Request for Proposal

SK Arts

Website Development and Hosting

Release Date	**September 16, 2020**
Closing Date	**October 2, 2020**
Closing Time	**4:30 pm, Local Sask. Time**

TABLE OF CONTENTS

1.0   Introduction

SK Arts is an arms-length provincial government agency that provides funding and support to the arts for the benefit of all people in Saskatchewan. Information on SK Arts can be found at www.sk-arts.ca.

2.0   The Project (Summary)

SK Arts seeks a professional website developer to build a new website for the agency. Bradbury Brand + Design Experts has already been engaged by SK Arts to provide designs for the new website (see attached initial design concepts), so this RFP is solely for the building and hosting of the website, www.sk-arts.ca.

The three primary goals associated with the building of the new website are:

1. Update the design of the website to be consistent with other aspects of the SK Arts brand that have recently been refreshed.
2. Incorporate an integration with SmartSimple, the grants management application used by SK Arts to display a searchable list of historical grant recipients.
3. Reduce costs related to ongoing hosting and maintenance.

SK Arts is satisfied with the content of our site, although we are open to reviewing the information architecture of the site. We expect the successful vendor to migrate the content of the existing site to the new one.

SK Arts would like a system where we can be responsible, as much as possible, for maintaining the content of our website.

The maximum budget for this project is $50,000 (not including ongoing hosting and maintenance), though we may consider a slightly higher amount for the right proposal. Developers are asked to submit a budget reflecting their time and costs; the proposed budget will be among the factors considered when selecting the developer.

2.1 Deliverables

Templates

Based on SK Arts' desire to leverage our existing content, the following types of pages (templates) should be developed:

- Home
- Content
- Photo Gallery
- Accordion
- Feature Stories
- News
- Jobs
- Search Results
- Newsletter Signup
- Form
- Grant Recipients (see "Integration with SmartSimple" below)

Integration with Smart Simple

SK Arts desires an integration between its grant management system, built using SmartSimple (http://ww.smartsimple.com/) for the display of grant recipients. This would replace the current page (https://sk-arts.ca/menu/grants/recent-recipients.html), which contains links to PDFs providing details on the recipients.

Users of the website should be able to perform a search and view details of the recipients, of which there are 300-500 annually. The website should display recipients from past years as well as the current year. Once the current fiscal year for SK Arts ends, the list of grant recipients is final; however, during the fiscal year, changes may occur and the integration should allow for these details to be updated, and for grant recipients to be added or removed from the list.

Content Management System

Please identify the content management system (CMS) you intend to build the new site.

Content Migration

Approximately 200 pages of content and 100 PDFs will need to be migrated to the new site. Please indicate if you intend on migrating through manual effort or via an automated tool.

Training

Please indicate in your proposal what training will be provided to SK Arts staff, including content authoring, and any technical resources, if required.

Website Hosting

Please include your recommendations for hosting the new website in your proposal, including costs, length of contracts, and technical details regarding the resources included as part of the package(s). This could include offering a hosting plan or options for third-party hosting providers. Please indicate how your proposal follows industry best practices in regard to security and reliability.

Ongoing Maintenance

Please include in your proposal a plan for supporting the website after the launch. This includes ensuring the website is periodically updated with any security patches, as well as support for content authors.

2.2   Project Duration

The project duration will be as follows:
- Project Start Date: Mid-October
- Final Project Due: Mid-December

3.0   Schedule of Events

The following is a schedule of events in the RFP process, which is subject to change. Dates for milestones after the closing date are provided as target dates only. Best efforts will be applied to meet these dates; however, they may change. Where dates change, notice of those changes will be provided

If revisions to any part of this RFP, exclusive of any changes to the foregoing schedule of events, are necessary after the closing date, short listed developers will then be notified and have an opportunity to refine, submit or resubmit their proposals.

