



Request for Quotation: HPSC Website Update

Submission Deadline: October 24, 2025

Submission Instructions: Submit a single PDF response to info@homeperformance.ca

Background

The HPSC is the not-for-profit industry facilitator for the home performance sector in British Columbia. Its mission is to increase the supply and demand of qualified home performance service providers by supporting market growth, capacity building, and promoting quality workmanship throughout the sector.

Project Purpose

The primary objective is to functionally update the HPSC website (<https://homeperformance.ca>) and integrate external content to drive contractor network membership, enhance user experience, bring focus to resources, and ensure alignment with organizational strategy and current best practices for web development and accessibility. This modernization project includes reorganizing sections, updating core content, improving navigation, and optimizing the site for search engines.

Detailed Technical Requirements

- Migrate and integrate priority content, graphics and downloadable resources from ~50 legacy “Guides” to the main HPSC website as per the supplied migration spreadsheet. An example of a “Guide” can be viewed on <https://guides.co>.
- Restructure site architecture for clearer separation of content to better serve specific audiences (e.g., contractors, sector councils, homeowners).
- Update existing features such as forms and feedback functionality for improved usability.
- Overhaul existing pages: Home, About, Contractor Network, Contractor Resources, Find-a-Contractor search tool, Contact Us and their sub-pages. Update resource repository, news, and event pages with 2025 content.
- Add Sector Council and Industry Advisory Committee pages as password protected Member-Only sections.



- Ensure all content is up-to-date, accessible (meeting WCAG 2.1 Level AA standards), and mobile responsive.
- Follow best practices in privacy, disclaimers, content management, including SEO optimization, logical page hierarchy, user-friendly navigation menus, and streamlined forms.
- Ensure the website remains open for ongoing management.

A complete list of updates will be provided to the successful proponent. Note that the HPSC website is informational only and does not include commerce or account creation.

If proponents wish to propose optional scope for an increased budget, they are welcome to do so (ex. ongoing maintenance, web content, security).

Minimum Performance and Quality Standards

- Website must load within 3 seconds on standard broadband.
- Ensure seamless migration with minimal downtime.
- All content updates must pass accessibility checks and be verified for correctness and consistency.
- Site must pass basic security benchmarks, including up-to-date SSL and protection against common vulnerabilities.
- Site content, navigation, and tools must be tested for clarity, performance, and function by users from each audience group prior to go-live.
- All deliverables will be reviewed and approved by HPSC project leads.

Budget and Timeline

HPSC intends to kick off this work as soon as possible and it must be completed by January 31, 2026.

The funded budget for this project is \$54,000.

Submission Instructions

- Please provide a detailed quotation in PDF format including:
 - Description of approach and methodology.
 - Timeline and key milestones.



- Summary of relevant experience and examples of similar nonprofit or industry association website projects.
 - Detailed budget, including all fees and expenses, and taxes.
 - Contact information for a minimum of three references for similar projects. At least one reference must be from a non-profit organization.
- Send submissions to: info@homeperformance.ca.
 - Deadline for submissions: October 24, 2025

All questions relating to this RFQ should be directed to the HPSC project lead at the address above.
