

RFP 20250011

Website Design, Implementation & Hosting

Closing Date & Time:

11:00 a.m. C.S.T. September 17, 2025

Proposals to be received by email to tenderproposals@srsd119.ca

Closing Location:

Saskatchewan Rivers Public School Division

545 11th Street East

Prince Albert, SK S6V 1B1

Contact Person:

Connie Henderson

Assistant Manager of Financial Services

chenderson@srsd119.ca



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APPENDIX "A" – Submission Form

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DEFINITIONS

Capitalized terms used throughout this RFP shall have the following meaning:

“Application” means the website;

“Committee” means representatives from Saskatchewan Rivers Public School Division #119 who will evaluate proposals received;

“Contract” means the Contract/Agreement between Saskatchewan Rivers Public School Division #119 and the Successful Proponent resulting from the RFP;

“Contract Manager” means the employee of Saskatchewan Rivers Public School Division #119, who is responsible for overall administration of the Project;

“Division” means Saskatchewan Rivers Public School Division #119 or SRPSD;

“Proponent” means a party that submits a Proposal in response to this RFP;

“Proposal” means the materials that a Proponent submits in response to this RFP;

“Request for Proposal” or “RFP” means all attached and referenced documents and subsequent addenda for Request for Proposal 20250011 Website Design, Implementation and Hosting;

“School Division” means Saskatchewan Rivers Public School Division #119 or SRPSD;

“Successful Proponent” means the Service Provider with whom Saskatchewan Rivers Public School Division #119 may enter into an Agreement or Contract with;

“Work” or “Works” means the provision of all labor, services, materials, equipment, and any other necessary items and actions for the Successful Proponent to complete and perform its obligations in accordance with the requirements and terms and conditions of the Contract.

1.0 RFP OVERVIEW

Saskatchewan Rivers Public School Division #119 (SRPSD) is seeking Proposals from qualified Proponents for the design, implementation and hosting of a division website and 31 school websites. Our school division serves approximately 8500 students. The term of this contract is for five (5) years, with the option to extend for an additional three (3) year term at the discretion of the Board of Education of SRPSD.

Through this RFP, SRPSD seeks to:

- Outline the Scope of Work
- Outline the Selection Process
- Outline the Proposal Requirements
- Specify the conditions that would govern any resulting Contract
- Determine the costs

2.0 TERMS AND CONDITIONS

2.1) Contract Management

Once awarded, the SRPSD Contract Manager will be Superintendent of Schools, Garette Tebay or as otherwise appointed.

2.2) Omissions and Discrepancies

Proponents are required to notify the person listed in Section 2.3, Inquiries, immediately by e-mail of any discrepancies or omissions found in the RFP documentation or if the Proponent is in doubt as to the meaning of any provision of the RFP documentation.

SRPSD may issue, before the closing date, a formal written RFP addendum to correct any discrepancy or omission or to clarify the interpretation of any provision. SRPSD will make all addenda available by posting to the SaskTenders website (www.sasktenders.ca). Such addenda shall become part of the RFP document and the resulting Contract. It is the responsibility of the Proponent to ensure that their response is in accordance with all addenda and the Proponent acknowledges and agrees that submitting a response to the RFP, the Proponent is acknowledging receipt of all addenda.

No verbal interpretations shall be made to a Proponent as to the meaning of any of the RFP or Contract documents. Every request for an interpretation shall be made in writing and all Proponents will receive written clarification.

Proposals which are incomplete, illegible or obscure in any way or that contain uncalled for irregularities of any kind may be deemed non-compliant and may be rejected.

2.3) Enquiries

All requests for information regarding this RFP must be addressed **in writing** (via email) to the attention of: Connie Henderson, Assistant Manager of Financial Services
chenderson@srsd119.ca

No other SRPSD representative, agent, employee or elected official is authorized to speak on behalf of SRPSD with respect to this RFP.

Any attempt by a Proponent to contact any SRPSD representative, agent, employee or elected official with respect to this RFP may result in the rejection the Proponent's Proposal.

All addendums are to be released no later than one (1) week before the closing of the RFP.

