



Government of the Republic of Trinidad and Tobago

Ministry of Rural Development and Local Government

## REQUEST FOR PROPOSALS

- 1) Design, Development and Hosting of a Corporate Website for the Ministry of Rural Development and Local Government



With this Request for Proposals (RFP), the Ministry of Rural Development and Local Government (the Ministry) is requesting proposals from qualified vendors to design, develop and host a new Website for the Ministry of Rural Development and Local Government. This RFP is designed to solicit responses from vendors to help build an agile and responsive website that assists the Ministry in communicating with the general public.

## **1 INSTRUCTIONS TO FIRMS**

### **1.1 Use and Disclosure of Information**

Information contained in this document is to be used by Firms solely for the purpose of responding to this request. Firms may not use the name of the Ministry in any manner so as to promote any goods or services without the express written consent of the Ministry. Firms are required to treat all information and correspondence as confidential in nature.

### **1.2 Technical Information and Advice**

All questions and/or request for clarification prior to the submission of proposals should be submitted in writing to the Ministry's head office Kent House Maraval or via email to [Aldwin.Hylegar@gov.tt](mailto:Aldwin.Hylegar@gov.tt) and [Marc.Hosein@gov.tt](mailto:Marc.Hosein@gov.tt). Please note that responses to questions and/or request for clarifications will **ONLY** be provided in writing from the above emails. **The final day for receipt of questions is Thursday 23<sup>rd</sup> February, 2023.**

### **1.3 Amendment of Request for Proposal Document**

At any time prior to the deadline for submission of Proposals, the Ministry may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Firm, modify the RFP document by the issuance of an Addendum.

The Addendum will be sent to all prospective Firms and will be binding upon them. Prospective Firms shall promptly acknowledge receipt thereof in response to the email.

In order to afford prospective Firms reasonable time in which to take an Addendum into account in preparing their submissions, the Ministry may, at its discretion, extend the deadline for the submission of Proposals.



#### **1.4 Demonstration of previous work/ mock-ups**

Proponents are advised that their proposals are to include portfolios with past work of a similar nature, with working Uniform Resource Locators (URLs) for which the Ministry will use to verify work. Please note that proposals that do not contain previous work for the Ministry to review would not be evaluated.

#### **1.5 Submission of Tenders**

- i. Interested Firms must submit one (1) original and three (3) copies of their proposal to the Ministry's head office Kent House Maraval Tenders box.
- ii. Proposals must be prepared in standard business English.
- iii. Proposals must be signed by an authorised representative of the firm.
- iv. Proposals received after the deadline indicated above **SHALL NOT** be considered for evaluation;
- v. Proposal must be accompanied by original vendor specification sheets.

**The following documents are required to be submitted with the proposal:**

##### **Eligibility Requirements -**

- Certificate of Registration pursuant to the Companies Act, Chap. 81:01;
- Certificate of Continuance pursuant to the Companies Act Chap. 81:01 (if applicable);
- Copy of Income Tax and Value Added Tax Clearance, valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue (if applicable);
- Copy of National Insurance Scheme Compliance Certificate, valid as at the deadline date for submission of proposals, or a letter of exemption from the National Insurance Board; and
- Directors must not have been convicted of any criminal offences.

#### **1.6 Evaluation of Submissions**

Proposals will be evaluated according to Qualifications, Technical Approach and Work Schedule. Please be advised as follows:

1. Proponents must be in statutory compliance with the statutory requirements listed.
2. Only proposals from responsive proponents satisfying the Eligibility criteria will be eligible for consideration. Each proposal received will be evaluated using the criteria below:



Criteria	Yes	No	Requirements
Five Satisfactory References			Mandatory
Court Judgments (pending or otherwise) against firm			Settlement must not exceed 50% of company's net worth
Revocation of Professional License			If yes, must provide a <u>satisfactory</u> explanation
Minimum Wage Compliance			Mandatory
Criteria	Score	Remarks	
Qualifications of Technical Team	20		
Experience	30		
Technical Approach	20		
Work Schedule	20		
Cost	10		

### **1.7 Quotation Prices**

All Goods/Services must be priced and accompanied by a proposed schedule of payment. Prices must be quoted in Trinidad and Tobago (T&T) dollars and must include the unit price and total price inclusive of all taxes and duties.

### **1.8 Validity of Submission**

Proposals should remain valid for a period not less than ninety (90) days after the deadline date specified for submission.

### **1.9 Delivery Time**

The selected Firm must deliver the solution within Eight (8) to Ten (10) weeks of an award. The Services must be delivered and/or installed at:

Ministry of Rural Development and Local Government

Kent House

Long Circular Road

Maraval



### **1.10 Cancellation of the Procurement Process**

The Ministry of Rural Development and Local Government reserves the right to cancel the procurement process in its entirety or even partially without defraying any costs incurred by Firms.

### **1.11 Conformance**

Vendors are required to submit a compliance table showing RFP Requirements and compliance to specifications in relation to submission.

