



REQUEST FOR STATEMENTS OF QUALIFICATIONS No. 26-012

Website Design and Hosting

Questions & Answers No. 3 Issued: February 18, 2026

Closing Date & Time: on or before 3:00 PM Pacific Time on February 20, 2026

Question & Answer

- Q1.** Can RDN provide examples of comparable websites that you particularly like? This can give us an idea of the scope and style you are after.
- A1.** The RDN does not have websites that it has flagged as preferred. The goal is to have a new website that is easy to navigate, simple but engaging in its design and utilizes accessibility best practices. As such, the RDN anticipates working with the successful proponent to establish a new design that provides the accessibility, technical and security outcomes as outlined in the RFSQ.
- Q2.** We understand from the RFQ that "pricing for this project is not being evaluated or requested at this stage." As such, vendors should not include any pricing in their response.
- A2.** Correct, pricing for a new build should not be included. However, as outlined in Section D at the end of item 1, examples of relevant service engagements stating the value of contracted services in Canadian dollars is requested.

- Q3.** Does RDN have a preference between a templated design (used by other municipalities/organizations) versus a custom design (unique to the Regional District of Nanaimo)?
- A3.** No preference - the RDN wishes to identify the most cost-effective solution that meets the requirements of the organization.
- Q4.** Are there any projects connected to this that are already in the works or recently completely, such as an Information Architecture initiative or new branding?
- A4.** This project will be informed by prior analysis and recommendations of the website accessibility audit and content cleanup. Aspects of branding and style guides will be updated to align with accessibility best practices, such as the adoption of BC Sans font. This will be done in-house by the Communications and Engagement department.
- Q5.** Are there a lot of decision makers involved, such as steering committees, leadership teams, elected officials?
- A5.** Decision making for this project lies with a small Website Advisory Committee chaired by leaders of the Communications and Engagement and Information Services teams with membership from departmental website editors. The RDN anticipates providing early opportunities for input from the executive leadership team, Board, and broader staff in consultation with the successful proponent.

End of Q&A No.3