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## **REQUEST FOR PROPOSALS**

### **1. GENERAL**

#### **Objective / Purpose**

Keepers of the Circle is seeking proposals from qualified web design and development firms or individual web developers (“Vendors”) to build a custom Indigenous-focused interactive educational website from scratch.

This website will serve as an inclusive online training program that features Indigenous women, Two Spirited people, and other underrepresented groups in the trades. The curriculum will increase accessibility to green and healthy building techniques, empower equity-deserving groups in the trades, and will look to shift the construction industry’s understanding of cultural competency.

The overall goals are the following:

- Fully custom-built
- User-friendly, mobile-responsive, and accessible
- Culturally safe in design, visuals, user flow, and language
- Easy for KOTC staff to update, maintain, and manage
- Designed to support future growth and potential monetization options

#### **Key Dates**

|                                          |                                          |
|------------------------------------------|------------------------------------------|
| <b>RFP Release</b>                       | July 27, 2026                            |
| <b>RFP Deadline</b>                      | August 10 <sup>th</sup> , 2026 – 5pm EST |
| <b>RFP Review</b>                        | August 11, 2026 – August 14, 2026        |
| <b>Vendor Selection and Notification</b> | August 17, 2026                          |
| <b>Contract Signed and Project Start</b> | August 20, 2026                          |
| <b>Target Launch</b>                     | Summer - Fall 2027                       |

#### **Diversity and Inclusion**

As an Indigenous women-led organization, Keepers of the Circle prioritizes procurement practices that support equity. Preference will be given to:

1. Indigenous women-led businesses

2. Indigenous-led businesses
3. Women-led businesses
4. Northern Ontario-based businesses

Vendors must demonstrate cultural understanding and the ability to create a digital space rooted in respect, safety, and relationship-building with Indigenous communities.

## **2. BACKGROUND**

Keepers of the Circle is an Indigenous hub operated by the Temiskaming Native Women's Support Group. We provide culturally grounded programming, economic development support, social services, and skills development across Northeastern Ontario.

The Amik Wigiwamikewen is a Keepers of the Circle Initiative that aims to create an inclusive, culturally sensitive, climate literate training program that equips Indigenous women, Two Spirited people, and other underrepresented groups in the trades with the knowledge to approach construction in an environmentally conscious way. The training program increases accessibility to green building techniques, empowers equity-deserving groups in the trades, and looks to shift the construction industry's understanding of cultural competency.

### **Purpose of the Interactive Educational Website**

The curriculum will:

- Educate Indigenous women, 2Spirit and underrepresented groups in the trades about green construction alternatives and advocating for culturally safe workplaces
- Give employers and Unions an opportunity to learn about green construction alternatives and creating culturally safe workplaces for all their staff
- Accessible - free, online, accommodating for different needs
- Engaging - videos, activity-based, fun, future-thinking with resources
- Resourceful - introduction to green building approaches for different trades with an extensive list of programs, companies and further learning opportunities
- A softer lens of the trades – holistic, trauma-informed

## **3. SERVICE/WORK REQUIREMENTS**

### **Format of Technical Submittal**

To facilitate the evaluation of proposals, vendors should prepare their technical response in the sequence specified below:

- A. Cover Page
- B. Table of Contents
- C. Section 1: Letter of Intent/Executive Summary
- D. Section 2: Response to Technical Requirements
- E. Section 3: Vendor Attachments
- F. Attachment A – Vendor Offer Signature and Certification Form
- G. Attachment B – Vendor Profile

- H. Attachment C – Description of Services
- I. Attachment D – General Training Guidelines
- J. Attachment E – Vendor References and Examples

### **Format of Cost Submittal**

The cost submittal must include:

- A. A breakdown of all costs involved, including all hardware, software, installation and training costs
- B. A description and cost of any reoccurring fees such as annual maintenance and support costs

The total budget cannot exceed \$150,000 CAD.

### **Scope of Work**

The selected vendor will design and build a fully custom website that includes the following components:

#### **1. Core Interactive Features**

- a. Click and drag
- b. Click and flip
- c. Scroll to create lists or highlight text
- d. Hover to reveal
- e. Interactive house to navigate one whole chapter of building topics

#### **2. User Experience Requirements**

- a. Registration and log in to track and save progress, offer certificate of completion and offer different content to employer vs employee
- b. Audio/transcripts/captions/Day & Night mode/Font for accessibility

#### **Keepers of the Circle Staff**

- a. Full administrative control
- b. Analytics dashboard:
  - Site visits
  - General engagement metrics

#### **3. Design Requirements**

- a. Custom branded to Keepers of the Circle
- b. Incorporate in-house made graphics
- c. Culturally safe visual identity (nature-based, Indigenous-centered symbolism; no appropriation)

#### **4. Technical Requirements**

- a. Fully custom build
- b. Secure hosting recommendations
- c. CMS functionality for KOTC staff
- d. Ability to scale for future monetization
- e. Basic SEO setup

#### **5. Upkeep & Maintenance Requirements**

Vendor must provide:

- a. At least 6 months of post-launch support
- b. Documentation on how to:
  - Edit content
  - Upload videos
  - Review analytics
- c. Training for KOTC staff
- d. Clear warranty terms
- e. Annual support/maintenance package options

#### **6. Format of Cost Submittal**

Vendor must provide:

- a. Full breakdown of project costs
  - Design
  - Development
  - Testing
  - Training
  - Support
- b. Cost of hosting (if the vendor provides or recommends hosting)
- c. Annual maintenance package costs
- d. Any optional add-ons/features that you suggest to help address project purpose and goals

Total project budget will be discussed during evaluation; vendors must submit a transparent breakdown.