## **2 SCOPE OF WORKS**

### **2.1 Objective**

The overall goal of this project is to acquire a new website for the Ministry with the following objectives:

- A complete overhaul of the Ministry of Rural Development and Local Government website *rdlg.gov.tt*;
- Easy and Intuitive builder to allow Ministry staff to add and update content (Recommended WordPress and Elementor Pro);
- Site must be visually pleasing with modern design and User Interface/ User Experience (UI/UX);
- Swift load times and site navigation;
- Safety and security: security best practices, appropriate user roles and credentials, relocated login portals i.e. changing default login address, website rollback, security plugins etc;
- Site must be responsive to media queries i.e. designed for desktop, mobile and tablet;
- Backup and Staging solution;
- Proper site layout, keywords and Search Engine Optimization (SEO);
- Present clear and concise information to end users;
- Allows users a simple and clear path to access relevant information;
- Site metrics and statistics;
- Training/Documentation for Communications Unit to add and update content; and
- Ability to implement subdomains;

### **2.2 Scope**

The Ministry is seeking proposals from qualified vendors that have extensive experience with all aspects of Web Development. Currently, the Ministry has an outdated website and would be moving toward a responsive website with modern design. These would be the desired needs of this project:



### **Transition and Hosting**

- WordPress website with simple and intuitive builder (Recommended Elementor Pro);
- Providing an updated website with a seamless transition between the old and new site;
- Ability to migrate any legacy content to new website;
- Dedicated hosting; and
- Scalability: ability to support multiple WordPress installs as the need for additional subdomains arise.

### **Design**

- Modern website design/layout;
- Modern UI/UX;
- Swift load times and site navigation;
- Ability to reiterate website design and layout based on Ministry needs;
- Design media with appropriate file types to maintain quick load times;
- Ministry social media integration; and
- A clear path for site visitors to access information relevant to them.

### **Staging/Backup and Troubleshooting**

- A staging solution to preview content before it is deployed to live site;
- Communicate with the Ministry's Communications/ICT Units concerns as they arise; and
- A backup solution allowing roll back to previous versions.

### **SEO, Software, Security and Analytics**

- Long term support for hosting, software and plug-ins used;
- Security such as SSL Certificates, Firewalls, software/plugins to prevent attacks;
- Proper keywording and SEO; and
- Ability to view site analytics and metrics.

## **2.3 Deliverables**

The contractor shall:

- Provide the Ministry with an initial work plan within the proposed RFP response.
- Arrange a project kick-off meeting. The project kick-off meeting will occur no later than five (5) days following the execution of a contract.
- Provide a formal work plan within five (5) days following the project kick-off meeting to include a detailed task by task level work breakdown structure and schedule that meets the Scope of Works and Requirements as stated above.



- Provide a mock-up/ template/ wireframe as well as a site map.
- Provide timeline and workflow plans:
  1. Creation of a development and deployment roadmap
  2. Workflow/logistics document instructing Ministry staff with a step by step guide to make posts, make/update pages and add media/content
  3. Recommended list of plugins to facilitate the requested use cases of the website
  4. Development of staff training solutions

Final deliverables will be worked out through development of the Statement of Work with the selected contractor. The Ministry anticipates that representative deliverables would be reports, recommended architecture, project planning documents, presentations, training materials, and similar documents.

### **3. Pricing**

Proponents are to include separate pricing for:

- Any and all one-time costs for hardware, installation, and configuration services.
- Any and all one-time costs for training.
- Any and all on going costs, including a list of all licenses, annual hosting cost, annual maintenance costs and ongoing support.
- Any other fees

Failure to provide Proposals in accordance with the above instructions will result in submission being deemed non-compliant and rejected.

We look forward to receiving your proposal and thank you for your interest in supplying these items to the Ministry of Rural Development and Local Government.



**FORM 2: PROPONENT'S DECLARATION FORM**

**A. LITIGATION**

1. Have any of your director(s) ever been convicted of any criminal offence in any jurisdiction?  
Yes No
2. Have any of the director(s) ever had a professional license suspended or revoked?  
Yes No
3. Has your organisation ever been the subject of any petition for bankruptcy?  
Yes No
4. Does your organisation have any judgments against you?  
Yes No
5. Does your organisation have any pending civil litigation matters?  
Yes No
6. Does your organisation have any pending criminal matters?  
Yes No
7. Has your organisation, or any organisation over which you have had control ever been the subject of any inquiry or investigation?  
Yes No

If you checked Yes to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

**B. STATUTORY COMPLIANCE**

1. Is your organisation in compliance with the Occupational Safety and Health Act, Chap. 88:08 (as amended) in the form of OSH requirement applicable to your organisation? Kindly provide details of the compliance with the most recent supporting documents.

Yes No Not applicable

If no or not applicable is selected, please provide details:

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2. Is your organisation in compliance with the Minimum Wages Act, Chap. 88:04 (as amended)?

Yes No Not applicable

If no or not applicable is selected, please provide details:

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I/We.....make this declaration conscientiously believing the same to be true, and I/We am/are aware that if there is any statement in this declaration which is false in fact, which I/We know or believe to be false or do not believe to be true, I/We may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

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Declarant Name

Declarant Signature

Date

Position: .....Company Seal:

Supplier's Authorised name to sign: \_\_\_\_\_

Date: \_\_\_\_\_

Supplier's Authorised Signature: \_\_\_\_\_

Supplier's Stamp: