that will not be embedded in the website for privacy reasons, although links to the District's social media pages should be available in the website footer.

- District contact details displayed in the footer
- Links to copyright, disclaimer and privacy notices displayed on the bottom of each page, below the main footer (sub-footer)
- Identification of the website as the official site of the District of Ucluelet
- Colours and logos that follow the District’s graphic standard, as specified in “SCHEDULE G – DISTRICT OF UCLUELET GRAPHICS STANDARDS”.

Ownership of the website design and all content will be transferred to the District upon completion of the project. The developer will not be permitted to include a referral link to their organizational website.

3.6. Security and Maintenance

The District of Ucluelet anticipates an ongoing working relationship with the successful web developer. Respondents should include a rate card with their submission detailing rates for:

- Regular website maintenance, including updates to CMS and plugins or extensions
- Future content, design and development work
- Routine and on-demand backups of the website
- Restoration of backups after an outage, failure, or other corruption
- Periodic testing of the restore process for backups
- Troubleshooting functional and rendering issues
- Out of hours emergency and holiday website support requests
- Regular website file maintenance including managing storage and backups

The District expects that any critical security updates will be implemented as soon as possible and within 48 hours of notification.

CMS updates should be implemented during routine maintenance.

Proponents should include a maintenance plan with their submission, including the number of hours required for routine maintenance tasks per month.

3.7. User Training

Proponents should include an online training session for District staff who will be super admin and editor users. Training should include:

- Basic orientation of the website
- Adding a new page, document or calendar event
- Adding an item to a menu or navigation
- Resizing and uploading of images
- Use of headings within page content
- Adding alt tags to images

- Adding a community notice to the Home page

This training session would be recorded for training future staff with website maintenance roles.

3.8. Implementation and Deployment

The District's IT Contractor will liaise with the Proponent to determine appropriate server resources (CPU, RAM, storage), assist with deployment of the website to the web server and will make any necessary updates to the DNS zone record file.

Following deployment of the website, the Proponent should be available to assist with troubleshooting and minor adjustments during a bedding in period of one month following the website going live. The respondent should include details and costs associated with providing this support for a period of one month.

3.9. Future Additional Features

The anticipated lifespan of this website is 6-8 years. The District expects to add additional functionality to the website during this time as technology and community needs change. Additional features could include integrations with municipal engagement tools such as [Bang the Table](#) or [eScribe](#). The respondent should include details of how this could work within their proposal for the website.

4.0 DATA MANAGEMENT AND FOIPPA

- 4.1. The District is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and related regulations. Proponents must include within their proposal an overview of their data management safeguards and how their organization meets or exceeds the FOIPPA. Proponents shall certify and warrant to the District that all information collected and/or stored and which is subject to FOIPPA is stored on Canadian servers and that the website will meet FOIPPA.

-END OF SCHEDULE 'A'-

SCHEDULE B – DRAFT AGREEMENT

RFP XXX-XXX-XXX AGREEMENT

THIS AGREEMENT made the XXX day of XXX, 2024.

BETWEEN

DISTRICT OF UCLUELET
P.O. Box 999
200 Main Street
Ucluelet, British Columbia
V0R3A0

(hereinafter referred to as the “District”)

AND

CONSULTANT

(hereinafter referred to as the “Consultant”)

WHEREAS:

- A. The District requested proposals for XXX for the District of Ucluelet;
- B. The Consultant provided a proposal to the District to develop XXX for the District of Ucluelet, acceptable to the District;

NOW THEREFORE THIS AGREEMENT WITNESSES that for an in consideration of the mutual promises, covenants and agreements as hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties agree as follows:

1. THE WORK

- 1.1. The Consultant shall XXX in accordance with the Consultant’s “Proposal for XXX” dated XXX (the “Proposal”), a copy of which is attached hereto as Schedule “A” and is incorporated into and forms part of this Agreement (the “Work”). In the event that the District requests the Consultant perform additional work (the “Additional Work”), such Additional Work shall only be undertaken by the Consultant upon the District and the Consultant entering into an addendum to this Agreement, specifying the scope of the Additional Work, costs of the Additional Work, timing for completion of the Additional Work, and terms of payment for the Additional Work. All other terms of this Agreement shall apply, *mutatis mutanda*, to the Additional Work.