The decision-making authority for this RFP rests with the SRPSD.

2.4) Incurred Costs

SRPSD will not be liable in any way for any costs incurred by Proponents in replying to this RFP. Including any presentations or demonstrations that may be requested after RFP closing.

2.5) Reservations

SRPSD reserves the right to accept the Proposal which it deems most advantageous and the right to reject any or all Proposals, in whole or in part, whether the prices offered be the lowest or not. Further the SRPSD in its sole discretion may accept or reject any Proposal which in the opinion of the SRPSD is incomplete, obscure, irregular, contains exceptions or counter offers or, which is non-compliant with the terms of the RFP. The SRPSD is under no obligation to award a Contract and reserves the right to terminate the Proposal process at any time, and to withdraw from discussions with any or all of the Proponents who have responded.

2.6) Collusion

Proposals shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a Proposal for the same Services and shall be in all respects fair and without collusion or fraud.

2.7) Proposal Acceptance Period

By submitting a Proposal, each Proponent agrees that their Proposal may be subject to acceptance by SRPSD any time up to and inclusive of sixty (60) days after due date for submitting Proposals.

2.8) Payment Terms

The Successful Proponent shall invoice SRPSD upon completion of design & implementation and on monthly basis for hosting services rendered thereafter.

No payments that exceed the agreed upon fee will be made without a scope of work change order.

Amounts must be shown with GST and PST shown as a separate amount.

Payment shall be in Canadian funds net thirty (30) calendar days (or less based on new Saskatchewan laws) after receipt and approval of Proponent's invoice. SRPSD will pay the Proponent by direct deposit to the Proponent's banking institution.

2.9) Confidentiality

SRPSD acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. SRPSD agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The Proponent's Proposals will be kept confidential during the evaluation phase. Proponents acknowledge that Proposals may be openly discussed should staff recommend the Proponent's submission.

The Proponents acknowledge that SRPSD is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and all documents submitted to SRPSD will be subject to provisions of those pieces of legislation and their respective regulations. Proponents are advised that Applicable Laws may

afford rights of production or inspection at the application of third parties and that the Contract entered into by the Successful Proponent will by law be available for inspection by members of the public.

As per the *Canadian Free Trade Act* (CFTA), SRPSD may post on Sasktenders.ca, the name and address of the Successful Proponent, the names of all other Proponents, and the aggregate award value.

2.10) Trade Agreements

This RFP is subject to the MASH Procurement Agreement, Annex 502.4 to the Canadian Free Trade Agreement (see website: <https://www.cfta-alec.ca/canadian-free-trade-agreement>) and the New West Trade Partnership Agreement (see website: <http://www.newwestpartnershiptrade.ca/>). The bid notice can be viewed on website: <https://www.sasktenders.ca>.

2.11) Permits and Licenses

The Proponent shall obtain and pay for all necessary permits and licenses required for the performance of the services. The Proponent will be required to comply with all applicable laws in performing the services.

All Equipment placed under Contract must be CSA approved and conform in all respects to the safety standards set forth in applicable legislation of the province of Saskatchewan.

2.12) Conflict of Interest

Proponents must identify any potential conflicts of interest that may arise as a result of their response to this RFP and/or subsequent award of Contract. Non-disclosure of any potential conflicts of interest may be sufficient cause to disqualify the Proposal or terminate the Contract.

2.13) Contract

If the Proponent's Proposal is accepted, the Proponent shall enter into a Contract with SRPSD substantially in the form of a Service Agreement provided by SRPSD.

If the Successful Proponent fails to satisfy any applicable conditions within fifteen (15) days of notice of selection, SRPSD may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that Proponent.

No Contract awarded shall be exclusive, or in any way limit SRPSD from dealing with other Proponents for copying requirements or related services.

2.14) Cancellation/Termination of Contract/Agreement

If the Successful Proponent fails to provide the required service, SRPSD may terminate the Contract. Such termination shall not occur until the following process has been followed:

- a) The Contract Manager shall inform the Successful Proponent of the failure to supply services in accordance with the requirements contained in this RFP.
- b) If step 'a' above does not result in the service requirements being met, then the Contract Manager shall:
 1. Notify the Successful Proponent in writing of service deficiencies; and
 2. Meet with the Successful Proponent to outline the service concerns and determine solutions.
- c) Further service infractions shall result in the Successful Proponent being issued a warning letter advising that during the next seven (7) days any breach in service will result in termination of the Contract.

