



SOCCER NOVA SCOTIA

Request for Proposal

Website Project

RFP #24-01 • November 18, 2024

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SECTION 1: INSTRUCTIONS TO PROPONENTS

Background - Soccer Nova Scotia

Soccer Nova Scotia, established in 1982, serves as the governing body for soccer in the Canadian province of Nova Scotia. Initially formed to coordinate and develop the sport at various levels, it has since evolved into a comprehensive organization overseeing grassroots initiatives, youth development programs, coaching education, referee training, and competitive leagues across the province. Over the years, Soccer Nova Scotia has played a pivotal role in fostering the growth of soccer, promoting inclusivity, and providing opportunities for players of all ages and skill levels to engage with the beautiful game, contributing significantly to the vibrant soccer culture within Nova Scotia.

Objective

Soccer Nova Scotia is seeking a company or companies to supply the development, design, launch, training and maintenance of a new website in the interest of delivering a better web experience for Soccer NS members.

The successful proposal(s) will display the ability to fulfill the scope of service and/or materials required and meet all applicable deadlines. The successful partner(s) will work with the Sr. Manager, Programs and Events of Soccer Nova Scotia to supply the required service and/or materials and meet any applicable deadlines.

Overview

This is a cost-driven request for proposal (“RFP”) process leading to the award of a contract. As outlined in the Proposal Conditions in Section 3, Soccer Nova Scotia maintains full discretion over this RFP process and the award. Soccer Nova Scotia intends to evaluate proposals based on the evaluation criteria included in this proposal (see Section 2 – Proposal Evaluation Criteria), and to make an award based on the results of the Evaluation Point Rating and Soccer Nova Scotia’s assessment in its sole discretion of which proposal provides the best value and is in Soccer Nova Scotia’s best interests.

RFP Schedule

Activity	Date
RFP Posted	November 18, 2024
RFP Closes	December 6, 2024 (4:00 PM AST)
Review	December 9 to 16, 2024
Award (No later than)	December 17, 2024
Delivery Deadline (negotiable target)	March 1, 2025

Scope of Services and/or Materials Required

This listing is not intended to be all-inclusive

The supplier(s) is required to:

- Work with Soccer NS staff to develop and deliver the agreed-upon website
- Identify areas of concern and potential challenges in the development process that Soccer NS should be aware of
- Identify delivery timelines to ensure timely implementation
- Work to ensure website can be sustainably managed by Soccer NS staff after implementation

Proposal Submission Guidelines

Please read the following carefully, proponents should submit three different files:

File #1

Proponent should submit in one PDF file labeled “SNS_RFP24-01_Submission_[Proponent Name].pdf” that includes:

- a. Understanding of the requirements of the RFP
- b. Proponents approach
- c. Previous Relevant Experience (and testimonials if applicable)
- d. List of supply partners or third-party services (if applicable)
- e. Delivery timeline (if applicable)
- f. Reference to sustainable policies and practices and alignment of values
- g. Any additional inclusions the proponent wishes to share

File #2

Proponent should complete and submit Schedule A: Proposal Form in a PDF file labeled “SNS_RFP24-01_ScheduleA_[Proponent Name].pdf”

Schedule A: Proposal Form can be found in Section 5: Attachments

File #3

Proponent should complete and submit Schedule B: Bid Rates Form in a PDF file labeled “SNS_RFP24-01_ScheduleB_[Proponent Name].pdf”

Schedule B: Proposal Form can be found in Section 5: Attachments

Questions regarding the submission of proposals may be directed to the following prior to the closing of the RFP

Chris Lurette
Sr. Manager, Programs and Events
chris@soccerns.ca

If a proponent is of the view that there are discrepancies or omissions in the RFP documents, or that any clarification is required, the proponent should contact the contact listed above. The Soccer NS representative will respond in writing or, if in agreement that

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there is a requirement for amendment or clarification, will issue an addenda. Soccer Nova Scotia may, at any time prior to the closing date and time, issue additional information, clarification, or modifications to the RFP by written addenda issued by the Soccer NS representative listed above. It is the proponent's sole responsibility to ensure they have received all addenda prior to submitting their Proposal. It is the proponent's responsibility to monitor the Soccer Nova Scotia website and download the addenda posted. All addenda become part of the proposal documents, and receipt of addenda shall be acknowledged by the proponent in Schedule A: Proposal Form

Proposals must be submitted digitally to the contact below by the closing date and time:

Chris Lurette
Sr. Manager, Programs and Events
chris@soccerns.ca

RFP Closes: December 6, 2024 (4:00 PM AST)

Proponents should note that no price escalation terms should be included in any proposal.

