

Request for Proposal For Database Development Services

Table of Contents

Background	2
Scope	2
Objectives/Deliverables	2
Project Timeline	3
Qualifications	3
Submission Details	4
Inquiries	4
Submission Format and Specifications	4
Working Agreement	5
Evaluation Criteria	5
Key RFP Dates:	6

1. Introduction

Toronto Artscape Inc. (“Artscape”), is issuing this Request for Proposal (RFP) to select the best fit web developer to improve the development and search functionality of our funding database on [artsunite.ca: artsunite.ca/funding](https://artsunite.ca/funding).

Artscape is a not-for-profit urban development organization that makes space for creativity and transforms communities. Artscape’s projects, programs and services are designed to help creatives thrive while enhancing the communities around them to become more vibrant, inclusive and resilient.

Artscape is best known for its work as the developer/operator of a growing portfolio of 14 unique cultural facilities in Toronto—including community cultural hubs; multi-purpose creative spaces; artist live/work studio spaces; and 44 performance, exhibition and event spaces. Artscape’s work is accomplished through a range of social enterprises focusing on: real estate development; affordable housing and property management; performance and event facility management; makerspace management; entrepreneurship development; community animation and youth empowerment programming; as well as knowledge transfer, research and consulting services.

2. Background

The artsUNITE Funding Database was created in 2020 to provide accessibility and understanding of Canada's arts grants ecosystem. The Database helps artists access grants across Canada and understand the granting ecosystem. Artists can search the database by eligibility, and realize a curated list of grants. The Funding Database will be free and comprehensive, making it one-of-a-kind, reducing research hours, and making it easier for grant applicants to apply.

The Funding Database is in its Beta format and will be taken to the next level for quality, usability and performance for artists.

We initially created a Minimum Viable Product, and it helped us to understand our users needs and areas of improvement for the Funding Database. However, our database is not working as intended. Future activities will include digital development around databases, search logic, and search algorithms.

3. Scope

artsUNITE is looking for a web developer to enhance and improve our arts funding database – created in-house. The programmer will be responsible for the back end development of the search logic and algorithm, updating current aspects of the program, and troubleshooting any issues that may arise in the housing the database on artsunite.ca. The Developer will work closely with the program manager of artsUNITE, our digital marketing manager, and our web specialist to assure that all elements of the database development process are aligned. While design is not necessary for this position, web design skills are an asset (we will provide styling)

4. Objectives/Deliverables

Redevelop the artsUNITE Funding database in order for the product to be a meaningful resource for Canadian artists.

- i. **Discovery:** reviewing current database and identifying updated development requirements;
- ii. **Development:** Creating the funding database with the updated requirements;
- iii. **Integrating Feedback/Testing:** Working with the Program Manager, the web specialist, and other internal stakeholders and consultants, integrating feedback for best search engine optimization, and;
- iv. **Website implementation:** With the support of our website specialist, the developer will implement the new database on Artscape.ca. Through the testing process with internal stakeholders (and paid consultants), we will

review the modifications to the database to meet the quality and standard expected of a high functioning database search engine.

1. Project Timeline & Budget

Please note that the specific dates of the project is dependent on the applicants availability and scalable according to the applicants schedule. Hours can be executed on a full time or part-time basis.

The **project budget for database completion is 20,000 CAD.**

Kick-off meeting	Week 1
Discovery Meetings and Q&A	Week 2
PHASE 1: Initial Development - August	
Initial Prototype Complete	Week 3
Feedback Phase/Internal Testing	Week 4 & 5
PHASE 2: Feedback Implementation, Development - September	
Phase 2: Feedback implemented	Week 6
Feedback & Consultant Testing	Week 7 & 8
PHASE 3 (as needed): Refine & Launch	
Phase 3: Final Development Sprint (as needed)	Week 9
Dead week/ Staging on website/ Launch Marcom Campaign	Week 10
PHASE 3 Public Launch	Week 11

2. Qualifications

- Advanced knowledge of PHP and HTML.
- Extensive development experience in WordPress, including creating search queries for custom post types with multiple field and filter parameters.
- Experience with Advanced Custom Fields is an asset.
- Advanced understanding of search engine optimization is an asset.

- High communication skills, and ability to work with multiple stakeholders.
- Basic experience with the arts sector and granting ecosystem is an asset.
- Solid, demonstrable experience in web-based project management, preferably with established practices.
- Experience with similar not-for-profit, creative brands/organizations, and social enterprises.

3. Submission Details

Position will remain open until filled.

Artscape reserves the right to cancel this RFP for any reason without any liability to any bidder or to waive irregularities at its own discretion. Artscape shall not be liable for any costs incurred by any bidder in the preparation of this RFP. The rejection of any or all proposals shall not render Artscape liable for any costs or damages. Artscape is not obligated to select the lowest priced submission.

Submissions shall be irrevocable until Artscape awards a contract or cancels this RFP, whichever first occurs.

All submitted proposals will remain confidential.

4. Inquiries

All clarification of scope, terms and technical clarifications of the submission process should be directed via email to: **communications@artscape.ca; please note "Funding Database Inquiry" in subject line.**

Inquiries on matters that affect the nature of this RFP will be conveyed to all parties receiving this RFP.

5. Submission Format and Specifications

The format is open to allow respondents to choose their style and delivery of the proposal, however, submissions must include the following information:

- a) Resume/CV
- b) A cover letter detailing Past projects/Case studies, a minimum of two, with demonstrated results that will be relevant to Artscape
- c) References from organizations/individuals who have used or are currently using your services for website development (preferably including client references from not-for-profit organizations of a similar size, complexity, and scope). Provide full contact information including email address and telephone number(s) and length of client relationship.

- d) Provide any additional information which may be helpful to evaluate your qualifications.
- e) A declaration of any conflicts, real or perceived.
- f) Confirmation that all Intellectual property ownership rights remain with Artscape.

6. Working Agreement

The successful bidder will enter into a contract for services with Artscape based upon the information contained in this RFP and the successful bidder's submission and any modifications thereto. A confidentiality agreement will be part of the contract terms, a copy of which will be provided to the successful bidder.

Bidders shall include in their submissions their standard terms of engagement, including a proposed contract.

Services performed should be billed on a monthly basis from the start date of the project. Any additional services outside of the scope shall be pre-approved by the Director, Marketing and Communications, Artscape.

7. Evaluation Criteria

All proposals satisfying the requirements of this RFP will be evaluated to establish which developer best fulfills the needs of Artscape and this project. Proposals shall be evaluated to determine the best value offered to Artscape against conformance to the following criteria, in no particular order:

- a) Capability and experience of the Agency and its proposed project team;
- b) Proposed project approach, scheduling, and sufficiency of staffing and commitment to quality, availability, meeting required timelines, and responsiveness;
- c) Value for money (fee structure);
- d) Customer service commitments (customer focus, flexibility to customer requirements and requests; meeting reporting deadlines);
- e) Value added services;
- f) References; and
- g) Presentation / Interview.

artsUNITE/UNITÉ des arts provides an online platform that is inclusive and serves as a catalyst for artists to thrive. Our mission reflects this intention, as we welcome people from all experiences, inclusive of sexual orientation, gender identity and expression, religion, race, Indigenous status, ethnicity, mental and physical ability, caregiver status, housing status, place of origin, age and all other statuses protected by the Canadian Human Rights Act. [Please click here to read our commitment statement for additional information.](#)

8. Key RFP Dates:

Position will remain open until filled.

Thank you for your interest in providing services to Artscape.

Sincerely,

Thea Fitz-James

Program Manager, artsUNITE

Toronto Artscape Inc.