



## **TFA Request For Proposal - Website Redesign**

The Toronto Metropolitan Faculty Association (TFA) has initiated a Request for Proposal (RFP) process to identify a vendor to build and design our new website.

### **About the TFA**

Founded in 1964 the Toronto Metropolitan Faculty Association (TFA) represents over 1000 faculty members, librarians and counselors at Toronto Metropolitan University (TMU). The TFA represents, protects and advances the interests of its members in their employment at TMU. The TFA aims to promote an effective environment for teaching, learning and scholarly, research and creative activity at TMU.

### **Project Goals**

The TFA's current website is out of date and needs a refresh. The goal of this project is to build and design a new website for the TFA. The new website should be straightforward to navigate, more visually appealing, integrated with our social media, and house relevant content for TFA members. We want to easily migrate over relevant content from our old website to our new website. Our current site is built using Wordpress, we are open to new platforms but have a familiarity with Wordpress.

### **Process and Timeline:**

The designer will coordinate with the Membership Engagement and Communications Officer. An initial meeting will outline a vision, goals and scope for the website redesign. The TFA will provide a list of other websites in the sector that we hope to emulate. The rest of the process, timelines for wireframe and design drafts, will be agreed upon at the initial meeting.

The desired delivery date for this is May 31st, 2024.

### **Deliverables**

- A finalized website.
- Handover training.

### **Budget**

The budget for this project is \$7,000.

## Proposal Instructions

All proposals should be received by 5pm on February 21st, 2024. Please submit your proposal by email to [dave.bush@torontomu.ca](mailto:dave.bush@torontomu.ca). Use the subject line: **TFA Website**.

As part of the proposal, please address the following:

- Agency name, name of contact, email, address, website, and phone number.
- An outline of approach to website design, style and process.
- Years of experience.
- Three of their best, most relevant websites design work.
- Two client references.

This RFP is open to all bidders. For additional information or clarification, please contact the TFA's Membership Engagement and Communications Officer David Bush:  
[dave.bush@torontomu.ca](mailto:dave.bush@torontomu.ca)