- d) No liability will be attached to SRPSD for termination of this Contract on account of non-performance by the Successful Proponent.

If the above steps do not produce a satisfactory resolution, SRPSD reserves the right to cancel any agreement resulting from this RFP immediately with written notice to the Successful Proponent. In the event of such termination, SRPSD's sole liability shall be for the payment for services provided prior to the effective date of termination only.

2.15) Governing Law

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

2.16) Additional Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with or in addition to this RFP or the schedules or appendices thereto shall be void and have no effect.

2.17) Insurance

The Successful Proponent shall during the term of its agreement and at its own expense maintain with insurers allowed by the laws of the Province of Saskatchewan to issue insurance policies in Saskatchewan and in forms satisfactory to SRPSD the following insurance policies:

(a) A Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive limit for any one (1) occurrence and such policy shall include:

- SRPSD as an Additional Insured
- A Cross Liability clause
- Contractual liability coverage
- Non-owned Automobile liability

(b) The said insurance policies shall include provision for SRPSD to be given thirty (30) days written notice prior to cancellation, and thirty (30) days prior notice of any material change requested by the Successful Proponent of said insurance policies.

(c) The Successful Proponent shall furnish documentary evidence satisfactory to SRPSD of evidence of such policies and of the renewal or continuance of such insurances within ten (10) business days of any expiry date(s) thereof.

(d) The Successful Proponent and not SRPSD shall be responsible for any deductible that may apply in any of the said insurance policies.

(e) The Successful Proponent covenants and agrees that the SRPSD insurance requirements mentioned above will not be construed to and shall in no manner limit or restrict the liability of the Successful Proponent.

2.18) Workers' Compensation

Proponents must be registered and in good standing pursuant to *The Workers' Compensation Act, 1979* (Saskatchewan) or exempt from the provisions thereof. Proponents shall be solely responsible for and shall pay all dues and assessments payable under *The Workers' Compensation Act, 1979* (Saskatchewan) in respect of the services completed pursuant to this RFP.

2.19) Occupational Health and Safety

Proponents must ensure that all health and safety requirements required by *The Saskatchewan Employment Act* and its subordinate regulations are adhered to at all times. The Proponent shall ensure that any subcontractor engaged are able to comply with all health and safety requirements before commencing their Work. When requested by SRPSD, the Successful Proponent shall provide copies of all safety policies, procedures and plans prior to the commencement of their engagement.

SRPSD may order the suspension of Work in cases of recognized imminent danger or when the Successful Proponent fails to comply with Occupational Health and Safety Division Notices of Contravention, Compliance Undertakings or any other orders issued by any governmental authority or fails In the event of an accident or dangerous occurrence involving the Successful Proponent or its subcontractors, the Successful Proponent shall conduct an accident investigation in accordance with applicable laws and shall supply a copy of its investigation report to SRPSD within 72 hours of the accident or dangerous occurrence.

The Successful Proponent shall maintain or ensure that full records are kept of all incidents relating to health and safety during its engagement. All records are to be made available for inspection by SRPSD upon reasonable notice.

2.20) Minimum Specifications

Minimum Specifications are identified with the word “mandatory”, “shall”, “must”, or “will”. Proponents must have substantial compliance with all desired elements of the specifications. SRPSD reserves the right to waive minor non-compliance by a Proponent within the elements of the RFP. This is to allow SRPSD to consider and possibly accept any Proposal which it finds advantageous even though it may be non-compliant in a minor area of the specifications. SRPSD, in its sole discretion, will eliminate any Proposal which is non-compliant in any major element of the specifications.

3.0) PROPOSAL TIMELINE

The following dates are subject to change at SRPSD’s sole discretion. Should the Proposal Closing Date and Time be extended, SRPSD will issue an Addendum.

