



Environmental Monitoring Advisory Board Request for Proposals

The Environmental Monitoring Advisory Board (EMAB) requests proposals from individuals or companies to upgrade our website (emab.ca) to a current and scalable platform. Key considerations include the following:

- Retain the same design, content, function and domain as the current website
- Ensure that EMAB administration can easily access, upload and edit content
- Ensure our public library is functional and user-friendly
- Provide hosting services and support

Terms of Reference for this proposal is included in page 2.

Proposals should be submitted no later than **5pm MT on June 5, 2026**. Proposals may be submitted electronically to emab2@northwestel.net or by hard copy to the EMAB office at:

Environmental Monitoring Advisory Board
205-5006 Franklin Av
Yellowknife, NT X1A 2P1

For further information contact the EMAB office at 867.766.3682 or emab2@northwestel.net.

Terms of Reference

Website Upgrade for the Environmental Monitoring Advisory Board

Task: The Environmental Monitoring Advisory Board (EMAB) seeks a consultant or firm with relevant experience to upgrade our website (emab.ca) to a current and scalable platform, while retaining the same design, content, function, and domain. Ensuring that EMAB administration can easily access, upload and edit content, as well as ensuring our public library is functional and user-friendly, is key.

Background:

EMAB is an organization based in Yellowknife, responsible for overseeing environmental management and monitoring at the Diavik Diamond Mine (Diavik). An important part of our communications plan is to keep an updated website. Our website provides information on EMAB's history, current and future plans, and is also a tool to keep people informed about what's happening at Diavik. Our website holds a public library of Diavik's environmental monitoring reports, EMAB Annual Reports, meeting minutes and other documents.

Currently, EMAB's website operates on Drupal 7. EMAB requires an update to its software to maintain a secure and accessible platform.

Website Upgrade:

The upgrade should maintain (or get as close to) the look and feel of the current website, while also ensuring EMAB administration can easily access, upload and edit content. Ensuring our public library is functional and user-friendly is essential. The need for an overall website upgrade and the need for a functioning database that will host the public library allows room for solutions that either combine these two necessities into the same CMS or have them be operating in separate CMSs but still linked (accessible from the website).

Criteria for Upgrade:

- Maintain current domain
- Keep the same aesthetics as the current website (e.g., theme and modern design)
- Keep the same headings, texts, documents, layout (or as close to the current layout as possible) and pictures as currently seen on the website
- Ensure there is a standard user-friendly CMS
- Ensure there is a user-friendly database connected to the website to host the public library
- Basic and advanced search functions
- Allow administration to be able to easily access, upload and edit content (both on the website and the database)
- Secure
- Public/registered users
- Offer website hosting, maintenance, and ongoing technical support

Proposal Structure:

- Company/Individual profile
- Understanding of scope of work
- Proposed methodology and detailed timeline
- Team
- Cost estimate and potential hosting cost
 - If there are two separate estimates for the website upgrade and the database (for the public library), state clearly whether you are providing a combined or separate estimate
- Samples of previous and/or similar work

Deliverables:

- Proponents should include a proposed project schedule identifying key milestones and estimated completion dates
- Mock-up ready by 5pm MT on July 3, 2026
- Upgrade website, keeping a user-friendly CMS
- Maintain a user-friendly database connected to the website to host the public library
- Back-up, code and source files will be delivered in full to EMAB on closing of contract
- When required: assist with technical issues and provide guidance on using the administrator interface of the CMS

NOTE: EMAB is looking for a cost-effective approach. Therefore, we value simplicity and effectiveness over premium solutions.

Submission of Proposals:

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