



VILLAGE OF  
**VALEMOUNT**

*Let the mountains move you*

**REQUEST FOR PROPOSAL**

**Tourism Valemount Website Update**

The Village of Valemount is seeking proposals from qualified professionals for providing **Contract Services as outlined in Section D (Purpose) and Section E (Scope of Work).**

**ISSUE DATE:** Thursday, July 19, 2018

Email complete response as a PDF file to [rfp@visitvalemount.ca](mailto:rfp@visitvalemount.ca) or mail a hard copy in a sealed envelope clearly marked "Tourism Valemount Website Update" to Village of Valemount, PO Box 168, Valemount, BC V0E 2Z0.

**CLOSING DATE:** Thursday, August 23, 2018

**CLOSING Time:** 3:00 pm PDT

## A. INTRODUCTION

This document outlines the overall scope of services, the basic requirements for the proposal document, and the basic evaluation criteria to be used for awarding the assignment.

## B. BACKGROUND

Tourism Valemount is a committee of Council of the Village of Valemount and acts as the Destination Marketing Organization for Valemount, BC.

Tourism Valemount promotes and markets the Valemount area by using print media, electronic media, and digital media.

Valemount's website VisitValemount.ca was completed in November 2014 and it needs to be reviewed and redesigned in order to reflect the new online needs and trends.

## C. SCOPE OF WORK

Redesign VisitValemount.ca website by focusing on the primary needs of potential visitors to Valemount and area.

- a. Review website sections and rearrange if needed accordingly to visitors' needs;
- b. Review website copy style and modify by simplifying. The Explorer Quotient (EQ ) style, developed by Destination Canada, may be simplified and/or removed in some sections;
- c. Review links and flows in order to generate a specific outcome or "call to action", for example booking of rooms or activities;
- d. Redesign the website by using the WordPress Content Management System;
- e. Review business directory and simplify by using the Sabai and Sabai Directory plugin or similar;

Content—text, photos, videos, contacts, etc.—will be provided by Tourism Valemount. The marketing coordinator and Tourism Valemount will also assist the consultant during the development process

## D. PROJECT TIMELINE

The project should be completed by November 30, 2018.

## E. BUDGET

The budget for this RFP is set to \$15,000 CAD plus GST.

## F. EVALUATION

The Village will evaluate Proposals based upon but not limited to, the following:

- Proposal Project
- Project Management

- Scope of Work (Schedule and Work Plan)
- References (2)

The Village reserves the right to seek Proposal clarification with the Proponent to assist in making evaluations

Proposals will be reviewed and evaluated by a committee selected by the Village. During the evaluation process any or all of the proponents may be invited to give written or oral presentation and/or participate in interviews with the committee.

#### G. RESPONSE CONTENT

Proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the Village of Valemount.

##### a. Proposal/Project

- Full details of the proponent's proposal

##### b. Project Management (Proponent Organization/Profile/Technical Skills/Experience)

Please include any resumes, list of professional organizations, projects undertaken etc, which may be relevant to the evaluation of your ability to successfully undertake the proposed contract and meet all of the RFP objectives.

##### c. Scope of work

- Including: work plan, schedule, personnel, explanations of how all RFP/Project results/specifications will be achieved

##### d. References

- Proponent must provide 2 references for past projects of similar size and scope

##### e. Certification

- Proposals must include a signed Proponent Commitment (Section H.)

**H. PROPONENT COMMITMENT****This section to be completed by proponent:**

Provided that this proposal is accepted within thirty (30) calendar days from the closing date, the undersigned agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions, and specifications the undersigned agrees to supply products and services at the prices quoted. The statements made in this proposal are correct and truthful representations. If selected, I/We shall negotiate in good faith with the Contracting Agency.