Soccer Nova Scotia reserves the right to evaluate and negotiate separately with all Contractors for the base cost of the tender either separately or in conjunction with the consideration offered by the bidder in respect to the marketing rights.

If a proponent wishes to verify that a proposal has been received prior to the closing time, the proponent may contact the Soccer NS Contact listed above. The proponent must identify the company name before this information will be released. No other information concerning the proposal will be released under any circumstances prior to proposal opening.

Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the closing time.

Proposals submitted by individuals or corporations should be signed by such individuals in the presence of a witness. Proposals submitted by partnerships should be signed by all partners in the presence of a witness.

SECTION 2: PROPOSAL EVALUATION CRITERIA

Method for Evaluation

The evaluation committee will evaluate and make a recommendation based on the proposal submission and costs. The highest ranking proponent will be recommended to the Board of Directors or appropriate committee of Soccer Nova Scotia.

Proposal Evaluation

The objective of the evaluation process is to select a reliable partner (or partners) capable of supplying the services and/or materials needed by Soccer Nova Scotia.

Proposals will be evaluated on the following criteria:

- Proponent's ability to supply and deliver the defined outcomes
- The monetary cost of services/materials as identified by the proponent
- Evidence of sustainable practices
- Corporate alignment with Soccer NS core values

Evaluation Process

The proposal packages will be opened by the Soccer NS representative in charge of this RFP on the closing date and given to the evaluation committee.

The evaluation committee will evaluate all proposals using a two-stage point rating system outlined below. The first stage evaluates a proponent's capacity (50 available points), sustainability efforts (5 available points), and corporate alignment with Soccer Nova Scotia core values (5 available points). The Evaluation Committee will use file #1 submission to determine points awarded in the first stage of the evaluation. Proponents who score 45 points or higher will proceed to the second stage of the evaluation process. Any proponent(s) who score less than 45 points will not proceed to the second stage and bid rates of said proponent(s) will not be considered by the Evaluation Committee.

The second stage will evaluate the budgetary impact (40 available points) of the proposals. The Evaluation Committee will use file #2 (Schedule B: Bid Rates). Proposals are then evaluated and compared based on the total number of points awarded in both stages of the evaluation. The proponent with the highest score (out of 100 available points) will be recommended to the Soccer Nova Scotia Board of Directors or appropriate committee.

Evaluation Stage 1

Category 1: Capacity Evaluation Capability - Company/Organization/Supply Capacity	Maximum Points
1.1 - Description of company and its expertise in supplying the required services at a similar scale and/or scope (25 points)	25
1.2 - Provide information on the approach to deliver the scope of service as outlined in Schedule C including platforms, services, systems strategies and development plans (20 points)	20
1.3 - Provide a timeline and further information on the ability to meet the previously identified delivery deadline (5 points)	5
Total Capacity Evaluation	50

Category 2: Sustainability Evaluation	Maximum Points
2.1 - It is an objective of Soccer Nova Scotia to contribute to the sustainable delivery of sport in Canada. Please provide information about initiatives you undertake to promote sustainable practices such as; maximizing recyclability and use of recycled content; reducing waste; conserving natural resources, materials, and energy; increasing durability; reducing toxicity and minimizing packaging. (5 points)	5
Total Capacity Evaluation	5

Category 3: Alignment with core values	Maximum Points
3.1 - It is the mission of Soccer Nova Scotia to build impactful and meaningful relationships with our members to build vibrant communities. Our efforts and decision-making revolve around the welfare and experience of players, embracing the values of fair play, respect, inclusion, and a passion for soccer. Please provide information on how your company aligns with the mission and values of Soccer NS, mainly Respect, Inclusion, Innovation, Quality, Integrity, Equity, Diversity (5 points)	5
Total Capacity Evaluation	5

Evaluation Stage 2

Category 4: Budgetary Evaluation Price of Services and/or products offered	Maximum Points
<p>Estimated Costs: Provided in a completed version of Proposal Form B found in Schedule B: Bid Rates including additional costs</p> <p>Please provide payment terms</p> <p>Points will be awarded based on the following formula: Lowest price proponent = 40 Points Lowest price/proponents price x 40 points = points awarded to proponent</p> <p>Example: Lowest Price = \$500 Proponent A price = \$575 $500/575 \times 40 = 35$ Points awarded to proponent A</p>	40
Total Budgetary Evaluation	40

Overall Evaluation Summary	Maximum Points
Category 1. Capacity Evaluation	50
Category 2: Sustainability Evaluation	5
Category 3: Alignment with core values	5
Category 4: Budgetary Evaluation	40
Overall Evaluation	100

SECTION 3: CONDITIONS OF PROPOSAL

1. Invoices

All material supplied under this Agreement must be separately invoiced and be on separate packing slips from any other material supplied. Packing slips and invoices will bear the Purchase Contract and Agreement numbers. The original invoice shall be forwarded to the Finance Manager of Soccer Nova Scotia.