RFP Release Date:	September 16, 2020
RFP Closing Date and Time:	October 2, 2020 4:30 p.m., Local Sask. Time
Tentative Interview Date:	October 8, 2020
Tentative Selection Date:	October 9, 2020
Project Start Date:	October 13, 2020
Project End Date:	Mid-December 2020

4.0   Proposal Submissions

Please forward an electronic copy (via email) of your proposal to:

SK Arts
Attn: Sabrina Cataldo, Communications Strategist
Email: scataldo@sk-arts.ca

By: October 2, 2020, 4:30 p.m., Local Sask. Time

5.0   Inquiries

Inquiries regarding this competition are to be directed, **via email**, to:

Sabrina Cataldo
scataldo@sk-arts.ca

Developers should make inquiries as early as possible and should not make assumptions regarding the nature of the requirements of the RFP.

Developers who fail to raise issues and questions they may have during the RFP period do so at their own risk. Inquiries can be made via email only to scataldo@sk-arts.ca.

Developers must recognize that certain proprietary information may not be released to anyone other than the successful developer(s).

SK Arts assumes no responsibility or liability arising from information obtained in a means other than those prescribed in this RFP.

5.1   Conflict of Interest

Suppliers are to fully disclose, in writing on or before the closing date of the RFP, the circumstances of any actual or potential conflict of interest, as well as what could be perceived as a conflict of interest if the supplier were to become a contracting party pursuant to the RFP. We will review all disclosures made by suppliers under this provision and take such steps as, in our sole discretion, are considered necessary to address any conflict, which may include requiring the supplier to take action to address and remedy the conflict of interest or disqualifying the supplier from further participation.

6.0   Proposal Response Format

To ensure a proposal is considered for evaluation it should include the information requested below.

Responses containing references to documents, manuals and/or websites in lieu of providing the requested information will result in the proposal being rejected.

Please include:

- Legal company name, address, contact name and contact information
- Acceptance of terms and conditions
- Brief background of firm and relevant consultants
- Proposed approach to meet requirements as stated in 2.0 of this RFP
- Project work plan and timelines
- Detailed project costs (please note: SK Arts is a GST-exempt entity).

7.0   Interview

Short-listed developers may be required to attend an interview with officials of SK Arts.

The evaluation team would ask questions about the contents of the proposal or presentation/demonstration for clarification purposes. Clarifications made by the developer during the interview/presentation will become part of the developer's proposal and may be included in any contract negotiations.

7.1 Reference Checks (If Required)

The evaluation will consist of completing reference checks for the developer and/or their proposed resources and sub-contractors (if applicable).

SK Arts reserves the right to contact any of the developer's customers who we believe may be able to provide information about the supplier that would be pertinent to this RFP. Any such information received will be considered to be a reference check.

SK Arts reserves the right to conduct reference checks at any time during the RFP process.

SK Arts reserves the right to eliminate a developer with bad references.

8.0   Contractual Agreement

SK Arts will negotiate a contractual agreement with the preferred developer. If SK Arts unable to negotiate an acceptable contractual agreement with the preferred developer, then the second preferred developer may be selected and a formal written contractual agreement will be developed. In any case, SK Arts, at any time and without liability, may withdraw from negotiations with any potential developer.

9.0   Terms and Conditions

Please state your acceptance of the terms and conditions.

Any deviations or exceptions to the terms and conditions in this RFP document should be fully described. Any proposal that contains conditions that are contrary to, or inconsistent with, the RFP document may be rejected at the discretion of SK Arts.

SK Arts will not be responsible for any costs incurred by any respondent to this RFP in preparing and submitting their responses and/or attending the interview/presentation. SK Arts accepts no liability of any kind to any investment advisor unless, and until, its response is accepted and a formal agreement is negotiated.

SK Arts reserves the right to waive minor non-compliance by any company with the requirements of this RFP. This will allow us to consider and possibly accept any response which is advantageous to it even though the response may be non-compliant in some minor respect.

SK Arts reserves the right to accept or reject, in whole or in part, any or all responses.

SK Arts reserves the right to cancel and/or re-issue this RFP at any time, for any reason, without penalty.

