



Request for Proposal (RFP)
Website Development and Ongoing Support
Date: November 20, 2024
Submission Deadline: December 10, 2024

About Us

Effective January 1, 2025, Prosperity Credit Union will be a newly formed credit union created from the alliance of three existing Saskatchewan rural-based credit unions. United by a shared vision, we are combining our strengths to enhance our services to better meet the needs of our members. Together, we aim to create a more supportive, and innovative financial institution that prioritizes our rural communities. To learn more about this exciting new chapter, please visit our websites listed below. These resources will provide you with further information about the merger, our services, and what it means for our members.

drivingruralprosperity.ca
cypresscu.sk.ca
diamondnorthcu.com
pccu.ca

Purpose of the RFP

We are inviting proposals from qualified web design agencies for the design, development and ongoing support of a new website for the three credit unions as we proceed with the integration to Prosperity Credit Union. This new site is to serve as a centralized resource for all content for our members. This RFP is open to all interested vendors.

Project Timelines

The selected vendor must be available to begin the project on **January 1, 2025**, or sooner, and target completion in Q2 2025 with launch no later than **June 30, 2025**. Preference may be given to the vendor with the earliest completion date.

Design Specifications

This website will be public-facing and designed to provide easy access to general information, FAQs, announcements and a variety of resources for our combined membership. The proposed solution must support seamless integration with our digital banking platform, directly from this site. It should also be scalable for future growth, agile to adjust to changing demands of the site, and easily expanded to integrate 3rd party services, member self-serve functionality, forms, chat bots, etc.

Bid Format and Length

- All quoted fees including all expected expenses and taxes.
- Include options for hosting solutions and ongoing website maintenance. Include any relevant costs and recommendations.
- Indicate the approach to user training for management of the site, including how we can manage the content internally post-launch. This should be included as part of the overall proposal.
- Specify the building platform for the site. Provide information on the CMS, ensuring it is low-code and easy for internal teams to manage the content after the website is live. Include any annual licensing fees associated with the CMS.
- Provide a breakdown of your quote for consultation services regarding the management of four websites (three credit union websites and the microsite during the period from January 1 to the launch of the new website). This section should be quoted separately.
- Quote on initial strategy, research, and ideation separate from the design/build.
- Provide at least three references from past projects, preferably from Saskatchewan or the credit union/financial sector.

Ongoing Support

Indicate your ability to provide ongoing support after site launch. Please include:

- Service Level Agreements (SLAs).
- Ongoing support rates and costs.
- Details as an ongoing partner post-launch.

Questions and Clarifications

All questions regarding the RFP must be submitted in writing to tracy.upton@pccu.ca no later than November 27, 2024. A virtual meeting will then be held to answer any questions and provide further clarification. To receive the login information for this meeting, please email tracy.upton@pccu.ca with your request.

Proposal Submission Instructions

Please submit your proposal electronically by December 10, 2024, to tracy.upton@pccu.ca. Please be concise and include all required information as outlined above. Submissions will be evaluated based on the quality and completeness of the proposal, experience, and cost.

Proposal Presentation

The top vendors will be invited to present their proposals in person or virtually the week following the tender closing date. Presentation details will be shared with shortlisted vendors.

Terms and Conditions

- All submissions must adhere to confidentiality agreements.
- While out of the scope of this proposal, the selected agency may be retained for further work post-merger.
- We reserve the right to accept or reject any proposal.

Thank you for your interest in this opportunity. We look forward to reviewing your proposal.

Sincerely,
Tracy Upton
Project Manager
tracy.upton@pccu.ca