2. Quantity

Soccer Nova Scotia is not bound by any quantity indication against this agreement. This Agreement shall be limited to the actual goods and services contracted for.

3. Authorization of Delivery

Soccer Nova Scotia shall request delivery of goods or services by letter, telephone or email with reference to a Purchase Contract number.

4. F.O.B. Point

As specified in each contract, otherwise: Soccer Nova Scotia, Halifax, Nova Scotia.

5. Acceptance

Subject to acceptance by the client.

6. Delivery

Delivery shall be when requested by Soccer Nova Scotia and take into account the schedules and dates committed to Soccer Nova Scotia by the Supplier.

7. Withdrawal

Either party may terminate this agreement upon 30 calendar days' written notice.

Notwithstanding the above, the supplier shall be liable to supply in accordance with any Purchase Contract made prior to the withdrawal.

8. Contract Ethics

The supplier shall ensure that no employee or representative of the supplier shall offer or extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or volunteer of Soccer Nova Scotia. The supplier undertakes to inform the Executive Director or in the case of the Executive Director to inform the Board of Directors of any attempts by Soccer Nova Scotia employees to seek any such favors.

9. Audit

Soccer Nova Scotia reserves the right to audit, at any time, this Agreement and the contracts flowing from it. This audit may take place at the supplier's location after reasonable notice has been provided.

10. Amendments

The goods and/or services described in this Agreement and the conditions under which a contract is to be made will not be modified, changed, altered, or amended without instructions from a Contracting Officer.

11. Copyright

No part of the request for proposal contract/documents may be copied, translated or otherwise reproduced without written permission of Soccer Nova Scotia. If ownership of all right, title and interest in the world-wide copyright and other intellectual property rights in the Deliverables does not otherwise vest exclusively in Soccer Nova Scotia, the Contractor hereby assigns to Soccer Nova Scotia, and upon the future creation thereof, automatically assigns to Soccer Nova Scotia, without further consideration, all right, title and interest in and to the copyright and other intellectual property rights in the Deliverables. Contractor agrees to execute such further documents and to perform such further acts as may be necessary or desirable to transfer, perfect and defend Soccer Nova Scotia of the copyright and other intellectual property rights in the Deliverables that are reasonably requested by Soccer Nova Scotia from time to time.

All physical media, including printed materials, disks, tapes or other physical media (the “Media”) on or in which the Deliverables are expressed, embodied, or reproduced will be the property of Soccer Nova Scotia. Without restricting the generality of the foregoing, the property in the Media will vest in and be owned by Soccer Nova Scotia as soon as any Deliverables are created or written pursuant to this Agreement and are entered on the Media.

SECTION 4: CONDITIONS OF CONTRACT

Soccer Nova Scotia anticipates that individual contracts will include schedules including the following terms:

1. Completion

This contract will be for the completion of the requirements as described in the contract specifications, Section 5: Attachments.

2. Confidentiality

The Contractor will treat as confidential and will not, without the written permission of Soccer Nova Scotia, publish, release or Disclose or permit to be published, released or disclosed either before or after termination of this contract, any information supplied to, obtained by or which comes to the knowledge of the Contractor under this contract. The Contractor will ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing the contract, are strictly controlled, to the satisfaction of Soccer Nova Scotia.

3. Performance

The performance under this Contract is to be carried out to the complete satisfaction of Soccer Nova Scotia.

4. Governing Law

This Contract will be deemed to have been made in and will be interpreted and enforced in accordance with the laws in force in Nova Scotia.

5. Laws, Permits and By-Laws

The Contractor will comply with all laws and regulations applicable to the place of the work, whether Federal, Provincial, or Municipal and will pay for all permits and certificates required in respect of the contract.

6. Business License

The contractor will provide proof of a business license appropriate for the location of the work on the contract.

7. Worker's Compensation, Health & Safety Board

If requested, the Successful Contractor must provide a "Letter of Good Standing" from the Workers' Compensation, Health & Safety Board prior to first payment and a "Letter of Clearance" from the Workers Compensation Board prior to the last payment.

8. Interpretation

Should any dispute arise concerning the meaning or intent of the Contract, Soccer Nova Scotia will make a decision which will be final unless the Contractor disputes such decision

by a written notice within 10 days of such decision whereupon the dispute will be resolved according to DISPUTES, below.