Option 1 - Home Page

sk arts

SEARCH _____

APPLY

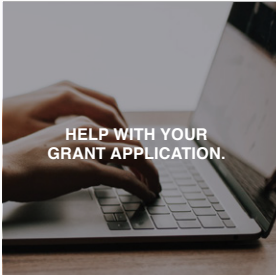GRANTS | ART COLLECTION | SK ARTS AWARDS | LIVE ARTS | NEWS & RESOURCES | ABOUT | CONTACT

SK Arts provides funding and support for the arts for the benefit of all people in Saskatchewan.

APPLY FOR FUNDING

FEATURES

FEATURE STORY
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Get the latest news.

HELP WITH YOUR GRANT APPLICATION.

FAQS: RE-OPEN SASKATCHEWAN PLAN

RESOURCES FOR ARTISTS AND ARTS ORGANIZATIONS DURING COVID-19

Need some tips on how to improve your application? Have a quick chat on September 16 with one of our consultants to discuss the possibilities.

Frequently Asked Questions for the arts community on the Re-Open Saskatchewan Plan.

Many organizations are providing resources for artists and arts organizations during the COVID-19 crisis.

Upcoming deadlines.

September 15: Permanent Collection Submissions

October 1: Independent Artists

October 1: Micro-Grant Program

October 15: Indigenous Peoples Art and Artists

October 15: SaskFestivals: Project

November 1: Artists in Communities: Projects

November 1: Artists in Schools: Projects

November 1: Micro-Grant Program

December 1: Micro-Grant Program

December 10: Artists in Communities: Development

December 10: Artists in Schools: Development

SK Arts provides funding and support to the arts for the benefit of all people in Saskatchewan.

We acknowledge that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšināpēk, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

Phone: 1-800-667-7526
E-mail: info@sk-arts.ca
Regina Office: 1355 Broad Street · Regina, SK · S4R 7V1
Saskatoon Office: 201 Avenue B SouthSaskatoon, SK · S7M 1M3

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Option 1 - IA Page

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Independent Artists Programs.

The Independent Artists program supports Saskatchewan artists to pursue their creative work and careers by funding creative, professional development or research projects, and the production and/or presentation of artistic works.

PRINT

Accessibility Fund

Grant Programs

Access Copyright Foundation Grants

Artists in Communities

Artists in Schools

Independent Artists Program

Indigenous Peoples Art and Artists

Micro-Grant Program

Prince Edward Arts Scholarship

Professional Arts Organizations Program

Saskatchewan Foundation for the Arts Awards

SaskFestivals

Apply Online

Preparing Your Application

How Are Grants Awarded?

Recent Recipients

Peer Reviewers

Logos

DEADLINES
March 15 and October 1

CONTACT
Dance, Multidisciplinary, Music and Theatre
Philip Adams
(306) 250-0613 (Saskatoon) or 800-667-7526 (Toll-Free)
padams@sk-arts.ca

Literary
Joanne Gerber
(306) 290-7738 (Saskatoon) or 800-667-7526 (Toll-Free)
jgerber@sk-arts.ca

Media
Alex Rogalski
(306) 220-3793 (Saskatoon) or 800-667-7526 (Toll-Free)
arogalski@sk-arts.ca

Visual
Jody Greenman-Barber
(306) 541-5692 (Regina) or 800-667-7526 (Toll-Free)
jgreenmanbarber@sk-arts.ca

APPLICATION AND INFORMATION
Apply Online
Guidelines
Sample Artist Statements
Preparing Your Grant Application
(extra advice for newer applicants)

Final reports should be submitted online. If you applied prior to May 2017 using a paper application and would like a final report on paper, please contact your Program Consultant.

ELIGIBLE APPLICANTS
Emerging or established professional artists who are Saskatchewan residents and Canadian citizens or permanent residents.

Please review the Guidelines for more information on eligibility.

MAXIMUM FUNDING
Maximum funding levels vary.

RECENT RECIPIENTS
Recent recipients

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sk arts

SEARCH _____   **APPLY**

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Proud Self Expression

> During the entire process of this project, I felt I was genuinely listened to and respected. It felt easy to discuss my thoughts and ideas with Evie. They made my experience a very positive one," he says.

