

Request for Proposal (RFP)

Development of an Online Reference for Safe Stages

Issued by: Canadian Institute for Theatre Technology – Alberta (CITT Alberta)

Submission Deadline: July 15, 2025

1. Introduction

CITT Alberta seeks qualified web developers to design and implement an online reference platform for the Safe Stages document, including its newly developed chapters. The goal is to create an interactive, user-friendly, and easily maintainable online resource similar to a Wiki page that provides structured access to the health and safety guidelines for live theatre professionals.

2. Scope of Work

The selected proponent will be responsible for:

- Designing and developing a **web-based Wiki-style information platform** for [Safe Stages](#). Current format is comprised of:
 - Two parts – Health and Safety in Theatre and Best Practices
 - 12 chapters of various lengths
 - Approximately 200 pages
 - Anticipate adding 1-3 chapters with 10-30 additional pages
 - Example resources that could be downloaded by users and updated by administrators
 - Some existing images and diagrams to be included. Ability to add new may be required
- Structuring existing content into **shorter articles** focused on specific topics, breaking down the full document into easily digestible sections.
- Establishing **internal linking** between related topics to help readers navigate seamlessly.
- Implementing a **structured reading flow** that mimics the book's natural progression.
- Creating **alternate navigation pathways** based on specific job tasks (e.g., rigging, lighting, stage management).

- Providing a **print-friendly version** of the complete Safe Stages document, maintaining accessibility for offline use.
- Enabling a **feedback system** for users to submit comments, suggestions, or corrections on individual articles.
- Implementing a **feedback tracking and response mechanism** for administrators to review and respond to user submissions.
- Ensuring **easy content management**, allowing designated users to update or add articles without extensive programming technical knowledge.
- Optimizing for **accessibility, mobile compatibility, and searchability** to ensure a user-friendly experience.
- Provide a method for **analyzing website traffic** through a simple dashboard like interface and export capabilities.

3. Technical Requirements

The platform should meet the following requirements:

- Built using a **stable and widely supported content management system (CMS)** (e.g., MediaWiki, WordPress with Wiki plugins, or a custom CMS if justified).
- Support for **multi-user roles**, allowing editors and administrators to manage content.
- **Version control and history tracking**, enabling the review of past edits and updates.
- A **search function** with keyword tagging for efficient information retrieval.
- **SEO best practices** to ensure visibility and discoverability through search engines.
- **Secure user authentication and permissions** for content moderation and editing.
- **Scalability and maintainability**, ensuring future growth and modifications.

4. Qualifications & Experience

Ideal candidates will have:

- Proven experience in **Wiki-style website development** or similar structured information sites. Please provide examples of work.
- Expertise in **web design, user experience, and accessibility standards**.

- Strong knowledge of **content structuring for technical or educational resources**.
- Experience integrating **user feedback and content management tools**.
- Familiarity with **best practices in online documentation and digital safety guidelines**.
- Familiarity with **theatrical practices**, particularly technician skills, is an asset.

5. Deliverables & Timeline

- **Wireframe and design concepts:** After first draft of updates, expected March 2026
- **Beta version for review:** after final draft of updates, expected September 2026
- **Final version launch:** 4 months following Beta version, expected January 2027
- **Training for content managers:** shortly after completion, expected February 2027
- All timelines **subject to change** and mutually agreeable deadlines

6. Submission Requirements

Interested applicants should submit a proposal including:

- A **cover letter** detailing relevant experience and approach to the project.
- A **portfolio of past web development projects**, particularly Wiki-style sites or structured content platforms.
- A **proposed work plan and timeline**, outlining key milestones and deliverables.
- A **budget estimate**, including costs for initial development, potential hosting, and ongoing maintenance.
- **Technical recommendations**, including preferred CMS, hosting, and security considerations.

7. Compensation

- Compensation will be negotiated based on scope and complexity.
- A flat rate to be negotiated with payments at milestone achievements. (Signing, Beta completion, Completion)
- Additional costs for **hosting, maintenance, and future updates** should be outlined.

8. Submission Instructions

This RFP may be updated or cancelled at any time. It is suggested that interested parties indicate their interest in submitting a proposal to the contacts below to be appraised of any future changes. CITT Alberta is under no obligation to select a proponent based on this RFP.

Please submit your proposal via email to Eugene Carnegie citt@safestages.com by **July 15, 2025**.

For inquiries, contact Eugene Carnegie at 780-791-4953 or citt@safestages.com

We appreciate your interest and look forward to your proposals!