- 1.2. The Consultant shall carry out the Work and shall deliver to the District the Work as detailed in the Proposal on or before XXX, or such other time as may be mutually agreed by the District and the Consultant.
- 1.3. The District shall reasonably co-operate with the Consultant in provision of information, data and documentation in the possession of the District, which is not protected from disclosure pursuant to the *Freedom of Information and Protection of Privacy Act (FOIPPA)* or is otherwise of a confidential nature, in order to assist the Consultant in carrying out the Work.

2. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.1. The Contractor acknowledges that the District is subject to the *FOIPPA*, that the District may be legally obligated to disclose to a person parts, or all, of this Agreement and any documents legally connected to this Agreement, and that the authority of the District to refuse to disclose a record containing third party confidential information is limited as set out in *FOIPPA*. If the Contractor considers that information supplied by it to the District in connection with the performance of the Services is confidential information that should not be disclosed to a person making a request under the *FOIPPA*, the Contractor shall identify this information to the District, indicate that the information is supplied in confidence, and refer to the *FOIPPA* in this regard. The Contractor acknowledges and agrees that the District may nevertheless be required to disclose Contractor information even where the Contractor stipulates that such information is supplied in confidence. The Contractor acknowledges and agrees that any information included in this Agreement (including in the schedules to this Agreement) is not supplied in confidence.

3. PAYMENT

- 3.1. The District shall pay to the Consultant the maximum sum of \$XXX to carry out the Work as detailed in XXX of the Proposal, plus Goods and Services Tax, within 30 days of receipt of an invoice for such work. In no event shall the fees as set out in XXX be exceeded, without the express written authorization of the District.
- 3.2. In the event that the Consultant performs work or services not detailed in the proposal, such shall be deemed to be included in the above payment, unless otherwise agreed in writing between the parties. The Consultant agrees to notify the District promptly of any factor, occurrence, or event coming to its attention that may affect the Consultant's ability to meet the requirements of this Agreement, or that is likely to occasion any material delay in delivery of the Work as set out in the Proposal, including, without limitation, any loss or reassignment of key employees, threat of strike, or major equipment failure.

4. STANDARD OF WORK

- 4.1. The District shall have the sole right to determine if the Work, or any component of the Work, has been satisfactorily completed and in the event that the Work or any component of the Work, is determined by the District to be unsatisfactory, the District shall be entitled to withhold payment from the Consultant of any payment until such Work is satisfactorily completed.

- 4.2. The Consultant shall perform the Services with the level of care, skill and diligence normally provided by consultants in the performance of comparable services in respect of projects of a similar nature.
- 4.3. The Work must comply with all Canadian and British Columbian security and privacy policies and laws, including BC's Personal Information Protection Act, SBC 2003 c. 36, Federal Personal Information Protection and Electronic Documents Act, SC 2000 c 5, and Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165 (FOIPPA). All data storage must be compliant with these laws and stored on Canadian services.

5. INDEMNITY AND INSURANCE

- 5.1. Notwithstanding the provision of insurance coverage by the District, the Consultant hereby agrees to indemnify and save harmless the District, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action, (collectively referred to as "Claims") that the District may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Consultant or its Subconsultant(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this Indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the District, its other consultant(s), assign(s), and authorized representative(s) or any other persons.
- 5.2. The Consultant shall provide the following insurance coverages, all such policies to be on a "claims arising" basis:
 - a) A Professional Liability insurance policy covering errors and omission with coverage of not less than \$5,000,000 per claim and a minimum \$5,000,000 aggregate per year; and
 - b) A Commercial General Liability insurance policy with coverage of not less than \$5,000,000 per claim and aggregate per year (hereinafter the CGL policy). The CGL policy shall include liability for Bodily Injury, Property Damage, and Non-Owned Vehicles, including Broad Form products and completed operations, shall name the District as an additional named insured and contain a Cross Liability clause. The CGL policy shall remain in full force and effect at all times during the term of this Agreement; and
 - c) The insurance policies shall be on the terms satisfactory to the District. Proof of the insurance policies, to the satisfaction of the District, and shall be delivered to the District prior to the commencement of the Work. Such proof shall confirm that the coverage is in effect, identify the District as an additional insured under the CGL policy, describe the type and amount of insurance, list major exclusions and shall not be limited to vicarious liability of the District only, and agree to provide the District 30 days' prior written notice of cancellation of any insurance policy.

