



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca

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January 31, 2017

Website Redesign: Request for Proposals

Introduction:

The Port Alberni Port Authority (“PAPA”) has initiated a Request for Proposals (RFP) process to identify a company to plan, execute and deliver the redesign of our organization’s websites: www.alberniport.ca and www.pathbc.ca. These may be combined into one site for ease of development.

PAPA requires a vendor, which has demonstrated experience in managing website projects and expertise with best practices regarding successful website design, development, and deployment.

About PAPA:

PAPA is one of 18 Canadian port authorities located in Port Alberni on Vancouver Island. We are one of the more diverse Canadian port authorities; operating four marinas and a campground in addition to managing Federal lands, harbour and administering the foreshore of the Alberni Inlet under a Provincial Head Lease.

We are a not-for-profit organization with a vision to promote economic growth in a way that respects the environment, the community and the port users.

Project Goals:

Redesign the company’s websites so that it is more visually appealing, easier to find content, and integrated with social media. We would also like to ensure that the new site is mobile friendly with SEO.

Target Audiences:

The target audiences for the site and their primary usage of the content are as follows:

Pathbc.ca

- Investors
- Vendor Partners
- Government Officials
- Press

Alberniport.ca

- Customers
- Investors
- Public
- Government officials
- Potential Employees

Servers / Hosting:

We are looking for a company who will host our site within Canada as required by Federal regulations. All content will remain the ownership of PAPA.

Content Management:

PAPA's Corporate Secretary will be responsible for any updates required post implementation.

Official Languages Act Compliance:

The website must be compliant with the requirements of the Official Languages Act.

Timeframe:

The desired delivery date for the revised website is August 30, 2017.

Costs:

PAPA will not be responsible for any costs incurred in the preparation of a proposal. PAPA reserves the right to reject any and all submissions.

Proposal Instructions:

All proposals must be received by 4pm on February 17, 2017 by e-mail to dstubbs@alberniport.ca.

Please address the following in your proposal:

- Sample Project Plan
- Project Budget
- Approach to website design
- Website project management process
- A summary of website development experience
- Client references

Please include the contact details of the individual to be approached for clarification of the proposal if needed.

Additional Information or Clarification:

Contact: Dianna Stubbs, Corporate Secretary
dstubbs@alberniport.ca
250-723-5312