Request For Proposal - Website Redevelopment ADDENDUM #1

Issued by: ASSA

Issue Date: May 21, 2026

1. Purpose of Addendum

This Addendum is issued to provide clarification in response to questions received from proponents. The questions below are reproduced as submitted. This Addendum forms part of the RFP/RFQ documents and must be acknowledged by proponents in their submissions. All other terms and conditions of the RFP/RFQ remain unchanged.

2. Change in Closing Date

Due to a delay in the distribution of this addendum, the closing date for this Request for Proposals has been extended.

Submissions must now be received no later than 14:30 (MDT) on Friday, June 5, 2026.

Only proponents selected to advance to the next stage will be contacted.

Milestone	Date
RFP Released	April 27, 2026
Proposal Submission Deadline	**June 05, 2026**
Evaluation of Submissions	Prior to June 15, 2026
Interviews (if required)	June 15–26, 2026
Vendor Confirmation	July 03, 2026
Ideal Website Launch	September 30, 2026

3. Questions and Responses

Content Responsibilities

Question:

The RFP notes that vendors must identify which content elements will be created, migrated, or reviewed. Could you clarify whether ASSA will provide all existing content (e.g., swim meet results, club listings), or if vendors are expected to handle migration and formatting of legacy data?

Response:

Access to existing data sources will be provided; however, these sources may require additional formatting or transformation by the proponent. Certain datasets maintained externally through governing bodies (e.g., Swim Alberta and Swimming Canada) may not be directly migrated. Proponents are encouraged to consider integration-based approaches (e.g., widgets, APIs, or linked displays) to present externally managed content such as club listings, swim meet calendars, and competition results.

Budget Range

Question:

The RFP specifies a budget of $5,000–$10,000. Should proposals aim to stay strictly within this range, or is there flexibility if a solution offers long-term sustainability and added value beyond the stated ceiling?

Response:

Proposals should remain within the specified budget range of $5,000–$10,000 for the core scope of work. Proponents may include optional enhancements beyond this range, provided they are:

- Clearly identified as optional
- Separately itemized with associated costs
- Not required for compliance with the base submission

Hosting & Maintenance

Question:

For long-term hosting and maintenance, does ASSA prefer vendors to provide bundled hosting services, or should proposals recommend third-party hosting providers with separate contracts?

Response:

ASSA prefers a cost-effective solution that can be sustainably managed by a volunteer-based board. Proponents may propose either bundled services or third-party hosting arrangements. Submissions should clearly outline:

- Ongoing costs
- Administrative requirements
- Ease of management
- Solutions demonstrating simplicity and low administrative overhead are preferred.

Accessibility Standards

Question:

The RFP requires WCAG 2.1 Level AA compliance. Are there specific accessibility features (e.g., screen reader optimization, captioning for videos) that ASSA prioritizes beyond the general WCAG requirements?

Response:

There are no additional requirements beyond WCAG 2.1 Level AA compliance at this time.
Proponents should ensure the solution delivers a fully inclusive and accessible user experience consistent with recognized best practices.

Member Login Area

Question:

Could you clarify the expected scope of the secure member login area? Should it only provide access to resources, or also include interactive features such as member dashboards, event registration, or communication tools?

Response:

The secure member login area is intended to provide access to restricted resources only.
Interactive features such as dashboards, registration tools, or communication platforms are not required.

Post-Launch Support

Question:

The RFP requests training and documentation for staff and volunteers. Is there a preferred duration for post-launch support (e.g., 3 months, 6 months), or should vendors propose their own support timeline?

Response:

Proponents should propose their own post-launch support model and timeline. Submissions should clearly outline:

- Duration of support
- Scope of services
- Training approach and documentation provided

End of Addendum #1