The above insurance policies listed shall have the right of subrogation waived as against the District and its respective employees, servants and agents.

Prior to commencement of any Work, the Consultant shall provide the District satisfactory evidence that the insurance required to be provided by the Consultant under this clause is in

full force and effect.

The District makes no representation or warranty with respect to the extent or adequacy of the insurance protection afforded by the policies above. It shall be the full responsibility of the Consultant to determine their own additional insurance coverage's that are necessary and advisable for its own protection or to fulfill its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Consultant at the Consultant's own expense.

All policies referred to in this clause shall remain in full force and effect until the work has been completed.

- 5.3. The Consultant shall provide satisfactory evidence of registration with the Workers Compensation Board and a clearance letter from WorkSafe BC confirming that no assessments or payments are outstanding to WorkSafe BC.
- 5.4. The Consultant acknowledges and agrees that the District shall not be liable for any loss or damage to any materials or equipment supplied or owned by the Consultant.

6. OWNERSHIP AND RIGHTS

- 6.1. Except as set forth below, all elements of the Work shall be exclusively owned by the District and shall be considered works created by the District for the District. Except as set forth below and in paragraph 6.2, the District shall itself exclusively own all Canadian and international copyrights and all other intellectual property rights in the Work.
- 6.2. With the sole exception of any Pre-existing Works identified in section 6.5 hereof, the Consultant agrees to assign, and upon creation of each element of each Work automatically assigns, to the District, its successors and assigns, ownership of all Canadian, United States and international copyrights and all other intellectual property rights in each element of each Work. This assignment shall be operative with respect to all intellectual property and moral rights in and to each element of each Work. This assignment includes, without limitation, any and all rights to secure any renewals for extensions of copyrights in Canada, the United States and elsewhere and transfers to the District any and all rights of action and recovery, if any, possessed by the Consultant for past infringement by others. Furthermore, the Consultant hereby waives all moral rights in each element of each Work on behalf of itself its employees, and those of its subcontractors engaged in creation of the Work.
- 6.3. The Consultant shall obtain from each and every of its employees, agents, and subcontractors involved in creating each element of each Work any agreement or assignment required to confirm ownership rights in the Work in favor of the District as well as evidence to confirm waiver of all moral rights therein.
- 6.4. From time to time upon the District's request the Consultant and/or its personnel shall confirm such assignments by execution and delivery of such assignments, confirmations of assignments, or other written instruments as the District may request. The District, its successors and assigns shall have the right to obtain and hold in its own name all copyright registrations and other evidence of rights that may be available for the Work and any portions thereof.

- 6.5. In the event that any portion of any Work (including the entirety thereof) constitutes a pre-existing work for which the Consultant cannot grant to the District the rights set forth in paragraphs 6.1 and 6.2 above, the Consultant shall specify below:
- a) the nature of such pre-existing work;
 - b) its owner;
 - c) any restrictions or royalty terms applicable to the Consultant's or the Consultant's use of such pre-existing work or the Consultant's exploitation of the Work as a Derivative Work thereof; and
 - d) the source of the Consultant's authority to employ the pre-existing work in the preparation of the Work.
- 6.6. The works set forth above will be referred to as "Pre-existing Works". The only pre-existing works that may be used in the construction of any of the Work are the Pre-existing Works specified above and any Pre-existing Works that may be approved in writing by the District prior to their use. Further, before initiating the preparation of any Work that contains one or more such Pre-existing Works, the Consultant shall, at the Consultant's sole expense, cause the District, its successors, and assigns, to have and obtain the perpetual, irrevocable, nonexclusive, worldwide, royalty free right and license to:
- a) use, execute, reproduce, display, perform, distribute internally or externally, sell copies of and prepare Derivative Works based upon all Pre-existing Works and Derivative Works thereof; and
 - b) authorize or sublicense others from time to time to do any or all of the foregoing.
- 6.7. In performing services under this Agreement, the Consultant agrees not to design, develop, or provide to the District any items that infringe one or more patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or other rights of any person or entity. If the Consultant becomes aware of any such possible infringement in the course of performing any Work hereunder, the Consultant shall immediately so notify the District in writing. The Consultant agrees to indemnify, defend, and hold the District, its officers, directors, employees, elected officials or representatives and the like harmless for any such alleged or actual infringement and for any liability, debt, or other obligation arising out of or as a result of or relating to:
- c) the Agreement;
 - d) the performance of the Agreement; or
 - e) the Work.

