



Request for Proposals

Website development

for the project

Education and Engagement of North American Youth in Innovation and Sustainable Growth

Commission for Environmental Cooperation 2019

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants to develop a website for the North American Academic Network of Hubs on Sustainability and Innovation. This website will serve to promote the network and its accomplishments, increase its membership, expand its relevance in the innovation and sustainability area, and will be launched on 25 June 2019. All website visual content, including the network logo, text, proposed layout, color scheme, maps, icons and photos will be provided by the CEC in all three languages. For more information, visit the CEC website at: <http://www.cec.org/about-us/council-statements/cec-council-statement-2018>.

The CEC was established by the governments of Canada, Mexico and the United States through the North American Agreement on Environmental Cooperation, the environmental side agreement to NAFTA. An intergovernmental organization, the CEC brings together citizens and experts from governments, nongovernmental organizations, academia and the business sector to seek solutions to protect North America's shared environment while supporting sustainable economic development. Find out more at: www.cec.org.

Terms of Reference

Background

At the 2018 annual Regular Session of the Commission for Environmental Cooperation (CEC), the Council announced the launch of a new initiative to create a network of innovation hubs among universities in Canada, Mexico and the United States to enhance education and tools for students and communities on innovation, entrepreneurship, and sustainable design for green growth.

Through this initiative, the CEC will work with the network to exchange information and expertise, promote innovation hub development and enhancement, facilitate student exchanges, and enhance overall knowledge and capacities related to educating and enabling the future leaders on sustainable growth and innovation in North America.

Description of services

The Consultant shall coordinate with the CEC to develop a responsive website in WordPress in English, French and Spanish using pre-prepared text, design and graphic elements. These may include network logo, proposed layout and color scheme, designed maps, icons and photos. The CEC will provide graphical elements in English on 3 May 2019, text in English on 5 June 2019,

and the graphical elements and text in Spanish and French on 10 June 2019. The domain name will be purchased by the CEC.

Deliverables and Services

- 1) Two initial consultations with the CEC and website graphic designer to discuss website layout, graphic elements and overall website design;
- 2) Website draft versions, including a map;
- 3) Update calls to discuss and propose changes to the website;
- 4) Final website;
- 5) Up to twenty (20) hours to adjust final website between 17 and 26 June 2019, inclusively;
- 6) Transfer of website to the CEC server with support from CEC IT Manager.

The Consultant will carry out the work described from contract signature to 5 July 2019. The Consultant shall work from their offices.

Reporting Requirements

Throughout the project, the Consultant will work in close collaboration with the CEC to gather information to support delivery of the work.

Date	Deliverable
17 May 2019	First draft website
27 May 2019	Second draft website
14 June 2019	Final website
17–26 June 2019	Website adjustments, as needed
2–5 July 2019	Transfer of website on CEC server

Throughout the project, the Consultant will work in close collaboration with the CEC via email, progress reports, and update calls. The Consultant may consult with the designer, as needed, to gather information to support delivery of the work. However, the Consultant shall report only to, and receive direction only from, the CEC.

Requirements

To be eligible for further consideration, all consultants must fulfill the following basic requirements.

The consultant, as well as all their personnel and subconsultants, must reside and be authorized to work legally in Canada, Mexico or the United States of America. If travel is required, the consultant must possess valid documentation to travel within these countries.

Skills required include:

- Demonstrated experience in designing and developing websites in WordPress;
- Previous experience collaborating with graphic designers;
- Fluency in English or Spanish, and beginner level of French desired.

Potential consultants must submit a proposal (not to exceed three pages), a resume of key personnel and at least three examples of previous work. The proposal should include a detailed cost breakdown as per the deliverable schedule, including number of person/days for key and other personnel, hourly rate, direct and indirect costs, and applicable taxes.

The consultant deemed best qualified will be selected on the basis of a competitive process, in accordance with sections 2.5-2.7 of the [CEC Consultant Services Procurement Manual](#).

For universities and nongovernmental organizations, note that the CEC accepts that overhead be charged for administration and other indirect costs up to 15% of the total value of the contract.

If the proposal were presented by a consultant established in Mexico, the applicable value-added tax will be 0%, in accordance with Article 29, section IV, paragraph a) of Mexico's VAT Act, as these are technical services that were engaged from abroad.

If a currency other than Canadian dollars is used, the consultant should indicate the total cost of the professional services in Canadian dollars as well as the currency of choice, for comparison purposes.

Conflict of Interest

"Conflict of interest" means, but is not limited to, a situation where a consultant's personal interest is sufficiently connected with professional duties under the contract, such that it results in a reasonable apprehension that said personal interest may influence the exercise of professional responsibilities under the contract. For example, a direct conflict of interest exists when the consultant is also a CEC government official, or is related to or closely affiliated with a CEC government official, CEC staff member or third party involved with the performance of the services.

The consultant will inform the CEC Secretariat of any circumstance that existed prior to the execution of this contract or that could manifest during the performance of this contract, which could constitute a conflict of interest. The consultant will complete and sign, on behalf of all his or her personnel, the attached *Declaration of Acceptance and Impartiality and Independence* (see Annex). The Consultant will also take note of the [CEC Consultant Services Procurement Manual](#).

Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat offices by **17:00 EST on 14 April 2019**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to challmich@cec.org. Proposal format may be in Microsoft Word or Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days. If receipt is not confirmed by e-mail within this time, applicants must contact the CEC. The contact person is:

Catherine Hallmich
Project Lead, Ecosystems and Green Growth
Commission for Environmental Cooperation
700 de la Gauchetière St. West, Suite 1620
Montreal (Quebec), H3B 5M2
Phone: (514) 350-4376; Fax: (514) 350-4314

The CEC Secretariat intends to select the consultant and notify the applicants within a reasonable period of time following the proposal submission deadline.

ANNEX (see also Schedule D in CEC standard contract)

CONSULTANT'S DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____

ACCEPTANCE

☐

hereby declare that I accept to serve as consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the North American Agreement on Environmental Cooperation ("NAAEC") or their Commission for Environmental Cooperation ("CEC") representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____