



Request for Proposal

Project Name or Description: Website Redesign

Company Name: Rundle College Society

Address: 7379 17th Avenue SW

City, Province, Postal Code: Calgary, Alberta T3H 3W5

Procurement Contact Person: Leslie Tecklenburg

Telephone Number of PCP: 403-214-3701

Email Address of PCP: contactus@rundle.ab.ca

Fax Number: 403-291-5458

1. Background/Introduction

Rundle College Society is an independent, accredited, coeducational school jurisdiction founded in Calgary, Alberta in 1985 by Drs. W.J. Collett and R.C. Conklin. It has over 1060 students in two separate programs: Rundle College and Rundle Academy.

Rundle's success is built on providing small classes with dedicated teachers that provide individual attention, encouraging all students to reach their full potential. Students at Rundle are challenged by the rigorous academic curriculum that is enriched with exceptional extracurricular fine arts, athletics, service, and leadership programs.

2. Project Goals and Scope of Services

Rundle College Society is seeking the services of a website design/development company to redesign Rundle's website using the content currently in place. Rundle College Society is looking for a design refreshed, user-friendly website that is built for

easy updating and maintenance, site data analytics, mobile functionality, and future site growth.

The selected firm will be responsible for the redesign and implementation of a comprehensive yet cost-effective website.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: February 1, 2019

Deadline for Bidders to Submit Questions: February 8, 2019

Rundle College Society Responds to Bidder Questions: February 15, 2019

Deadline to Submit Proposals: February 22, 2019

Selection of Top Bidders/Notification to Unsuccessful Bidders: March 1, 2019

Start of Negotiation: March 4, 2019

Contract Award/Notification to Unsuccessful Bidders: March 20, 2019

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, rundle.ab.ca, and can be downloaded from there directly as of 10 a.m. on February 1, 2019.

Respondents to this RFP must submit one original and three copies of their proposal. Responses must be received no later than February 22, 2019. Responses should be clearly marked "RFP-Website Redesign" and mailed or delivered to the contact person listed above.

5. Timeline

Rundle College Society needs the project completed prior to August 12, 2019.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of creative team, and number of full-time employees.
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to Rundle College Society.
- A representative selection of website development created for current and past clients.

7. Evaluation Criteria

The successful respondent will:

- Have been operating continuously as a website designer/developer for a minimum of two (2) years and possess full-service, in-house capabilities for website design and development.
- Have the education, experience, knowledge, skills, and qualifications of the firm and the individuals who will be available to provide these services.
- Have the competitive cost of services.
- Have the expertise working with similar customers.

8. Budget

Rundle College Society's budget for the project is \$25,000.