This indemnification shall include solicitors' fees and expenses, unless the Consultant defends against the allegations using counsel reasonably acceptable to the District.

7. AGREEMENTS WITH EMPLOYEES

- 7.1. No individuals or entities other than the Consultant and the Consultant's employees shall undertake any work in connection with this Agreement. The Consultant shall obtain and maintain in effect written agreements with each of its employees who participate in any of the Consultant's work hereunder. Such agreements shall contain terms sufficient for the

Consultant to comply with all provisions of the Agreement and to support all grants and assignments of rights and ownership hereunder. Such agreements also shall impose an obligation of confidence on such employees with respect to the District's confidential information.

8. REPRESENTATIONS AND WARRANTIES

The Consultant makes the following representations and warranties for the benefit of the District, as a present and ongoing affirmation of facts in existence at all times when this Agreement is in effect:

- 8.1. The Consultant represents and warrants that it is under no obligation or restriction, nor will it assume any such obligation or restriction that does or would in any way interfere or conflict with, or that does or would present a conflict of interest concerning, the Work to be performed by the Consultant under this Agreement. The District understands that the Consultant is currently working on one or more similar projects for other clients. Provided that those projects do not interfere or conflict with the Consultant's obligations under this Agreement, those projects shall not constitute a violation of this provision of the Agreement.
- 8.2. The Consultant represents and warrants:
 - a) it is and will be the sole author of all works employed by the Consultant in preparing any and all of the Work other than Pre-existing Works;
 - b) it has and will have full and sufficient right to assign or grant the rights and/or licenses granted in the Work pursuant to this Agreement;
 - c) all the Work other than Pre-existing Works have not been and will not be published under circumstances that would cause a loss of copyright therein; and
 - d) all the Work, including all Pre-existing Works, do not and will not infringe any patents, copyrights, trade marks, or other intellectual property rights (including trade secrets), privacy or similar rights of any person or entity, nor has any claim (whether or not embodied in an action, past or present) of such infringement been threatened or asserted, nor is such a claim pending against the Consultant (or, insofar as the Consultant is aware, against any entity from which the Consultant has obtained such rights).

9. DISPUTE RESOLUTION

- 9.1. The parties will endeavor to resolve any disputes by negotiations however, if a dispute is not resolved by negotiation within 10 days of commencing negotiations, the District and the Consultant will forthwith submit the dispute to a mediator who is acceptable to both parties and whose expenses will be shared equally by them. If they cannot agree on a mediator, a mediator will be appointed by the British Columbia International Arbitration Centre.
- 9.2. If mediation pursuant to paragraph 9.1 does not result in a resolution of the dispute within 10 days of the commencement of mediation, the parties will forthwith submit the dispute to arbitration by a single arbitrator who is acceptable to both parties and whose expenses will be shared equally by them. If they cannot agree on an arbitrator, an arbitrator will be appointed

by the British Columbia International Arbitration Centre. The determination of the arbitrator will be conclusive and binding on the parties. The Commercial Arbitration Act of British Columbia or successor legislation will apply to the arbitration

10. TIME OF THE ESSENCE

- 10.1. Time is of the essence of this Agreement provided that the time for doing or completing any matter provided for in this Agreement may be extended or abridged by an agreement in writing signed by the District and the Consultant.

11. NOTICES

- 11.1. Any notices to be given under this Agreement shall be given to either the District or the District in writing and mailed to or delivered to the Consultant at the address shown on page 1 of this Agreement.
- 11.2. Any notice delivered by hand shall be deemed received that day or if by mail shall be deemed to have been received seven (7) calendar days after it has been posted in a pre-paid addressed envelope.

12. ENTIRE AGREEMENT

- 12.1. This Agreement shall constitute the entire Agreement between the District and the Consultant and there is no representation, warranty, collateral agreement or condition affecting this Agreement other than as expressed in writing in this Agreement.