ACTIVITY	MILESTONE DATE
Release of RFP	August 20, 2025
Deadline for Submission of Questions	September 3, 2025
Last Addendum Issued	September 10, 2025
Proposal Closing Date and Time	September 17, 2025, at 11:00 a.m. C.S.T.

4.0) SCOPE OF WORK

The following details the scope of work:

4.1)Term of Contract

The term of the contract will commence on the date of the Award and be valid for a five (5) year term with an option to extend for three (3) additional years at SRPSD’s discretion. The Successful Proponent and SRPSD will have an opportunity to review and revise the terms and condition of this contract at the end of the initial term.

4.2)Timeline

Design and Implementation of the website to be completed as agreed upon with the successful Proponent after award of Contract.

4.3) Website Requirements

The Proponent should create a detailed project plan for the transition of website and Tools to your management that includes the following:

- **Must include:**
 - CASL Compliant (Canada's Anti-Spam Legislation)
 - All websites must be W3C complaint, paying specific attention to accessibility
 - hosting must include security updates and backup of content.
 - Support multiple browsers as well as multiple operating systems, mobile devices and should not require the downloading or installing of applets on visitor/client computers.
 - SRPSD's online presence must be intuitive, efficient, and should include easy-to-find, easy-to-use, navigation features (e.g. top menu bar, "breadcrumbs") so that users know where to go to find the information they seek, where they are, and where they have been.
 - All content on the website should be fully indexed and searchable by means such as keyword, title, author, and date with results displayed in terms of relevance to the query. Search capability should also feature "highlighting" (e.g. bold) searched terms in displayed content and automatic correction for mistyped entries (e.g. "did you mean...?").
 - Facilitate website content management by authorized Saskatchewan Rivers School staff.
 - Form submission capability.
 - Design and implement a template for the school sites, including information architecture and a user interface that permits efficient and effective navigation and allows users to locate information quickly and with minimal effort.
 - Enable an architecture that supports each school having its own media library/repository with the ability to draw from the division website's repository.
 - Migrate a curated version of existing content from the existing websites to the new sites embodying the required changes in information architecture, navigation, aesthetic and content arrangement.
 - Division Intranet solution designed to be accessible through employee login only via Azure AD authentication supporting SSO pass through for staff on SRPSD devices.
 - Integrate with Edsby River of News (for Division site and schools) to post (news) content
 - The ability to post (news) content on one site, then push it out to all or some of the other sites.
 - Calendars: Division Calendar, School Calendars, PD Calendar and possibly more calendars in the future as needs change. Typically these are Google or Microsoft 365 calendars.
 - Provide a repository solution for Board documents and Agendas/Meeting Minutes for Board Meetings
 - Provide information on expected ongoing technical and content management support
 - Third party API capabilities for school bus app (currently using Remind 101)
 - Provide standard SLAs for common technical issues
 - Present 2-3 different themes that will work for the division and very school site.

4.4) Data Management

Provide information on expected ongoing technical and content management support. Proponent must confirm:

1. That all data collected and housed on the website and tools are owned exclusively by SRPSD.
2. All intellectual property arising from and contained with the website is exclusively owned by SRPSD. At the end of the Contract the Proponent must provide a mechanism to export all content back to SRPSD.

4.5) Training

Training must be provided to required users at both the division and school level. Proposals must include a training plan for both in person and virtual training provided by your company. SRPSD will finalize training plans with the successful Proponent.

5.0) PROPOSAL REQUIREMENTS

In order to receive a uniform format of responses from all Proponents all proposals must be written in the language of English, each Proposal shall include, but not be limited to, the following:

5.1) Experience and Qualifications

- A brief description of your company.
- Location of Head Office and any sub-offices.
- Describe any previous experience with code reviews and transitioning an existing solution from another Service Provider.
- Identify the resources who will be part of the team providing the Deliverables.
- Include a proposed succession plan to ensure an uninterrupted level and quality of service throughout this project.
- Please identify what you believe are the primary characteristics that differentiate your firm from others in the market and explain why you believe you are uniquely positioned to work successfully with SRPSD Team.

