



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

ADMINISTRATION OFFICE

P.O. Box 4100, 1550 Chapman Street, Merritt, B.C., V1K 1B8, Phone: (250) 378-5161

Request for Proposal (RFP) for School District and School-Based Website Solutions

Issue Date: November 14, 2024

Response Due Date: November 29, 2024

I. Introduction

The Nicola Similkameen School District is seeking proposals from qualified and experienced vendors to design, develop, implement, and maintain a comprehensive website solution for the district and its individual schools. The goal is to create a user-friendly, dynamic, and secure web presence with integration between the district website and school-based websites that meets the needs of students, parents, staff, and the community.

II. Project Overview

The primary objective of this project is to provide a cohesive, visually appealing, and highly functional web solution that will serve as the central communication hub for the district and each school within it. The solution must support district-wide communication needs while allowing each school to have a customizable and unique web presence. The solution must be able to send push notifications from the central office to school-based websites.

Key features of the desired website solution include:

- Centralized content management system (CMS)
- Responsive design for mobile, tablet, and desktop
- ADA-compliance (WCAG 2.1 Level AA)
- Integration with third-party tools (e.g., SIS, calendar systems, and payment portals)
- Multilingual capabilities (Ex. French Immersion website)
- Robust security and privacy features
- School-specific subpages with customizable templates

III. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

1. Website Design and Development:

- Design a modern, intuitive user interface (UI) and user experience (UX).
- Create separate, customizable sub-sites for each school.
- Create the ability to push updates from the district-level website to school-based websites.
- Implement responsive web design to ensure seamless viewing across devices.
- Ensure all pages are ADA-compliant and accessible to users with disabilities.
- Implement a CMS that allows non-technical staff to easily manage content.

2. Content Management System (CMS):

- Provide a robust, user-friendly CMS that allows district and school staff to update content, including text, images, videos, and documents.
- Create content approval workflows for district-level oversight and school-level content management.
- Allow for easy integration of external services (e.g., Google Classroom, Microsoft Teams).

3. Security and Privacy:

- Ensure all websites comply with relevant privacy laws.
- Implement security measures including SSL encryption, regular security updates, and malware protection.
- Create the ability for district staff to administrate user access to the district admin and school-based websites.

4. Multilingual and Multi-School Capabilities:

- Provide language translation tools for all content.
- Enable the creation of sub-sites for individual schools with district oversight.
- Provide templates for consistent branding across all schools, with the ability for schools to customize certain elements.

5. Training and Support:

- Provide comprehensive training for district and school staff on CMS use and website maintenance.
- Offer ongoing technical support, including troubleshooting and software updates.
- Include an option for managed services for ongoing maintenance.

6. Hosting and Maintenance:

- Recommend reliable hosting options with 99.9% uptime.
- Provide backup and disaster recovery solutions.
- Offer detailed maintenance and update schedules to ensure website functionality.

IV. Proposal Requirements

Proposals should include the following:

1. Vendor Information:

- Company name, address, and contact details.
- Overview of the company, including experience in education or similar sectors.
- Description of the team that will be working on the project.

2. Project Approach and Timeline:

- Detailed description of the proposed solution.
- Project timeline with key milestones from design to launch.
- Outline of the development process, including any customization and feedback loops.

3. Features and Functionality:

- A detailed list of features the website will include.
- Description of the CMS, security protocols, and any integration capabilities.
- Examples of other similar websites developed by the vendor.

4. Cost Estimate:

- Itemized breakdown of all costs, including design, development, hosting, and ongoing maintenance.
- Pricing for optional features or additional services.
- Any licensing or third-party tool costs.

5. References:

- Provide at least three references from previous clients, preferably in the education sector.

6. Support and Maintenance Plan:

- Detailed support plan including response times, available support channels, and SLA commitments.
- Information on software updates, security patches, and backup procedures.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Experience and qualifications of the vendor
- Quality and functionality of the proposed solution
- Cost-effectiveness of the proposal
- Implementation timeline
- Vendor's ability to provide ongoing support and maintenance
- References and previous project success
- Customer Service
- Integration and push-functionality between the district and school-based websites
- The ability for end-users, with minimal experience, to expedite website changes.
- The ability for the central office to control/maintain user access to both the district and school-based websites.

VI. Submission Instructions

All proposals must be submitted electronically by 4:30 PM Friday November 29, 2024 to drichardson@sd58.bc.ca. Late submissions will not be considered.

Questions regarding this RFP should be directed to Dylan Richardson at 250-378-5161 no later than 4:30 PM Monday November 25th 2024.

We look forward to reviewing your proposal and appreciate your interest in partnering with the Nicola-Similkameen School District to enhance our digital presence.

Sincerely,

A handwritten signature in black ink, appearing to be 'DR' or similar initials, written in a cursive style.

Dylan Richardson
CFO/Secretary Treasurer