



VILLAGE OF PORT WILLIAMS

Box 153 / 1045 Hwy 358

Port Williams, N.S.

B0P 1T0

Phone: 902-542-4411

Office Hours: 9 a.m. - 1 p.m.

Request for Proposal

Village of Port Williams

Village Website Design, Hosting, and Ongoing Maintenance

August 2025

Introduction: The Village of Port Williams is seeking proposals for the design, hosting, and maintenance of a new Village Website. We are seeking a proponent who can take the project from a design concept, through implementation, and long-term hosting. For a basic content example please see our existing website: <https://portwilliams.com/>

Scope of Work: In your proposal, please include pricing and estimated timeline (in # days) for the completion of the following:

- Planning and Design

- Review of current website for content and functionality (e.g. searchable records, contact tools, event calendar, and public notices). Meet with staff to discuss preferred functionality and content changes.
- Propose a functional design that is aesthetically appealing and mindful of modern website accessibility standards (multiple appearance options preferable).
- The design must include the ability for staff to make basic changes without third-party support (e.g. add documents, event entries, or updating basic information).
- The design must function on desktop and mobile devices using common web browsers.
- Choosing a user-friendly content management system and common design language is essential.

- Implementation

- Develop the website using the approved design.
- Test and commission the website to ensure proper functionality of all features.

- Management

- Provide a plan for hosting, managing necessary updates/patches, and subscription renewals.
- Provide an hourly rate for technical support for services outside of regular updates (e.g. client requested design changes).

- Other:

- Include optional pricing for the development of a second associated website for the Port Williams Volunteer Fire Department (current site: <https://www.portwilliamsfire.ca/>). We would also welcome proposals that integrate the two websites.



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Requirements: Qualified web designers are invited to submit proposals. The deadline for submission is **1:00p.m., local time, Friday, September 26th, 2025**, at the Port Williams Village Office. Proposals are to be submitted in writing (emailed quotes accepted) and to be addressed to:

Village of Port Williams

PO Box 153, 1045 Hwy 358

Port Williams, NS B0P 1T0

Email: villageoffice@portwilliams.com

Do not submit by fax

Please mark your submissions as “Port Williams – Website Proposal 2025”

Terms:

The receipt of a quote per this RFP is not a purchase commitment. The Village of Port Williams retains the right to accept or reject any price/offer made under the RFP and may not select the lowest quote received. The proponent's availability and anticipated project timelines will be considered in the selection process. The proponent selected to undertake this work will be expected to enter a standard contract with the Village of Port Williams.