9. Disputes

If a dispute cannot be resolved immediately by Soccer Nova Scotia's decision or negotiation between the parties, the dispute may be:

10.1 - referred by either party for mediation before a Project Mediator 10 days after commencing negotiations; and, referred to arbitration 10 days following the end of such mediation.

10.2 - If neither party required mediation or arbitration within 10 days after a written notice that negotiations or mediation are at an end, either party may refer the dispute to the courts or both agree to proceed to mediation or arbitration notwithstanding that other necessary parties will not be bound by any resolution of this dispute.

10. Execution of the Work

The Contractor will, for the stated contract price, provide all necessary labour, materials, tools and equipment and will carry out in a timely and workmanlike manner and to the satisfaction of the authorized representative of Soccer Nova Scotia, the work set out under description of the work and more particularly described in the specifications.

11. No Assignment

Without the prior written consent of Soccer Nova Scotia, the Contractor will not assign or sublet this Contract or any of the Contractor's rights, benefits or moneys accruing hereunder, and any such assignment without such consent will be void.

12. Changes

Changes to the contract will only be made on receipt of written instructions from Soccer Nova Scotia. Any resulting adjustment to the contract price will be agreed upon by Soccer Nova Scotia and the Contractor and will represent the reasonable and proper costs incurred by or savings accruing to the Contractor.

13. Delay

No payment will be made for extension of the completion date for the contract given to the Contractor for delay encountered during the execution of the contract unless such delay was due to causes beyond the control of the Contractor.

14. Suspension of Work

In the event that work on the contract is suspended, the Contractor will arrange for protection of the work as directed by Soccer Nova Scotia. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work.

15. Termination

Soccer Nova Scotia may, upon 30 days' notice in writing to the Contractor, suspend or

terminate the Contract at any time for reasonable cause. Soccer Nova Scotia's obligation to make payment to the Contractor will cease when payment for work satisfactorily performed has been made.

16. Co-operation and Making Good

The Contractor will perform work under the contract with minimum disturbance to personnel and the public and ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. The Contractor will obtain the approval of Soccer Nova Scotia for the hours during which the work will be performed and will provide a work schedule for approval of Soccer Nova Scotia.

17. Property of Soccer Nova Scotia

The Contractor will be liable to Soccer Nova Scotia for any loss or damage to any property of Soccer Nova Scotia arising out of the performance of the contract providing such loss arises from causes within the Contractor's control.

18. Payment

As part of the Agreement, Soccer Nova Scotia will negotiate payment schedules and methods. The Contractor will submit invoices as mutually agreed. Subject to verification by Soccer Nova Scotia, payment of the Contractor's invoice for work satisfactorily completed will be made no later than 30 days after receipt thereof.

19. Deductions

The Contractor will pay all claims for wages and all other claims in respect of the contract as and when such claims become due. Soccer Nova Scotia may deduct from moneys owing to the Contractor such sums including: any sums owing by Contractor to Soccer Nova Scotia; any outstanding wages owing to persons employed to perform the contract; any assessments of the Workers Compensation Board or the Employment Insurance Commission relating to the contract; and any claims, charges or encumbrances arising in any manner whatsoever from the operations of the Contractor which Soccer Nova Scotia determines to be valid and enforceable.

20. Workers

All workers will be competent and qualified to do the work. The Contractor will be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the Workers' Compensation Act (Nova Scotia), Employment Insurance Act, Income Tax Act and Canada Pension Plan.

21. Indemnification

The Contractor will indemnify and save harmless Soccer Nova Scotia from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly, from the carrying out of the work or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, subcontractors or their agents or employees and whether occasioned by the negligence of the Contractor, subcontractors or their agents or employees.

22. Insurance

The Contractor will maintain the following insurance policy with minimum limits of liability as specified herein and in forms and with insurers acceptable to Soccer Nova Scotia during the period of time the Contract is in force and during any warranty period stated in this contract.

Comprehensive General Liability Insurance, occurrence form, (liability limit \$5,000,000 per occurrence) covering bodily injury and property damage, directly or indirectly arising out of the performance of this contract containing the following provisions:

- a. including the Contractor's premises, property and operations;
- b. contingent liability with respect to the Contractor's subcontractors;
- c. contractual liability covering the Contractor's liability (for bodily injury and property damage) under this Contract with Soccer Nova Scotia.

The policy will state that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to Soccer Nova Scotia. Any deductible will be borne by the Contractor.

Soccer Nova Scotia will be specified as an additional insured on all insurance policies contemplated in this contract.

Once the contract is signed, the contractor will be requested to provide to Soccer Nova Scotia a certificate of insurance confirming the existence of the required insurance.

23. Access to Work

The Contractor will permit Soccer Nova Scotia or its representatives to have access to the work at all times during the execution of the work and will cooperate fully with other contractors or workers sent to the Place of the Work by Soccer Nova Scotia.

24. Security Requirements

Where in the opinion of Soccer Nova Scotia, it is in the public interest to obtain security to ensure the due performance of this contract, Soccer Nova Scotia may require security, in such form and such amount as Soccer Nova Scotia specifies.

25. Ownership and Copyright

Soccer Nova Scotia are the sole owners of any material produced under this contract. Any material produced under this contract cannot be used or disclosed for any other use without the written approval of Soccer Nova Scotia and its partners in the National Marketing Campaign.

SECTION 5: ATTACHMENTS

Schedule A: Proposal Form

Soccer Nova Scotia RFP Submission Form

1. I/We hereby submit a Proposal for the Soccer Nova Scotia RFP #24-01 proposal in accordance with the requirements of this RFP.
2. I/We have carefully examined all the contents of this RFP, including the RFP terms and conditions.
3. In the event of my/our proposal being accepted, I/We agree to enter into a contract with Soccer Nova Scotia
4. I/We acknowledge receipt of, and have taken into consideration the following addenda issued during this Request for Proposals:
_____ # _____ # _____ # _____
5. Proposal Closing Time: December 6th, 2024 (4:00 pm AST)
6. I/We acknowledge the proposal scores will be finalized based on the results of all the factors outlined in the proposal package and that Soccer Nova Scotia will select a proposal which provides Soccer Nova Scotia with the best value and which Soccer Nova Scotia determines is in its best interests.

PROPONENT'S FULL REGISTERED BUSINESS NAME:

PROPONENT'S FULL BUSINESS ADDRESS:

BUSINESS LICENSE #:

Telephone #:

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SIGNATURE

PRINTED NAME/TITLE

SIGNATURE

PRINTED NAME/TITLE

Attested to and delivered on behalf of the Respondent this _____ day of _____, 2024 in the presence of:

WITNESS SIGNATURE

WITNESS NAME

Sign this form as follows:

Sole Proprietorship: Sole Proprietor to sign in the presence of a witness, who will also sign where indicated. Insert the words “Sole Proprietor” under Title(s).

Partnership: Partner(s) to sign in the presence of a witness or witnesses who will also sign where indicated. Insert the word “Partner” against each signature under Title(s).

Limited Company: This Form must be signed by duly authorized signing officers of the company in their normal signatures, designating against each signature the official capacity in which the signing officer acts. When this form is signed by officials other than the President or Secretary of the company, a copy of the bylaw or resolution of the Board of Directors authorizing them to do so must be submitted with the proposal/proposal documents.

Schedule B: Bid Rates

Please provide an estimated total cost (CAD) for the project based on your understanding of the requirements and the proposal you have submitted:

ESTIMATED TOTAL COST

Please provide any additional pricing information you deem necessary or relevant (pricing per page, hourly rates, incremental or additional costs, etc.)

SUBMITTED BY:

SIGNATURE PRINTED NAME/TITLE

ON BEHALF OF:

PROPONENT

Schedule C: Content and Technical Requirements

Upon awarding of the contract, the successful proponent will, in partnership with Soccer Nova Scotia, develop a final plan for the sitemap and content. The content and sitemap will require, but is not limited to:

Main Menu Structure:

- Home Page
- About Page
 - Staff and Board Directory
 - Policy suite (and other governing documents)
- Clubs (Member club pages)
 - Page for every member club and/or governing region
 - Club finder: lookup based on postal code/address
 - Club licensing
- Coaches
 - Coaching requirements
 - Coaching development
 - Coach Education & Education opportunities
- Players
 - Soccer Nova Scotia programs and teams
 - Grassroots programs and pathways
- Referees
 - Informational page (Fees, levels, requirements, policies etc.)
- Events
 - Event Calendar and Tournament finder
 - Soccer NS events and competitions and historical data
- BMO Soccer Centre
 - Rental information (rates, availability)
 - Virtual Tour

Technical Requirements

- Submission forms system
- Integration with current registration system (display only)
- Photo Gallery (integration with photo sharing platform)
- Video integration (integration with video and/or streaming platform)
- Events submission and display
- Calendar integration
- Integration with current facility booking system (display only)
- Virtual 3D facility tour (display only)
- Interactive Map System (GIS)
- Selected data migration

Other Requirements

- Graphic design including icon sets and branding consistency
- Hosting services
- General content as required
- Mobile Responsiveness
- Analytics and User Tracking
- Social media integration