Name: 1T

Company: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: 1T

Signature of Signing Officer: 1T

Name of Signing Officer: 1T

Title of Signing Officer: 1T

Date: 1T

## I. INSTRUCTIONS, TERMS AND CONDITIONS

- a. The following terms and conditions will apply to this Request for Proposal, Submission of a Proposal indicates acceptance of all the terms that follow, and any that are included in any addenda issued by the Village. Provisions in submitted Proposals that contradict any of the terms of this Request for Proposal will be as if not written and do not exist.

All enquiries related to this RFP are to be directed by email to:

Name: Jennifer Robinson  
Title: Marketing Coordinator  
Village of Valemount  
Email: rfp@visitvalemount.ca

Questions will be answered if time permits. Enquiries and responses will be recorded and may be distributed to all proponents at the Village's option.

- b. Proposals received after the closing time will not be accepted.
- c. The proponent response in the proposal document should be a maximum of 8 pages.
- d. All proposals and subsequent information or material received shall become the property of the Village of Valemount and will not be returned. The Proposals will be held in confidence by the Village subject to the provisions of the Freedom of Information and Protection Privacy Act.
- e. Proposals should be executed by an authorized signatory of the proponent.
- f. Proposals may be withdrawn by written request only, to the Marketing Coordinator at any time prior to the scheduled closing time.
- g. Proposals remain valid, and may not be withdrawn, for the period of sixty (60) days following the date for submission of proposals.
- h. Prior to the date for submission of proposals, proponents should not contact any other representative of the Village regarding this Request for Proposal, other than representative in Section K (a), without that representative's permission. Unauthorized contact with any Village representatives, including members of Village Council, may be cause for the rejection of the proponent's proposal.
- i. Proponents are cautioned to carefully read and follow the procedures, terms and conditions required by this Request for Proposal, as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However the Village reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal, and proceed with that respondent.
- j. Submission of a proposal by a proponent and its subsequent receipt by the Village does not represent a commitment on the part of the Village to proceed further with any proponent or

project. The Village is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process at any time.

- k. The Village will not accept any responsibility for costs incurred by any proponent in responding to this Request for Proposal, including the provision of any additional material or attendance at any meeting. Proponents will be solely responsible for any and all costs and expenses.
- l. The Village and its representatives, agents, consultants and advisors will not be liable to any proponent, or any firm, corporation or individual member of a proponent, for claims, whether for costs, expenses, loss or damages, or loss of anticipated profits, or any matter whatsoever, suffered or incurred by the proponent, or any firm, corporation, or individual member of a proponent, in preparing and submitting a proposal, or participating in the RFP process or negotiations for the agreement, or any activity related to or arising out of this RFP.
- m. The Request for Proposal and successful proponent's response may form part of any contract entered into.
- n. Any information acquired about the Village by a proponent during this process must not be disclosed unless authorized by the Village, and this obligation will survive the termination of the Request for Proposal process.
- o. The proponent, including all firm, corporation, or individual members of a proponent, will promptly disclose to the Village any potential conflict of interest and existing business relationships they may have with the Village or evaluation committee. The Village reserves the right to disqualify any proponent.
- p. All amendments or further information will be published on <http://valemount.ca/bid-contract>. It is the responsibility of the proponent to monitor these web sites to check for updates.
- q. Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- r. After the date for submission of proposals, a proponent may make a change to the makeup of the proponent's membership team only with expressed written approval of the Village. The Village may refuse to permit changes of members who in the judgement of the Village have qualifications that were unique and essential to the proponent.
- s. The highest rated, lowest priced, or any proposal will not necessarily be accepted. The Contracting agency reserves the right to decide upon the order of treatment.

**J. NEGOTIATIONS AND CONTRACT AWARD**

- a. Awards will be made based on the best value offered and the best value will be determined by the Village.
- b. The Village shall not be obligated in any manner to any Proponent whatsoever until written agreement has been duly executed relating to an approved Proposal.
- c. No act of the Village other than a notice in writing shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Village.
- d. The Village reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specification and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the Village.
- e. After selection of a preferred Proponent and the finalization of any required negotiations, signing of contract documents and the awarding of a contract will be made by the Chief Administrative Officer and/or the Mayor.
- f. If a written Contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.