



Town of Creston

## **REQUEST FOR PROPOSAL**

For

### **WEBSITE DESIGN AND DEVELOPMENT ADDENDA**

**Proposal submissions marked “Website Design and Development” will be received at the Town of Creston:**

To the attention of:  
Town of Creston  
c/o Kirsten Dunbar, Corporate  
Officer  
PO 1339  
238-10<sup>th</sup> Avenue North  
Creston, BC V0B 1G0  
kirsten.dunbar@creston.ca

(“Submission Location”)

**On or before 2:00 pm local time on December 19, 2022**  
(“Closing Date and Time”)

RFP documents may be obtained from the Town’s website or BC Bid. Proponents are required to check the Town’s website and BC Bid for any updated information and addenda before the closing date.

The Town reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the proponents in preparing a response.

Should there be any discrepancy in the information provided, the Town’s original file copy will prevail. Proposals will not be opened in the public.

Kirsten Dunbar  
Corporate Officer  
Town of Creston

Date of Issue: December 12, 2022

## 1.0 FURTHER INFORMATION

- The Town of Creston does not have a specific technical solution in mind. All platforms and content management systems should be user friendly and intuitive. The Town is open to considering hosting options.
- Town of Creston staff will update and maintain the completed website. Their duties will include content migration, creation and copywriting. We do not require any original stock videography or photography.
- The Town is looking for proposals that provide a homepage, menu structure and navigation similar to [www.kelowna.ca](http://www.kelowna.ca) and a template we can use for all secondary pages.
- The Town requires the ability to take payment online for licensing, permitting and other services – see [www.kelowna.ca](http://www.kelowna.ca). We do not need a solution for recreation services. Our current payment processor is Global Payments.
- At this time the Town is unable to provide high-level statistics on current website traffic.
- Town brand guidelines will be shared with the successful proponent.
- There is no requirement for a public engagement process associated with the design of the website.
- An RFP may be submitted electronically by email.

## 2.0 MINOR AMENDMENTS

- “Schedule 1” Page 11: The URL Town of Creston should link to [www.creston.ca](http://www.creston.ca)
- “Schedule 1” Page 12: Removal of “Visual Feature for Tracking Town Projects in the Community.”