

PROCESS - DRAFT

1. Wetaskiwin businesses to click on a link in the bottom left corner of Persistent Links website that says “Wetaskiwin Business Owners - Open Tenders”
 - a. See img_1) Website for reference
 - b. Similar styling to the security and health services but with white text and a white border - similar hover feature as the abovementioned buttons, but reverse the color so that works on a black background

2. Website webpage url: <https://persistentlinks.com/opentenders>
 - a. Similar design to reference img_2) List of Open Tenders.
 - i. White header with primary menu. White background with black writing and a green (PLI green as per logo) underline of the H1 title
 - b. H1 Title - “List of Open Tenders”
 - c. See img_2) List of available projects and expiry date for design reference.
 - i. Links to individual pdfs that we can upload
 - ii. Naming format: Posted Date(yyy-mm-dd)_Project Number_Item Description_Status_Expiry Date (yyy-mm-dd)

Ex. 2019-05-26_WTSKN0001_PLI branded t-shirts (front and back)
_Active_2019-06-19

Ex. 2019-08-17_Automotive_PLI marked vehicles decals/vehicle wrapping_Pending_2019-09-26

3. Pdf design - we’ll take care of that on this end so it doesn’t impact the website design process

4. Submission - embed google form
 - a. Project Number
 - b. Company Name
 - c. Company Main Contact
 - d. Main Contact Phone Number
 - e. Main Contact Email Address
 - f. Company website (optional)
 - g. Upload submission document (Word and PDF file formats accepted)

5. Backend google sheet
 - a. Master sheet that organizes based on project number and timestamp (submission date).
 - b. Google form will send a submission notification