5.2) References

Each proponent is requested to provide three (3) references, satisfactory to SRPSD in its sole discretion, from clients who have obtained services specifically related to the transition, hosting, maintenance and development of websites and applications in the last four (4) years.

For each reference, describe:

1. How the project is similar in scope and how it aligns to this proposal.
2. How the project was implemented and if timelines and budget were met.
3. The project timeframes and milestones.
4. A list of the deliverables and acceptance criteria.
5. A description of the challenges and key learnings gained by your firm as a result of involvement in the engagement.
6. Your firm's role and responsibilities within the project.
7. Include all partner companies and subsidiary relationships involved in delivering these services.

Shortlisted proponents may be asked to provide or confirm client references (including name and email address) for each referenced project.

5.3) Detailed Content Review

Provide a proposed Content Review Plan that includes, but not limited to, the following:

1. A proposed project plan that details the phases, activities, tasks, expected work effort, project schedule and milestones.
2. Detail the roles and responsibilities of the Service Provider and the SRPSD Team.
3. Identify the Service Provider resources allocated and SRPSD Team and any other resource requirements for each phase.

4. Define/describe the constraints, deliverables and acceptance criteria for each phase.
5. List any processes or activities that are out of scope of your solution.

5.4) Transition Project Plan

Provide an example Transition Project Plan for transitioning the SRPSD website and tools to the proponent's management that includes, but not limited to, the following:

1. Include a proposed transition project plan that details the phases, activities, tasks, expected work effort, project schedule and milestones.
2. Detail the roles and responsibilities of the Service Provider and the SRPSD Team. Include an organization chart depicting the relationship of the resources from both groups.
3. Identify the Service Provider resources allocated and SRPSD Team resource requirements for each phase.
4. Define/describe the constraints, deliverables and acceptance criteria for each phase.
5. Describe your QA, acceptance testing, and sign off processes.
6. List any processes or activities that are out of scope of your solution.

5.5) Risk Management Plan

Provide an example Risk Management Plan including, but not limited to transition risks, impact assessment for each risk, mitigation strategy, impact of the resultant risk, and identify the risk owner.

5.6) Hosting and Maintenance Project Plan

Provide an Example Hosting and Maintenance Project Plan for hosting and maintaining the SRPSD website and tools that includes, but not limited to, the following:

1. Detail the roles and responsibilities of the Service Provider and the SRPSD Team.
2. Identify the Service Provider resources allocated.
3. Describe your Service Desk processes for reporting issues.
4. Describe your escalation processes.
5. Provide a continuous improvement model for the solution.

5.7) Development of New Site & Migration of Curated Content Process

Provide a description of your site development & migration of curated content process that includes, but not limited to, the following:

1. Provide an outline of your requirements gathering process.
2. Describe how your process ensures that no requirements are missed.
3. Provide an outline of your time and cost estimation process.
4. Describe how this process ensures that a project is on time and on budget.
5. Describe how often your projects go over budget or over time. Explain why this happens.
6. Describe your design methodology. Explain how you engage with clients throughout the process to ensure a successful engagement.
7. Describe your development methodology. Explain how you engage with clients throughout the process to ensure a successful engagement.
8. Describe your QA process. List any tools used to assist in testing the solution.
9. Describe your client testing process.
10. Describe how bugs are dealt with.
11. Describe your change request process.
12. Describe your sign-off process.
13. Describe your warranty.

5.8) Post-Transition/Ongoing Support

Please describe your post-transition/ongoing support services including, but not limited to, the following:

1. Describe the structure of the team supporting the solution.
2. Describe in detail the business user supports, documentation, training content/forums, training sessions, on-line help, and support materials available to the SRPSD Team.
3. Describe in detail all available application support options and service levels associated with each option.
4. Describe in detail your solution support model including Service Desk structure and escalation procedures.
5. Describe in detail the support services within the warranty period. Describe the service levels, response time to confirm a request for assistance, and your hours of support.
6. Describe in detail your disaster recovery plan for restoring the solution should it be deemed necessary.

5.9) Hosting Environment and Performance

The SRPSD websites and tools are accessed by schools in our division, including cities, towns and rural communities. The proposed hosting solution should be optimized to perform effectively for all schools involved.