Check out all of the stories and photos here.

Photos:

Top: Rielly, Rielly and the battle against toxic masculinity, 2020

Middle: Cat, School Girl, 2020

Bottom: Evie Ruddy. Photo by Charity Marsh

The new project was supported by an Artists in Communities grant. Says Brasseur, "That the Saskatchewan Arts Board was willing to fund a project that was a direct response to a different project was really special. Art is often a conversation – to be able to respond to art with art is always great."

Ruddy and Brasseur committed to ensuring participants were co-creators of the work and were represented how they wished to be seen. Rielly, a participant who is only using his first name, says, "Doing this project with Evie required a fair bit of introspection on my part. I'm no stranger to introspection, I needed to do a whole lot of it to come to the conclusion that I was trans myself and then to examine how I wanted to live my life. This required a different type of introspection. I needed to examine who I really was at my core, what I wanted to show the world, what story I wanted to tell about myself and about what I think is important for people to know about being trans."

Option 1 - Grant Programs V1

sk arts

SEARCH _____

APPLY

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Grant Programs.

SK Arts has established adjudication procedures for all funding programs to ensure applications are assessed by qualified people.

Deadlines vary from program to program. Applications must be submitted or postmarked by the deadline date, as indicated in the program's application package.

PRINT

ACCESSIBILITY FUND

GRANT PROGRAMS

Access Copyright Foundation Grants

Artists in Communities

Artists in Schools

Independent Artists Program

Indigenous Peoples Art and Artists

Micro-Grant Program

Prince Edward Arts Scholarship

Professional Arts Organizations Program

Saskatchewan Foundation for the Arts Awards

SaskFestivals

APPLY ONLINE

PREPARING YOUR APPLICATION

HOW ARE GRANTS AWARDED?

RECENT RECIPIENTS

PEER REVIEWERS

LOGOS

Information submitted in grant applications is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. View our full confidentiality statement here.

ACCESS COPYRIGHT FOUNDATION GRANTS

The Access Copyright Foundation provides grants to publishers, individual creators and publishing, writing and visual arts organizations.

Deadlines:

Events Grants: November 1
Marian Hebb Research Grants: February 15
Professional Development Grants: April 1

Read More: Access Copyright Foundation Grants

GUIDELINES   **APPLY**

ACCESSIBILITY FUND

Our Accessibility Fund helps people facing barriers, such as those who are Deaf, have a disability, live with mental illness or whose primary language is not English, to access our programs and services.

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GUIDELINES   **APPLY**

ARTISTS IN COMMUNITIES

Artists in Communities -- Development provides small amounts of funding to organizations and/or professional artists or arts professionals to build relationships with potential partners, develop projects or residencies, and/or research community needs.

Artists in Communities -- Projects allows eligible applicants to engage in the arts through performances, exhibitions or workshops led by a professional artist(s) or arts professional, and presented either as a series or as a single event and/or to work with an artist in teh research and development of an artistic residency.

Artists in Communities -- Residencies supports community organizations to host a six- to 12-month artist-in-residence project with a professional artist, working in any art form, that involves significant community engagement components. Participating artists take up residence in a community contribute to its cultural life and the community's continual engagement in the arts.

Read More: Artists in Communities

GUIDELINES   **APPLY**

ARTISTS IN SCHOOLS

Artists in Schools offers schools a chance to enhance arts-related activities that are linked to educational outcomes through partnerships with professional artists.

Deadlines:

Development: March 10, June 10, September 10, December 10
Projects: May 1 and November 1
Residencies: May 1

Read More: Artists in Schools

GUIDELINES   **APPLY**

Option 1 - Grant Programs V2

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SEARCH _____

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Read More: Artists in Schools

GUIDELINES   APPLY

Option 1 - Main Navigation Popup

sk arts

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EXPLORE GRANTS BY...

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Artists in Schools

Independent Artists Program

Indigenous Peoples Art and Artists

Micro-Grant Program

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