



Canada's source for
HIV and hepatitis C
information

**CATIE
Request for Proposal (RFP)**

**Website Design Services
January 22, 2019**

***** Important Notice *****

Please e-mail to the following address to notify us of your intention to respond to this RFP. Failure to do so may result in you not being informed of relevant updates and/or modifications to the RFP.

e-mail: jobs@catie.ca

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1. About CATIE

CATIE strengthens Canada's response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention and treatment programs.

As Canada's official knowledge broker for HIV and hepatitis C, you can count on us for up-to-date, accurate and unbiased information.

CATIE accomplishes this by:

- Increasing knowledge
 - A comprehensive website for HIV and hepatitis C information
 - Regular bulletins on new research and implications for frontline programs
 - Interactive online learning and webinars
- Building capacity
 - Fact sheets, guides and reference tools for frontline workers
 - Print publications for clients delivered free of charge through the CATIE Ordering Centre
 - Educational opportunities in partnership with local organizations
- Strengthening programs
 - Case studies of effective HIV and hepatitis C programs
 - Evidence reviews, guidelines and other tools for program developers
 - Forums and events to discuss innovative approaches

For more information, visit us at www.catie.ca.

2. Project Requirements

Summary:

We are looking to recruit an agency to produce a new design for CATIE.ca and to deliver that design in a package of high-resolution Illustrator files. We will be re-developing the site internally later in 2019. Now, we are looking for a web designer who can provide us with design templates that we can use for the upcoming development project.

Specific Requirements:

- The new design must be a mobile-friendly, responsive design
- The entire website structure and content is bilingual, equally usable in English and French
- The final design must be accessible, following WCAG guidelines
- Access to all content currently hosted at www.catie.ca must be maintained in the new design

3. Deliverables

The primary deliverables of the project are:

- Design template pages in Illustrator
 - See *Appendix 1: List of template pages that must be produced as part of the project Deliverables*
- A detailed design guide
- All necessary assets (fonts, high-resolution images, etc) that we will need to implement the design.

4. About Your Company

CATIE will only contract with an agency that has a solid reputation and proven capability in the areas of expertise required for this project.

Give a brief description of your agency, including the full range of your services. Please give examples of similar work you have developed for other clients. Also, supply any relevant promotional materials.

We would ask that you supply references of clients that are similar to CATIE in size and requirements, indicating the nature and scope of the work you did for them and the date of the project.

5. Instructions and Response to Request for Proposal

Bids must include:

- a bid summary sheet that includes a detailed breakdown of costs related to implementing the new system;
- your agency's proposed work plan and timeline to produce the deliverables identified in Section 3;
- confirmation that you have read and accepted contents of the documents contained in this RFP; and,
- contact details of at least one (1) customer who can be approached for a reference.

This RFP process is not intended to create a formal legally binding procurement process and shall not give rise to the legal rights or duties applied to a formal legally binding procurement process.

Neither party shall have the right to make claims against the other with respect to this RFP process, the selection of any vendor or the failure to be selected.

All information requested should be provided in the order and format of the Sections.

CATIE may cancel this RFP process at any time.

CATIE may elect not to consider, or cancel a contract awarded to, a Respondent whose submission contains misrepresentations or any inaccurate, misleading or incomplete information.

The Respondents will bear their own costs associated with or incurred through this RFP process, including any costs arising out of, or incurred in, the preparation and making of a submission; or any interviews, negotiations or other activities related to this RFP process.

All bids are to be addressed to *Mike Stringer, Associate Director, IT* and submitted electronically to jobs@catie.ca citing 'CATIE.CA DESIGN RFP' in the subject line.

Closing date: Responses must arrive no later than **February 5, 2019**. Any RFPs received after the closing date will not be considered.

6. Evaluation of Responses

The aim is to evaluate the responses and interview a short list of applicants. We will award the contract to the bidder determined to offer best value. CATIE reserves the right not to accept the lowest or any RFP.

7. Timeline

The dates listed below are estimates and should serve as a rough guideline. The respondent of this RFP may have a suggested timeline as to when they will be able to complete the outlined objectives in Section 3, which can be proposed and which would be subject to approval by CATIE.

February 5: Deadline to submit RFP response

February 6: CATIE will assess all RFP responses and may contact candidates with further questions.

February 7-11: CATIE will invite agencies for an interview (face-to-face or via online meeting) to determine the best candidate.

February 12: The successful candidate will be notified and a contract will be signed.

February 13: Work on the project will commence.

March 31: Deadline for project completion.

Appendix 1: List of template pages that must be produced as part of the project Deliverables

Please supply both mobile and desktop versions of the following pages as part of your design:

- Splash page (or some other mechanism to allow for a fully bilingual main landing page) – e.g. <http://www.catie.ca>
- Home page – e.g. <http://www.catie.ca/en/home>
- Article Page – e.g. <https://www.catie.ca/en/pif/fall-2018/hepatitis-c-versus-immune-system-biology-hepatitis-c-transmission>
- Book template – e.g. <https://www.catie.ca/en/hiv-canada>
- Serial template – e.g. <https://www.catie.ca/en/positiveside/summer-2018>
- News listing – e.g. <https://www.catie.ca/en/news>
- Form page – e.g. <https://www.catie.ca/en/about/membership/organization>
- Main section pages – e.g. <https://www.catie.ca/en/prevention>
- Topic pages – e.g. <https://www.catie.ca/en/prevention/testing-and-diagnosis>

This is a minimum. Additional page templates may be included as part of the design deliverable if they are required to show specific features of the overall design.

French versions of the design templates are not required as part of the project deliverable. However, designers should take the bilingual nature of the site into account in their designs. For example, French translations of English text are about 30% characters longer on average, so the final English designs should provide available space for longer titles, subtitles, button text etc.