

Newfoundland & Labrador Association of

Social Workers

Requests for Proposals

NLASW

Public Website

Proposal Submission Deadline: June 15, 2020

Email: proposals@nlasw.ca

Who We Are

The Newfoundland and Labrador Association of Social Workers (NLASW) is established by [legislation](#) as the regulatory body and professional association for social workers in Newfoundland and Labrador. Our mandate is to advance and promote ethical social work practice in the public interest.

Scope

NLASW is seeking proposals from interested companies specializing in Information Technology to enter into a contract with NLASW to deliver the following services:

- To support the existing NLASW.ca public website and its existing functionality (member search, twitter feed, etc.). Proficiency in Drupal, CSS and Microsoft SQL required.
- Repair any issues that cannot be completed by NLASW staff through the content management system; and
- Perform Drupal updates.

The selected company may be required to develop new functionality or enhancements to be integrated into the existing web application. This could include online forms, mobile friendly applications, enhanced search capability, new menus etc.

Proposal Content

- Overview of the company including:
 - Organizational history and structure
 - Full range of services provided
 - Physical location
 - Programming language used by team of developers/programmers
 - Any experience with non-profits
 - Three (3) business references
- Identify if any work is outsourced and if so, provide an overview of that party and your contracts/agreements with them
- Work Plan – proposed approach and methodology to achieve scope and projects
- Process for ongoing support (i.e. ticketing system, priority status, expected response time)
- Estimated expenses for professional services (i.e. cost per skilled personnel per hour)
- Overview of fee structure, including support fees related to hourly rates, urgent requests and projects
- All expenses and fees quoted must be in Canadian dollars
- Sample invoice indicating how work would be itemized and summarized

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- Timeline and availability/commitment of resources to deliver services
 - Overall approach to account management (i.e. one point of contact)
 - Privacy, confidentiality and non-disclosure policies and practices of the company
 - Any other general conditions deemed relevant

Deadline

Proposals are to be submitted electronically to NLASW at proposals@nlasw.ca by 4:30 pm (Newfoundland time) on June 15th, 2020. Questions regarding the proposal can be directed to the same e-mail address.

Please include the following submission number in the subject line: RFP-2020-Website.

Selection Criteria

In addition to the requirements noted above, NLASW seeks to work with a company that can work collaboratively, meet reasonable requests within accepted timelines (during business and after hours), and is committed to excellence and innovation.

The successful candidate will be determined based upon the following criteria:

- the extent of knowledge and experience in relation to the proposed work
- an understanding of the scope and objectives of the proposal
- proposed approach, work plan and schedule
- proposal presentation
- invoicing process, and
- cost*

*Determination of best value may not result in the lowest cost being accepted.

NLASW reserves the right to accept any submission, or at its discretion, reject any or all submissions that do not meet the criteria, or for other reasons it deems appropriate.

NLASW may choose to interview a select number of companies to gain additional information.

All costs and expenses incurred by each of the companies in the preparation and delivery of its RFP or in providing additional information necessary for the evaluation would be the responsibility of the company.