

Schedule 1A - Website Redesign and Restructure Consultation and Implementation Support

Scope of Work

A redesign and restructure of each website and all webpages is underway, and in doing so, consultation services and implementation resources to support this projects are needed as we move forward. Successful proposal will work closely with the College's Website Project Lead.

Overview of Tasks

- Consolidate website content that is split between multiple Wordpress installations for various parent pages of northernc.on.ca into one workpress framework to keep consistency in design, improve ease of navigation and user experience, and reduce amount of information hosted on server.
- Recommend best practices and implementation to restructure existing webpages to improve ease of navigation without compromising SEO of indexed webpages, noting that most webpages have been created as parent pages causing issues with navigating and locating information on the websites.
- Merge content to new webpage layouts using recently installed Elementor Pro plugin to reach consistency of web design throughout northernc.on.ca domain and mynorthern.ca domans.
- Implement redesign for noraction.northern.on.ca.
- Update webpage content to be more accessible and user-friendly while maintaining or meeting AODA compliance (Level AAA).
- Restructure headers, footer, and sidebar content and webpage menu items to improve ease of navigation and user experience throughout all website assets.
- Copyediting may also be required to bring written content up-to-date.
- Design work may also be required based on layouts and templates that have been developed internally.

Project Details and Expectations:

- Work in conjunction with College's Website Project Lead and IT Department, with deep collaboration on deliverables, goals, and overall vision.
- Must develop website with own hosting and will not access the College's servers, however College's Website Project Lead and other members of IT must be able to work on website while in development throughout duration of project. Once project complete, migration by IT will take place to College's servers will take place. All webpages, files, and other assets will then be hosted on College's server.
- Website maintenance after the project is completed is not needed.
- Website must use parent and child Wordpress theme. All plugin licensing must be registered to the College with approval of any new plugin licenses and/or themes, if required, before installed.
- Required to be available Monday to Friday between the hours of 8 a.m. to 4 p.m. to attend a minimum of one weekly recurring meetings

- Regular email correspondence required with response time within one business day for both the consultant and College's Website Project Lead
- College's Website Project Lead will be first point of contact and will report on progress regularly to Director of Department for Senior Management Team and other key internal parties.
- 65% of implementation expected to be completed by consultant, 35% of work by College's Website Project Lead
- Estimated hours of work required is 15-20 hours per week

Overall Timelines:

- Project to begin September 2021
- Week two (2) from initial needs assessments to confirm timelines & milestones for completion of project.
- Final beta testing period from Feb. 15, 2022 to March 1, 2022
- Migration from host to College's server from complete by March 10, 2022
- Project complete with College sign off by March 15, 2022