



REQUEST FOR QUOTATIONS

TITLE: Terrace Bay Tourism Website

Date issued: May 10th, 2023

Closing Date/Time: May 26th, 2023 @ 4pm

Contact: Suzanne Kukko, North Shore Tourism Coordinator

suzanne@superiorcountry.ca

(807) 889-0515

BIDDER INFORMATION

BUSINESS NAME

MAILING ADDRESS

CITY

POSTAL CODE

()

()

TELEPHONE

FAX

CELL

EMAIL ADDRESS

SIGNATURE

NAME AND TITLE OF AUTHORIZED PERSON

DATE

Special Note: a signed copy of this form and accompanying quotation must be emailed to suzanne@superiorcountry.ca prior to the closing date and time: Friday, May 26th, 2023, at 4:00pm.

A. PROJECT SCOPE

In March of 2023, a Five-Year Tourism Marketing Plan was completed for the Township of Terrace Bay. This comprehensive plan was completed through funding from FedNor, as well as contributions from the Township and its Municipal Accommodations Tax (MAT). As the arms-length non-profit organization overseeing 50% of the MAT, Ontario's Superior Country managed development of the Marketing Plan. As part of the plan's initial implementation, Terrace Bay requires the design and development of a dedicated tourism website. The website will replace the existing tourism information on the Terrace Bay municipal site. The goals of the website are to provide information on attractions and events, to provide links to tourism related businesses, and to promote Terrace Bay to tourists, and visiting friends and family.

As Terrace Bay's MAT partner, Ontario's Superior Country will manage all aspects of the tourism website project.

Examples of website designs to be used as models for this project include:

www.visitatikokan.com/explore - stakeholder layouts

www.saulttourism.com – menu, heading photos, slider

Website Features

- External links all to open in new tab
- Social media sharing teasers (photo, heading, content)
- SEO widget
- Google Tag Manager set up
- Facebook pixel set up
- Google Analytics New Systems set up and event tracking for external link clicks
- Stakeholder Listing Management System
 - Listings to include Photo and Business Name (to external link)
 - Add or remove
 - Choose which page listings appear
 - Edit the order listings appear
- Contact form

-Attraction Listing Management System

- Add or remove
- All only appear on Attractions page
- Edit the order listings appear
- Listing to be photo and Attraction name (more visually appealing than stakeholder listing)
- Links to internal page

-Photo Viewer

- Each attraction page to have small photos that can be opened larger

-Home Page Main Photo Slider with Teaser Editorial

- Set number of sliders
- Randomize
- Customizable Photo/Heading/Teaser Text (for an example see <https://saulttourism.com/>)

-Purchase and set up of URL

Site Map

A proposed site map for the new Terrace Bay tourism website has been attached to this RFQ as "Appendix A". The site map shows the preferred general layout of the website. There will be a requirement for nine (9) different page layout designs including:

-Home Page

-Welcome

-Attractions

-Attraction pages

-Events

-Eat & Drink, Shop, Accommodations

-Contact Us

-About Us

-Terms of Service, Privacy Policy

B. SCHEDULE AND TIMELINES

It is expected that the project will begin no later than the week of **June 5th, 2023**. The completion date is expected to be on or before **September 30th, 2023**.

Summary of Key Activities, Dates and Times:

Activity	Date/Time
RFQ Closing	May 26th, 2023
Proponent Selection	May 30 th , 2023
Contract with Selected Proponent	June 2 nd , 2023
Project Kick-off	June 5 th , 2023
Project Completion	September 30 th , 2023

C. QUOTE CONTENT AND FORMAT

All pages within the quote should be consecutively numbered, and include:

1. Signed RFQ cover page.
2. Qualifications: Identify members of the project team and relevant skills, qualifications, and experience. Describe team's experience with similar projects, within the past five years.
3. Project Understanding: Clearly demonstrate the understanding of the Project Deliverables, Scope of Work, and Description of How Requirements Will Be Met.
4. Project Management: Provide a work plan and schedule, demonstrating the approach to be used.
5. Pricing: Provide a detailed breakdown and summary of costs including professional fees, disbursements (travel, etc.), and taxes.

Signed Quotes

The Bidder must ensure that their submission includes the Cover Page of this RFQ, signed by a person authorized to sign on behalf of the Bidder and to bind the Bidder to their Quote and the terms of this RFQ.

Irrevocability and Validity of Proposals

By submission of a clear and detailed written notice, the Bidder may amend or withdraw their Quote prior to Closing Time. After Closing Time, all Quotes become irrevocable and will remain open for acceptance for a period of ninety days from Closing Time. By submission of a



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Quote, the Bidder agrees that, should the Quote be successful, the Bidder will enter into a contract with Superior Country.

Bidders' Expenses

Bidders are solely responsible for their own expenses in preparing a Quote and for subsequent negotiations, if any. Superior Country will not be liable to any Bidder whether they accept a Quote or reject all Quotes, for any claims, whether for costs or damages incurred by the Bidder in preparing the Quote, loss of anticipated profit in connection with the Contract or any other matter whatsoever.

Liability for Errors

While Superior Country has taken considerable care to ensure an accurate representation of information in the RFQ, the information contained in the RFQ is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.

Firm Pricing

Prices will be firm for the entire Contract period unless specifically stated otherwise.

Sub-contracting

Using a sub-contractor (who must be clearly identified in the quote) is acceptable. This includes a joint submission by two or more Bidders having no formal corporate links. However, in this case, one of these Bidders must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly identified in the Quote.

1. Additional Terms and Conditions

Acceptance and Rejection of Quotes

This RFQ should not be construed as an agreement to purchase goods or services. The lowest priced or any Quote will not necessarily be accepted. Superior Country is not bound to enter into a Contract with any Bidder.

Right to Amend or Cancel

Superior Country reserves the right in their sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFQ.

Contract

Notice in writing to a Bidder that they have been identified as the successful Bidder and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Bidder will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.



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No Public Announcements

Bidders will not make any public announcement or have any communication with the media in connection with this RFQ without the prior written consent of Superior Country.

No Promotion of Relationship

Bidders will not disclose their relationship with any of the three partners for promotional purposes, including by means of verbal declarations and announcements through any medium whatsoever.

Proprietary Information Notice

This RFQ contains proprietary and confidential information, which is provided for the sole purpose of permitting the Bidder to respond to this RFQ. In consideration of the receipt of this RFQ, the Bidder agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information.

Assignment of Intellectual Rights

All intellectual work carried out as a result of this RFQ will be the exclusive property of the Township of Terrace Bay and will be surrendered immediately upon completion, expiration, or cancellation of the project. Township of Terrace Bay will own all rights, title, and interest in all intellectual property rights, including copyrights, patents, trade secrets and trademarks in any work created that is paid for through this project.