

Request for Proposal: Web Consultant

Introduction

The International CCS Knowledge Centre (Knowledge Centre) is looking for the services of a web consultant to assist in the ongoing support and development of ccsknowledge.com.

This request for proposal (RFP) is designed to provide detailed information that will enable your firm to respond specifically to the requirements of the project, including: scope, objectives, project activities and key responsibilities. Proposals will be accepted from single business entities or from a consortium of firms.

The Knowledge Centre is not obligated to accept any proposal. The Knowledge Centre may, in its sole discretion, elect to not proceed and / or may elect to not accept any proposal for any reason.

RFP responses/proposals are due by 11:59 p.m. MST on June 3, 2024.

About the Knowledge Centre

The Knowledge Centre is a non-profit organization founded in 2016 by BHP and SaskPower to advance large-scale carbon capture and storage (CCS) projects as a critical means of managing greenhouse gas emissions and achieving the world's ambitious climate goals.

The Knowledge Centre provides independent, expert advisory services for CCS projects across heavy-emitting industries based on our team's unique experience developing the world's first fully integrated post-combustion CCS facility on a coal-fired power plant. We have a proven track record of helping our clients' lower costs, reduce risks, and improve their CCS performance. We work on CCS projects across industries and technology platforms using the latest knowledge and lessons learned from major projects across the globe.

Our focus is on understanding and protecting the owner's interest in large-scale investment, offering practical guidance in all aspects of CCS project development, from strategic analysis, business case advice and stakeholder engagement support, to supporting technology selection, pilot testing, feasibility and Front-End Engineering Design (FEED) studies, project permitting, construction, commissioning, transition to operations, and ongoing optimization and troubleshooting.

In addition to our deep technical capabilities, the Knowledge Centre team engages decision makers to ensure high-level information on CCS is conveyed with political, economic and other

strategic considerations in mind. We provide input for policy development and promote broad collaboration and the exchange of knowledge between stakeholders to accelerate the deployment of new CCS projects around the world.

The Knowledge Centre, with foundational support from the Government of Alberta, is establishing a national CCS knowledge sharing initiative, collecting and curating information from CCS projects of all scales across Canada and providing data and insights to accelerate and de-risk CCS projects. The website will be an essential resource to share information and resources efficiently and proactively.

Project Background, Objectives and Scope

The Knowledge Centre requires a web consultant to conduct the following key activities (links provided for example sites) to launch a revised website by Q4 2024:

- Manage and maintain the Knowledge Centre website, recommending site structure and design to incorporate existing content with additional insights, data and knowledge from CCS projects, providing usable information for governments, industry and the public.
 - Develop and incorporate content such as case studies, reports, [scenario tools](#), infographics, videos, [functional models](#) and [cost calculators](#), and [an interactive map of Canadian projects](#).
 - Make recommendations for the development and creation of [efficient means](#) to share relevant data and insights.
 - Allow for future added functionality including online coursework, databases, and other types of content.
- Provide a strategy for measurement and analytics going forward.
- Support search engine optimization, internet marketing and social media integration.
- Consult on web best practices, ensure compatibility with various devices and browsers, identify opportunities for innovation and ensure usability.

Other responsibilities include:

- Develop a work plan and schedule to ensure the timely delivery of the outputs and objectives.
- Maintain a detailed record of stakeholder participation during the course of the project (including research and user testing) and provide regular reports to the project team for tracking purposes.
- Participate in project status meetings.
- Provide required copies of all drafts and final deliverables.
- Submit all items created during the project (e.g., contacts, questionnaires, spreadsheets, etc.) The specific format of the deliverables will be defined by the Knowledge Centre in consultation with the web consultant.
- Participate in project reviews to evaluate successes and recommend areas for improvement.
- Provide training and guidance to Knowledge Centre staff for ongoing updates.

Hosting and ongoing licenses and subscriptions will be addressed separately, and costs for hosting do not need to be included in the proposal for this project.

Consultant Selection Process

Process Step	Timeline for Completion
RFP posted/issued	May 9, 2024
Questions received/submitted from interested bidders	May 15, 2024
Responses to submitted questions circulated and posted on the Knowledge Centre website	May 20, 2024
RFP responses/proposals submitted/received	June 3, 2024
Consultants short-listed by selection committee	June 10, 2024
Presentations/interviews with short-listed consultants	June 10 – 14, 2024
Notify final consultant	June 14, 2024

The selection committee will assess each RFP against an agreed upon set of evaluation criteria. Consultant(s) selected to present or be interviewed by the selection committee will be notified of the logistics by the Knowledge Centre.

Participation in the presentations/interviews will be the sole financial responsibility of the consultant(s) and will not be reimbursed from the project budget. Virtual presentations can be accommodated.

Following the award of the contract, the Knowledge Centre team will meet with the consultant’s project lead and team to confirm a detailed work plan for the project activities.