13. GENERAL MATTERS

- 13.1. This agreement shall enure to the benefit of and be binding upon District and the Consultant, their respective heirs, administrators, executors, successors and assigns.
- 13.2. This Agreement will be construed and enforced in accordance with, and the rights of the parties shall be governed by, the law of British Columbia, and shall not be strictly construed either for or against either party.
- 13.3. No modification of or amendment to this Agreement will be valid or binding unless set forth in writing and duly executed by both of the parties and no waiver of any breach of any term or provision of this Agreement will be effective or binding unless made in writing and signed by the party purporting to give the same, and unless otherwise provided, will be limited to the specific breach waived.
- 13.4. This Agreement may be signed in counterparts and may be transmitted by facsimile or other electronic means and the reproduction of signatures by facsimile or other electronic means will be treated as binding as if originals and such counterparts together shall be but one and the same instrument.

-END OF SCHEDULE 'B'-

SCHEDULE C – FORM OF PROPOSAL

RFP No.: 2024-ADM-003
RFP Project Title: Website Redesign

SUBMISSIONS

Proponents should respond to the questions under each heading clearly and concisely.

Through the information provided in your Proposal, the District expects to gain an in-depth understanding of a Proponent's experience and capability to provide the Goods and/or Services outlined in "SCHEDULE A - SCOPE OF GOODS OR SERVICES".

Proposals should address the project requirements as outlined in "SCHEDULE A - SCOPE OF GOODS OR SERVICES", by providing the following information with submissions:

- Executive Summary;
- Proposed Team: including their qualifications and experience;
- References: three (3) references with contact information and available URLs of websites that the Proponent has designed and developed. Higher weighted scores may be given to Proponents who provide references from municipal governments or other government departments;
- Project Plan: clearly demonstrate an understanding of the sequence of the work, including general approach and methodology, detailed schedule, project deliverables, milestones, technologies, and evaluations processes;
- Quality Control: including testing procedures and maintenance protocol;
- Communication Plan: describing how the Proponent intends to keep the District informed of progress, milestones and requirements, and it's ability to support the District after implementation;
- Website Maintenance Plan: including hours and rate card as detailed in "SCHEDULE A - SCOPE OF GOODS OR SERVICES" Section 3.6 Security and Maintenance;
- Training and Implementation Plan;
- Potential Unidentified Risks;
- Fee Schedule; and
- Terms and Conditions.

The District will evaluate the Form of Proposal based on the Evaluation Criteria outlined in the "INSTRUCTIONS TO PROPONENTS", Section 5.0 Evaluation and Selection.

A detailed, clear and concise response from Respondents is required in order to facilitate the evaluation process. Any requirement with no response will be presumed to mean it is either not included or not available.

PROPONENT INFORMATION

Legal Name of Proponent:

Business Address:

Phone Number:

Email Address:

Contact Person and Title:

Business Website:

CONFLICT OF INTEREST

In this Part, the Proponent must declare that neither it, nor any of its officers, directors, principals or employees, have or have had any relationship with any employees or elected officials of the District which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage, except as identified below. Individually, for each such relationship, identify the following:

Name of Party or Individual from the Proponent Involved: _____

Nature of the Relationship: _____

Measures Implemented to Mitigate the Conflict (if any): _____

PROPONENT DECLARATION AND SIGNATURE

The Proponent declares the information provided in this Proposal is true and accurate. Submission of a Proposal is a representation that the Proponent has obtained a complete copy of the RFP Documents, including any and all Addenda which may be issued.

Authorized Signatory(ies) or Partner(s):

Signed in the presence of (witness):

Signature

Signature

Name and Title

Name and Title

Telephone No.

Telephone No.