1. Describe your proposed hosting solution.
2. Describe the performance characteristics of the hosting solution.
3. Describe the approach taken to protect data from unauthorized access.
4. Describe any infrastructure and application monitoring that will be in place for the solution.

5.10) Local Knowledge

Each proponent should provide the following in its Submission:

The SRPSD is interested in understanding the Service Provider's experience with a comparable entity as it relates to the technical and business landscape.

5.11) Proposal Pricing

See Appendix B - Pricing Form

5.12) Submission of Proposals

Proponents should submit their Proposals as follows:

- One (1) Electronic Copy sent via email to tenderproposals@srsd119.ca
 - **Proposals must include Appendix A:** Complete Submission Form
 - **Proposals must include Appendix B:** The Pricing Form.
- **Subject line of the email must contain the competition reference number and competition title.**
- The preferred file formats is Adobe Ac (.pdf) Excel (.xlsx). Executable (exe.) or Zip file formats will not be accepted.
- It is preferred that the entire Proposal is contained in one PDF file.

Proponents must not alter any portion of Appendix A and B except by adding any requested information. SRPSD accepts no responsibility for damages that may be caused by these files and shall not be liable for any loss of profits, loss of use, interruptions of business, or for direct, indirect, special, incidental or consequential damages of any kind as a result of the use of these electronic files.

If there are multiple submissions received from a Proponent, the last copy submitted will prevail.

A Proponent may withdraw its Proposal only if a written request for withdrawal has been received by SRPSD before the closing time. Proposals confirmed as withdrawn shall be deleted unopened. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal prior to closing time.

No change(s) to Proposal submissions will be considered unless received in writing by SRPSD, before the Proposal closing time and date.

The submission deadline is outlined in section 3.0, Proposal Timeline. **Proposals received after the indicated closing time will be deemed non-compliant** and shall be disqualified.

The time stamp for Proposals will be that of the SRPSD mail server. In the event of a dispute over the time of submission, the SRPSD mail server will govern.

The onus and responsibility rest solely with the Proponent to deliver the Proposal to the exact email address indicated above. SRPSD will not be responsible for failure to receive email Tender Submissions. SRPSD will provide confirmation of Email Receipt to Proponent via an automatic email message. If no confirmation email is received, please contact chenderson@SRSD119.ca prior to the closing date and time.

6.0) PROPOSAL EVALUATION

All Proposal submissions must be in reference to the SRPSD's response requirements and the terms and conditions stated in this RFP. Any Proponent taking exception to any of the SRPSD's response requirements and/or any terms and conditions of the Contract, will be evaluated accordingly.

SRPSD will evaluate Proposals and will select the Proposal that meets the best interests of SRPSD. SRPSD shall be the sole judge of its own best interests, the Proposal, and the resulting Contract. SRPSD's decision is final.

SRPSD may, at its sole option, conduct interviews of the top-ranked Proponents as identified by the RFP to further understand and clarify the Responses that are received from those Proponents and to confirm that the proposed solution will meet the SRPSD's stated requirements. The decision to request clarifications or to conduct interviews at SRPSD's sole discretion and where required Proponents will be contacted to schedule a time and location for the interviews.

Proposals will be evaluated on the guidelines and factors shown below.

Stage 1: Mandatory Requirement

Mandatory Requirements	Pass/Fail
Submission of Appendix A (Signed)	Pass/Fail
Submission of Appendix B (Completed)	Pass/Fail

Stage 2: Evaluation of Proposed Solution

Rated Criteria Category	Weighting (Points)
5.1 Experience and Qualifications	50
5.2 References	50
5.3 Detailed Content Review	50
5.4 Example Transition Project Plan	50
5.5 Example Transition Risk Management Plan	25
5.6 Example Hosting and Maintenance Project Plan	50
5.7 Development of New Site & Migration of Curated Content Process	100
5.8 Post-Transition/Ongoing Support	50

5.9 Hosting Environment and Performance	100
5.10 Local Knowledge	100
5.11 Pricing	100
Total Points	725

Evaluation of Pricing

Pricing is worth 100 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price it has bid on, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

Other Rated Criteria

Optional Rated Criteria Category	Weighting (Points)
E.1 Interviews/Presentations/Demonstrations	100
Total Points	100

Details for Other Rated Criteria will be provided to top-ranked proponents of this RFP. Proponent costs for any presentations are entirely the obligation of the Proponent and shall not be charged in any part to SRPSD.