RFP Requirements and Evaluation Criteria

Responses submitted to the Knowledge Centre should not exceed 20 pages in length. The following are elements required in the response:

- A summary of qualifications, ensuring that minimum requirements and demonstrated value-added knowledge and/or skills listed below are included:
 - A degree or diploma in web programming/development or related fields
 - Minimum 5-10 years’ experience in web development
 - Experience in development and troubleshooting content management systems
 - Proficiency in programming CCS, PHP, MySQL, HTML5, Javascript, etc.
 - Experience working with MailChimp
 - Experience undertaking web projects with data visualization tools
- A high-level work plan and budget, including a description of approach, ideas for possible enhancements and methodologies that would be used to complete the project activities.
- Identification of any potential risks in the development of this project and possible actions to mitigate risks.
- Identification of measures to ensure high quality production of content

- List of team members, location, area of expertise, specific roles and tasks
 - Identify one key contact for all correspondence with the Knowledge Centre

Each RFP response/proposal will be measured against:

Criteria	Weight
1. Consulting firm’s capacity to carry out the project during the timelines outlined.	25%
2. Experience communicating technical content to a variety of audiences	15%
3. Experience undertaking similar projects	25%
4. Consultant hourly rate* and high-level work plan and budget	15%
5. Overall cohesiveness and presentation of response to RFP	20%
TOTAL	100%

*Please detail hourly rates if these vary for each key role (e.g., programmer, usability expert, project manager, etc.) Consultant’s travel costs to attend meetings and conduct research must be included in the estimated budget. This fee includes the distribution of research tools used in the research phase of the project. For example, if the consultant chooses to conduct a survey, they are responsible, both financially and logistically, for its distribution.

RFP responses are due by 11:59 p.m. MST on June 3, 2024. Please email an electronic PDF copy of your proposal including company name and RFP web consultant in the subject line to: info@ccsknowledge.com.

Additional Information

Contracts may either be fixed fee for accepted completed deliverables or an hourly rate The type of contract required will be determined by the Knowledge Centre. The successful RFP bidder will be required to adhere to the following requirements.

Note: This is a partial list only as it provides information to potential consultants regarding contractual expectations of the Knowledge Centre and does not represent a contractual agreement.

Assignments and Subcontracting

- Proposals must be submitted under one lead consultant if subcontractors are included.
- Identification of project lead: If the submission is from a consortium of firms or consultants, the submission must identify the lead firm and the project lead from that firm. It must also detail how the consortium will operate. In the case that the successful bidder is a consortium of firms or consultants, The Knowledge Centre will enter into a contract with the lead firm/consultant only.

Intellectual Property and Copyrights

Ownership of any work, information, records or materials developed or produced under the contract shall become the sole property of the Knowledge Centre.

Anti-Corruption

By submitting a response to this RFP, the Proponent is acknowledging it, and its, partner(s) complies with all applicable anti-corruption laws, including but not limited to the Canadian Corruption of Foreign Public Officials Act and any other similar legislation in any jurisdiction (collectively, “Anti-Corruption Laws”) and all other relevant laws and regulations applicable to the proposed performance of its services. Additionally, you are required to submit the completed Prequalification Form provided in Appendix A with your submission.

PREQUALIFICATION

This document will be used as a component to ensure your entity is in line with The International CCS Knowledge Centre’s (the “Knowledge Centre”) requirements and values. Please return to the sender once completed and signed.

COMPANY PROFILE	
Registered Company Name	
Company Registration No.	
Tax ID / ABN / VAT / GST No.	
Business Address	

BUSINESS CONDUCT		
	Yes	No
1. Are any employees, directors, or direct or indirect shareholders of your company Government Officials or People who Represent Others? If yes, please provide details.		
2. In the past five (5) years has your company (including any affiliated entities or any predecessor organization) or any owner, officer, director, employee or contractor/subcontractor/agent who will be performing services for the Knowledge Centre been subject to any investigation or allegation of fraud, misrepresentation, bribery, corruption, tax evasion, trade compliance (including economic sanctions, export controls and US anti-boycott law) or other related activities in any country? If yes, provide details.		
3. Do you confirm that your company will comply with all applicable anti-corruption laws and will not authorize, offer, give or promise anything of value directly or indirectly to a government official* to influence official action or to anyone to induce them to perform their work duties disloyally or otherwise improperly? If no, provide details.		

Authorized Signatory – Print and Sign

Date

*For purposes of this certification, “Government Official” includes:

- officers or employees of government, government departments or government agencies
- officers or employees of government-owned or controlled entities including state owned companies
- officers or employees of a public international organisation
- political parties, political party officials, or candidates for public office
- individuals who hold or perform the duties of an appointment, office or position created by custom or convention
- people who hold themselves out to be the authorized intermediary of a government official

For purposes of this certification, “People who Represent Others” means:

- Individuals who represent other people, perform activities on behalf of a body of people, or owe duties of trust to a broader group of people, including:
- Union leaders
- Community leaders
- Indigenous leaders
- Heads of stakeholder groups and their agents or representatives