APPENDIX F

Technical Submission Requirements

Corporate Profile • Company Name • Head Office Location • Local Branch Location (if applicable) • Length of time in business and core competencies • Detail your company's experience in creating websites • Describe experience producing sites for local government or other public sector agencies, as well as any related awards • Describe organizational capacity to produce the website (e.g. staff, equipment, office location, etc.)
Narrative and Understanding of Project Scope • Provide a brief narrative that illustrates an understanding of ACCES's services and audiences, as well as the goals and requirements for this project.
Methodology and Workplan • Provide details as to how your organization would approach this project and engage with ACCES. Identify all project phases including consultation, design, development, testing, training and implementation. Identify any challenges you anticipate in this project and how you propose to mitigate them.
CMS & Web Hosting Recommendations • Please provide the name and information on the proposed CMS (software name, version, manufacturer/vendor and price) along with the rationale for this selection in the Proposal Submission Form. • If the Proponent recommends hosting the website externally, please provide detailed recommendations on hosting providers, including justification behind your recommendation, and list the ongoing operational costs in the Proposal Submission.
Design Concept • Proponents should provide a narrative detailing how they would deliver a website concept that incorporates strong visual elements that reflect ACCES's existing brand, as well as meeting the other criteria detailed in the Scope outlined in the RFP
Functional Requirements • Provide details as to how your organization would address all the functional elements outlines in the RFP to meet the needs of ACCES.
Quality Assurance • Describe how your company will commit to complete the project to the satisfaction of ACCES.

Out of Scope Items
• ACCES also requests that Proposals include pricing for the optional service and supply arrangement.
• The Proponent should include:
   ○ scope of support service;
   ○ response and repair time guarantee;
   ○ Any other items that are out of scope from the RFP

Value-Added Benefits and Services

- Describe any services that can be provided to assist ACES Employment in managing the website. Confirm what value-added benefits would be provided to ACCES.
- List any additional services and/or areas of expertise that ACCES may use to leverage efficiencies over the term of the contract.

Schedule, timelines and availability commitment
- Outline key dates and milestones of the project.
- Proponents confirm they shall meet the required timelines of launching the new website.

Key Personnel and Team Composition
- Indicate the names of key personnel, any sub-consultants, their role and availability for this project. Include all personnel and any sub-consultants that would be involved in planning, design, development, testing and implementation.
- Proponents confirm they shall utilize professional qualified personnel for all sections of work.

Budget
- Provide detailed budget for project

Experience and References
- Please provide three examples and three references as outlines in section 4.2 of the RFP