

Procurement Services Announces the New Website Design, Development and Maintenance Services Program Message from Dexter King - Director, Procurement Services February 2021

This bulletin is to advise the community of a newly awarded Website Design, Development and Maintenance Services Vendor of Record (“**VOR**”) program.

Rationale

To ensure the York community has access to qualified vendors for all website services and to support the University’s web optimization strategy, Procurement Services has conducted a formal competitive bidding process with an evaluation team consisting of a diverse group of subject matter experts from a variety of divisions and faculties across campus with the goal to develop a roster of competent vendors.

The result of the competitive bid process is a roster of VORs that have the requisite qualifications, experience, and appropriate insurance coverage with the university.

Services include website design, development and maintenance projects that may require input from the Digital Team at Communications and Public Affairs (“**C&PA**”). For direction on the process for working with C&PA and external vendors, please email the Digital Team at cpadigit@yorku.ca

Examples of Services:

The vendors listed below have been selected to provide website design, development and maintenance services. Some examples could include, but are not limited to:

- **Content audit** - A content audit involves looking at all the content on the current website and assessing its relative strengths and weaknesses.
- **Content validation** - The content validation phase involves working with end users to clarify how the existing content is supporting the site’s objectives in function of their audiences.
- **Content preparation** - Vendors may assist York end users in optimizing content, including writing for mobile, content layout, image optimization.
- **Website Architecture** - Website architecture is used in creating a logical layout of a website in line with the user and/or business requirements.
- **Website Development** - Web development refers to building, creating, and maintaining websites. It includes aspects such as web design, web publishing, web programming, and database management.
- **Implementation** - Use existing templates, guidelines, standards to roll-out website within York’s Content Management System (WordPress or Drupal).

- **Monitoring** - process of testing and verifying that end-users can interact with a website or web application as expected.
- **Maintenance** - the act of regularly checking website for issues and mistakes and keeping it updated and relevant.

Selected Vendors

After the competitive bidding process, the evaluation team along with Procurement Services has selected six (6) vendors to form the new Website Design, Development and Maintenance VOR list. The term of the Agreement shall be until November 9, 2023.

The awarded VORs are as follows:

- adHOME Creative Inc.
- Digital Echidna
- Evolving Web
- Hambly & Woolley Inc.
- Premise Design Communications Inc.
- Sandbox Software Solutions

How to Buy

As per the VOR Roster process listed in the RFP, quotes must be obtained from the VOR list for the following dollar thresholds:

- One (1) quote required for projects under \$100,000
- For projects with a value between \$100,000 to \$250,000 quotes are required from three (3) or more vendors
- Any projects of a value above \$250,000, end user should contact Procurement Services to discuss the appropriate process

Implementation Details

Effective immediately the York community shall begin transitioning any Website Design, Development and Maintenance projects to the new Vendors of Records. Contact details for the new program are available on the Procurement Services [Pan University VOR website](#), including vendor contact information.

We appreciate that this change could impact the normal operation of your unit and we ask your continued cooperation as the University undertakes every effort to maximize opportunities to save costs while maintaining levels of service and products that meet its operational requirements.

Please contact Carolyn Fasick, Procurement Specialist at cfasick@yorku.ca or ext: 44626 should you have any questions.