

REQUEST FOR PROPOSALS

For

WEBSITE DESIGNER

REQUEST FOR PROPOSALS (RFP)
WEBSITE DESIGNER

SECTION A: ADMINISTRATIVE DATA

RFP NUMBER:

RFP ISSUE DATE:

January 30, 2017

RFP CLOSING TIME/DATE:

February 17, 2017

CONTACT INFORMATION:

Organization:

Powell Street Festival Society (PSFS)

Branch:

Contact Person:

Emiko Morita

Title:

Executive Director

Phone #:

604-739-9388

Fax #:

E-mail address:

emiko@powellstreetfestival.com

All enquiries regarding this assignment should be directed in writing, to the contact as mentioned above.

VENDOR CONTACT INFORMATION:

Vendor of Record:

Contact Person:

Title:

Phone #:

Fax #

E-mail address:

ASSIGNMENT TITLE:

Website Designer

EXPECTED START DATE:

March 1, 2017

EXPECTED END DATE:

Beta – June 2, completion August 2017

SECTION B ASSIGNMENT DESCRIPTION/EVALUATION SERVICES REQUIRED

B1 Services Description / Work Specification

Purpose

PSFS requires the services of a consultant on a fixed fee basis to undertake and complete a website design for **JAPANESE CANADIAN (JC) ARTIST ONLINE DIRECTORY WEBSITE.**

PROJECT DESCRIPTION:

- Establish an electronic website of names, contact information and samples of JC artists with possible enhancements of a networking platform or discussion board.

GOALS:

- Increase awareness of JC art and profile of JC artists.
- Encourage curators and the public to contact JC artists.
- Encourage JC artists to network with the public and each other.
- Announce events, profile artists, job possibilities.

REQUIREMENTS:

- Consult, design and build a website. Upload content and data provided.

BACKGROUND:

- A JC Artist Symposium in April 2016 determined that a JC Artist Directory Website could be the centrepiece of revitalizing JC art.
- The new online resource would be an updated version of Aiko Suzuki's 1994 publication, Japanese Canadians in the Arts - A Directory of Professionals.
- The Suzuki publication contained information on over 215 artists under the following discipline headings: Applied Arts, Architecture, Film/Video, Literary Arts, Music, Performing Arts, Traditional Arts, Visual Arts, and Emerging Artists.
- Drawing from the Suzuki directory, the Content Task Force (CTF) will provide sample data for the beta site and full data set for uploading in July for the soft launch.
- The website functionality includes a self registering platform for active artists.

PRIORITY PROJECT:

- 2017 is Canada's 150th anniversary and there is impetus to honour Canadian culture in all of its diverse forms, including Japanese Canadian artists.
- Updating and uploading a new online directory is critical to:
 - preserve, protect and promote the legacy of Japanese Canadians artists, some who are producing works today and many who have produced works in the 20th century, and whose contributions are part of the rich tapestry of artistic expression in Canada.

- provide a space where established and emerging artists can communicate with one another, for promotional and mentorship reasons.

PARTNER GROUP & ORGANIZATIONS:

- Susanne Tabata, Director - Arts, Culture and Education Committee, National Association of Japanese Canadians (NAJC).
- Emiko Morita, Executive Director, Powell Street Festival Society (PSFS).
- Bryce Kanbara, Curator, Art Committee, Japanese Canadian Cultural Centre (JCCC).
- John Ota, Member, Art Committee, JCCC.

Description of Assignment

Undertake and complete the design and build of an online directory.

Scope of services to be performed

The proponent will consult with the Content Task Force (CTF) and, when possible, participate in community meetings hosted by the CTF.

The proponent will also identify other aspects that need to be reviewed to make an informed decision, including, but not limited to, the legal aspects that need to be reviewed and the human resource implications.

Documentation/ Resources Available to Consultant

Available resource documents will be made available to the consultants, including Japanese Candians in the Arts: A directory of professionals (1994) available at the Nikkei Museum (Burnaby). Additional resources include: www.powellstreetfestival.com, <http://www.jccc.on.ca/en>.

B2 Description of Deliverables

Deliverables

Work plan will be negotiated and approved as part of the proposal process. This will included a description and objectives of the assignment, detailed project plan (including methodology) for collecting information.

The consultant will be responsible for the following deliverables:

- Implement work plan in accordance with agreed upon approach
- Final report that includes:

- Executive Summary
- Overview
- Wireframe
- Maintenance instructions
- Troubleshooting reference

Schedule and Project Deadlines

| | |
|--|-------------------|
| Deadline to submit written questions | February 7, 2017 |
| Responses to all questions circulated | February 10, 2017 |
| Project start date | March 1, 2017 |
| Presentation of plan to Project Manager for approval | March 22, 2017 |
| Beta testing | June 2, 2017 |
| Soft launch | July 7, 2017 |
| Completion and final report | August 31, 2017 |

Location of assignment

external

SECTION C VENDOR’S APPROACH TO THE ASSIGNMENT

(This Section is to be completed by the Vendor.)

C1 How Vendor plans to do Assignment

Describe a detailed project plan including key activities, methodologies, time lines, and milestones. Indicate who will do what specific elements of the project.

C2 Resources - Role(s) and Experience Levels proposed

Identify the proposed team to complete the assignment, including name(s), position, and role(s), Resume(s) of personnel needed only if not part of original RFP. Confirmation of their availability for the duration of the assignment.

| | | |
|--|------------|-----------|
| The following are to be provided by the Vendor: | YES | NO |
|--|------------|-----------|

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|--|--|--|
| Proposed evaluation team, include summary of relevant experience for this assignment, resume(s) attached (if proposing someone not in original proposal) | | |
| Proposed Vendor's most current relevant assignments, including copies of completed business cases | | |
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SECTION D: PRICING SCHEDULE

Fixed cost for deliverables.

Invoicing and payment schedules

25% payable upon signing

25% payable at beta

50% payable at completion

Submitted by:

Signature

Name

Title

Signature

Name

Title
