

**Request for Proposals  
for Website Development and Hosting  
Services Town of Annapolis Royal**

RFP -03-26-2026



**Introduction:** The Town of Annapolis Royal is seeking proposals for the design, hosting and maintenance of a new Town Website. We are seeking a proponent who can take the project from a design concept, through implementation, and long-term hosting. For a basic content example please see our existing website: [annapolisroyal.com](http://annapolisroyal.com)

**Scope of Work:** In your proposal, please include Pricing and estimated timeline(in #days) for completion of the following;

### **Planning and Design:**

- Review of current website for content and functionality (e.g. searchable records, contact tools, event calendar, and public notices) Meet with staff to discuss preferred functionality and content changes.
- Propose a functional design that is aesthetically appealing and mindful of modern website accessibility standards.
- Propose a solution that would allow the site to be translated into French
- The design must include the ability for staff to make basic changes without third-party support(eg. Add documents, event entries, or updating basic information
- The design must function on desktop and mobile devices using common web browsers.
- Choosing a user-friendly content management system and common design language is essential

### **Implementation**

- Develop the website using the approved design.
- Test and commission the website to ensure proper functionality of all features.

### **Management**

- Provide a plan for hosting, managing necessary updates/patches, and subscription renewals.
- Provide an hourly rate for technical support services outside of regular updates( e.g. client requested design changes)

### **Proposal Submission**

Proposals should also include the following:

- Corporate Information
- Number of years engaged in providing this type of service
- Examples of Websites designed by your company.

- Please include with your costing for initial development all ongoing costs over 3 year contract( eg hosting, annual maintenance, licensing etc)
- An outline of the proposed implementation process and an estimated timeline.
- Terms and conditions

## **Date and Time for Proposals**

The Town of Annapolis Royal will review and consider proposals in relation to each other and reserves the right to negotiate specific terms and conditions of an agreement based on the submissions. The final decision will be made based on what Council deems is in the best interests of the Town.

The Town reserves the right, at its sole discretion, to extend the date for this RFP; to request clarification or further information from any party who submits an RFP and to negotiate with any party with whom the Town believes it can finalize an agreement. Late submissions will not be accepted.

The Town may reject any or all submissions with or without discussion, may terminate and resume negotiations with any party, may collapse this selection process entirely or undertake an entirely different selection process.

This RFP does not constitute or imply a contractual or other legal obligation between the Town and any party who may submit to or otherwise respond to this RFP.

All documents submitted to the Town in connection with this selection process become the property of the Town and will not be returned. If any person regards all or any portion of an RFP or other submission as confidential, this should be clearly specified.

Expected start date May 30, 2026

**\*\*Questions on RFP should be directed to  
Donna Neath [dneath@annapolisroyal.com](mailto:dneath@annapolisroyal.com)**

**The Proponent can submit their proposals by email:**

Sandi Millett-Campbell, Chief Administrative Officer  
Email: [cao@annapolisroyal.com](mailto:cao@annapolisroyal.com)

**RFP Response deadline: Thursday April 30 at 1pm**