Email

Email

FINANCIAL PROPOSAL

The Respondent offers to supply to the District the Goods and/or Services for the prices as follows for the project. At a minimum, the Proponent’s Financial Proposal should include the following:

- The Proposal shall clearly identify the level of effort required to complete the scope of work for the total project. The quoted price should provide an overall lump sum fee in Canadian dollars for all major website functions as outlined in “SCHEDULE A – SCOPE OF GOODS OR SERVICES”, and applicable taxes should be shown as a separate line item;
- This is to be an all-inclusive fee that includes all labour, overhead, expenses, travel, subcontractors, profit, and administration costs;
- All subcontractors must be identified and their role in the project clearly defined;
- Any items not included in the lump sum fee must be clearly stated, and an hourly rate card or cost allowance must be provided, including:
 - any costs associated with the recommended CMS and ongoing support and/or subscriptions for plugins or extensions required for the CMS, as outlined under “SCHEDULE A – SCOPE OF GOODS OR SERVICES”, section 3.4 Content Management System
 - a rate card detailing the rates for items outlined under “SCHEDULE A – SCOPE OF GOODS OR SERVICES”, section 3.6 Security and Maintenance; and
 - hourly rates for any additional work required outside of the project scope, such as troubleshooting and minor adjustments to the website during the one month bedding in period as described under “SCHEDULE A – SCOPE OF GOODS OR SERVICES”, section 3.8 Implementation and Deployment.

Note: Proponents may use the table provided below or provide their own table(s) as an Appendix.

Description	Quantity	Total
TOTAL (before taxes)		
	GST	
	PST	
TOTAL INCLUSIVE OF TAXES		

END OF SCHEDULE ‘C’

SCHEDULE D – PAGE AND DOCUMENT LIST

The following lists the approximate page count required per department, including landing pages and is subject to change:

LANDING PAGE

Page(s): 1

FINANCE

Pages: 3 - 5

RECREATION, PARKS AND CULTURE

Pages: 8 - 10

DOING BUSINESS IN UCLUELET

Page(s): 1 - 3

PUBLIC WORKS

Pages: 4 – 6

HOUSING DEVELOPMENT AND CONSTRUCTION (PLANNING, BUILDING)

Pages: 11 – 14

DISCOVER UCLUELET

Pages: 6 – 8

FIRE AND EMERGENCY SERVICES:

Pages: 5 – 7

CORPORATE SERVICES

Pages: 16 – 20

END OF SCHEDULE 'D'

SCHEDULE E – OTHER FEATURES AND CONTENT

Home Page Links

Popular Pages

- Zoning Bylaw 1160 Unofficial Consolidation
- Ukee Map
- Parks & Rec Activity Guide
- Council Agendas and Minutes
- Discover Ucluelet (referral link)
- Bylaw Services

I Want To:

- Apply for a:
 - Pet License
 - Filming Permit
 - Apply for a Special Events Licence
 - Beach Wedding Permit / Parks Use Permit
 - Business Licence
 - Building Permit
 - Grant in Aid
 - Submit a Public Works Service Request (CityWide)
 - Check my Garbage and Recycling Schedule (Waste Wizard Calendar)
- Contact
 - Council
 - District Staff
- Sign Up For
 - Emergency Notifications (Connect Rocket)
 - Parks and Rec Program (Perfect Mind)
 - Ukee Mail (MailChimp Integration)
- Appear as a Delegation to Council
- Check my Zoning (Ukee Map via CGIS)

Reference Websites

These websites align with the design principles and style that the District of Ucluelet would like to see on the redesigned website and are included here as inspiration for bidders:

- [Government of Ontario](#)
- [Government of British Columbia](#)
- [Washington State](#)

END OF SCHEDULE 'E'

SCHEDULE F – DISTRICT OF UCLUELET RESPONSIBILITIES

The District of Ucluelet will provide the Successful Proponent with:

1. All page content
2. All images correctly sized and ready to upload
3. All documents in PDF-OCR format, optimized for web use
4. User names and permissions levels
5. Links to all District of Ucluelet social media accounts to be featured on the website
6. Referral links to all external content required on the website
7. Timely responses to requests for content by the developer
8. Guidelines for staff updating the website

END OF SCHEDULE 'F'

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARDS

Place holder pages to attached standards PDF package while maintaining number sequence

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARS

Place holder pages to attached standards PDF package while maintaining number sequence (6 pages total)

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARS

Place holder pages to attached standards PDF package while maintaining number sequence

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARS

Place holder pages to attached standards PDF package while maintaining number sequence

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARS

Place holder pages to attached standards PDF package while maintaining number sequence

SCHEDULE G – DISTRICT OF UCLUELET GRAPHIC STANDARS

Place holder pages to attached standards PDF package while maintaining number sequence

END OF SCHEDULE 'G'