Appendix "A" – Submission Form

PLEASE COMPLETE AND RETURN THIS PAGE WITH YOUR PROPOSAL

**SASKATCHEWAN RIVERS PUBLIC SCHOOL
DIVISION No. 119**

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A Bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between SRPSD and the Proponent unless and until SRPSD and the Proponent execute a written agreement for the Deliverables.

Dated _____ / 20 _____

Print _____

Firm

Address

City

Province

Postal Code

Phone

Fax

Email

Addenda:

The following Addenda have been received. The modifications to the Submission Form noted therein have been considered and the effects are included in the Total Proposal Price.

Addendum Number Dated _____

Addendum Number Dated _____

Addendum Number Dated _____

Declaration:

- ☐ The Proponent declares that it has obtained and read the RFP documents
- ☐ The Proponent declares that it will comply with all of the rules and regulations of the RFP.
- ☐ The Proponent declares that all information which it has provided or will provide to SRPSD during the RFP process, is true.
- ☐ The Proponent declares that it has obtained and read all Addenda and the modifications to the RFP document noted therein have been considered and the effects are included in the Proposal.
- ☐ The Proponent declares that data collected/housed on website is exclusively owned by SRPSD
- ☐ The Proponent declares that all intellectual property within the website is exclusively owned by SRPSD

Authorized Signature

Title

FAILURE TO SIGN THE SUBMISSION FORM WILL RESULT IN THE PROPOSAL BEING REJECTED

Appendix “B” – Pricing Form

Instructions on How to Complete Pricing Form

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- Exchange Rate Fluctuation: In some cases, it may not be appropriate for the successful Proponent to assume the risk of currency fluctuations. The solicitation must indicate if exchange rate fluctuation provisions are included as an option for the successful Proponent and explain clearly how such provisions will be applied.
- (b) Rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) All Proponents, regardless of the Business Solution Delivery Approach, should complete the tables below.
- (d) The components Solution Pricing, Maintenance, Implementation/Transition Services, Support, and Managed Infrastructure should align its respective topics proposed in your response and align to the Proposed Approach. These services should include delivery of all costs related to the Business Solution and any other charge must be described in its corresponding field, and any other pricing applicable to your proposed approach that are not accommodated on the tables will be described on Other Services Pricing.
- (e) Detail any pricing or cost model assumptions made. Where applicable, please reference the part of the cost model for which the assumption applies.
- (f) If the structure of this appendix does not accurately reflect the preferred cost model associated with your proposed approach, or if an alternative, innovative approach to costing the Business Solution and Services exists, Proponents are free to propose such alternative costing models; however, the SRPSD still requires this appendix completed as is. In circumstances where a Proponent wants to propose an alternative or innovative cost model, it should be proposed in a separate document and in addition to this completed appendix.

Development of New Site & Migration of Curated Content Process – Fixed Price	Annual Rate (CDN \$)
Using as many rows as necessary (adding rows if necessary), detail the activities, milestones and deliverables (as the costs associated with each) to deliver the development & Implementation of the website	
	\$
	\$
	\$
	\$
	\$

Website Hosting & Support – Fixed Price	Annual Rate (CDN \$)
Using as many rows as necessary (adding rows if necessary), detail the activities, milestones and deliverables (as the costs associated with each) to host the website monthly.	
	\$
	\$

Appendix “B” – Pricing Form (Continued)

This following information is requested for informational purposes only and will not be a part of the scored evaluation of submissions. SRPSD has made extensive efforts to detail its requirements. Additional requirements or additional work may be identified. Please provide a representative sample of the types of resources typically engaged in this type of project.

Additional Services	Annual Rate (CDN \$)
	\$
	\$
	\$
	\$