## **4. SUBMISSION DETAILS**

Please submit your proposal and any needed documents by email to [a.kostello@keepersofthecircle.com](mailto:a.kostello@keepersofthecircle.com) with the subject title “*RFP Submission – Interactive Website*” before **5:00pm EST August 10, 2026**. If your files exceed the limit for attachment, please include a link to a Google Drive folder or Dropbox with any instructions for access.

## ATTACHMENT A – VENDOR SIGNATURE & CERTIFICATION FORM

**Vendor Name:** \_\_\_\_\_  
(Please type or print name of Vendor)

**Street Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_ **Province/Territory:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I certify that I am a duly authorized representative of the Vendor listed above. Keepers of the Circle is hereby authorized to request from any individual or Vendor any information it deems necessary to verify any information provided by in this Proposal and to determine the capabilities and responsibility of Vendor as a prospective contractor with Keepers of the Circle.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

## ATTACHMENT B – VENDOR PROFILE

1. Vendor Legal Name:
2. Address of the office handling the project:
3. Business Number:
4. Type of Organization:

☐ Individual   ☐ For-Profit Organization   ☐ Government   ☐ Non-Profit Organization  
☐ Indigenous Organization/Community

5. Is the vendor currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

☐ Yes ☐ No

6. Are there any past or pending litigation or claims filed against the Vendor? If yes, please provide details of each including any effect they may have on their performance.

☐ Yes ☐ No

7. Is the Vendor currently in default on any loan agreement or financing agreement with any bank, financial institute, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution

☐ Yes ☐ No

8. Are there any circumstances impacting the Vendor that could affect their ability to perform under any award made through RFP process? If yes, please explain both the circumstances and impact.

☐ Yes ☐ No

9. Does any current relationship whether a relative, business associate, capital funding agreement or any other kinship, exist between the Vendor and any Keepers of the Circle employee? If yes, please explain relationship.

☐ Yes ☐ No

10. Please provide a brief overview of the Vendor's history and relevant experience.

11. What additional value can the Vendor provide over its competition?

## **ATTACHMENT C – DESCRIPTION OF SERVICES**

1. Provide a statement of the project approach, any unique benefits, and other considerations
2. Provide an estimate of the earliest start date following execution of a contract
3. Submit a work plan with key dates and milestones. Responses should include:
  - a. Identification of tasks to be performed by Vendor
  - b. Identification of tasks to be performed by Keepers of the Circle
  - c. Timeframes to complete performance of the identified tasks or expected timeframe in which the project would be completed
  - d. Implementation strategy including transition plan if necessary
4. Provide summary resumes for proposed project team members of assigned staff, including their specific experiences with similar projects, qualifications and special expertise, and number of years with your company.

## **ATTACHMENT D – GENERAL TRAINING GUIDELINES**

The Vendor shall provide Administrative/Technical Support, Supervisor and End User training. Training is defined as the hours specifically set aside for the sole purpose of training and not time spent providing instructions to staff prior to final inspection and acceptance.

The training should provide users with an understanding of how to best integrate and configure the system, assist them with development of skills necessary to take full advantage of the system's functions and features, and provide them with a working knowledge of the system as it relate to their daily job functions and the procedures of the department.

The agenda of training should include, but not be limited to, installation and upgrades, configuration, administration and maintenance of the system, system failure, backup and recovery procedures, data and program backup procedures, understanding the elements of each application and how it relates to the total system, integration between systems, basic and advanced used of each application of the software, etc.

Vendor should include in the cost proposal all training that will be offered as part of the total bid inclusive of all travel and per diem expenses and/or fees. Vendor should include on-site instructors, instructional materials, guides, training aids or workbooks, sample techniques, etc. If a "train the trainer" concept is proposed, please also provide cost options for complete on-site training, if available.

Vendors should keep the following parameters in mind when proposing a training regimen:

- Hands-on training is the preferred method
- Training should include a documentation of processes, including examples
- Any "train the trainer" sessions should include multiple staff
- Specify a variety of cost, content, etc. of training sessions to allow flexibility in selecting training options



## **ATTACHMENT E – VENDOR REFERENCES**

### **REFERENCE (1):**

Customer Name:

Address:

City:

Province/Territory:

Postal Code:

Description of Project:

Contact Name:

Telephone:

Email:

No. of Years Installed:

### **REFERENCE (2):**

Customer Name:

Address:

City:

Province/Territory:

Postal Code:

Description of Project:

Contact Name:

Telephone:

Email:

No. of Years Installed: