



RFP for Listingpro Directory Project

The Association of Cooperative Counselling Therapists of Canada (ACCT)

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Background

ACCT is a not for profit Cooperative of Canadian Counsellors. We are a community of registered and regulated therapeutic counsellors who, working together, support each other to enhance the quality of life in society by nourishing respect for human dignity and diversity, advancing the practice of competency-based counselling and promoting deliberate practice and the continuous competency development of counsellors. Our staff is located around Vancouver, BC.

Project Goals and Scope of Services

We have created a new directory for our counsellors using a WordPress install with the Listingpro Theme. ACCT is seeking the services of software support consultant to prepare, launch and maintain the directory.

Specifically, we require the following:

- Detailed plan on how you will Import users (if this can be done cost effectively) with name, username, email address and password settings feature.
- Suggestions on how we can connect google maps or other map option and a plan to do so.
- Demonstrate that your team is capable of supporting Wordpress and the Listingpro Theme
- Ability to provide feature upgrades for the Listingpro Theme as needed.
- Outline the communication plan, how frequently will we be contacted, and what information will be provided.
- Detailed maintenance and support contract for the Wordpress/Listingpro installation.

Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

- Request for RFP: January 4, 2019
- Deadline for Bidders to Submit Questions: January 31, 2019
- ACCT Responds to Bidder Questions: February 7, 2019
- Submission deadline: February 9, 2019
- Selection of Top Bidders / Notification to Unsuccessful Bidders: February 15, 2019
- Start of Negotiation: February 19, 2019
- Contract Award / Notification of Unsuccessful Bidders: February 26, 2019

Submission of Proposals

The RFP will be posted on our website, ACCTCounsellor.com, and can be downloaded from there directly as of noon on January 4, 2019.

Respondents to this RFP must submit a Pdf proposal to admin@acctcounsellor.com with the subject: RFP for ACCT Listingpro Directory Project. Responses must be received no later than February 9, 2019.

Timeline

The launch deadline is March 31, 2019.

Elements of Proposal

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of creative team, number of full-time employees.
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to ACCT.
- A representative selection of WordPress development created for current and past clients.
- A description of services offered, rates and expected time required
- A communication plan that details how acceptance criteria will be determined and sets milestone and deliverables.

Evaluation Criteria

The successful respondent will:

- Have been operating continuously as a software support consultant for a minimum of 24 months and possess full-service, in-house capabilities for bug resolution, creative services, WordPress customization.
- The education, experience, knowledge, skills, and qualifications of the firm and the individuals who will be available to provide these services.
- A competitive cost of services.
- The expertise of the firm working with similar customers.
- Preference will be given to local companies that utilize local talent.