

Request for Quotation

Request for proposals for a Webpage development and maintenance service

The European Nuclear Education Network aisbl (ENEN) is launching a ‘Request for Proposals’ in order to establish a new webpage in the frame of the Project “Augmented Cooperation in education and training In Nuclear and radioCHemistry (A-CINCH)”, that has received funding from the Euratom research and training programme 2014-2018 under grant agreement No. 945301, in which ENEN is involved.

In order to comply with the established need of a Project Webpage, this Bidding Process is established to welcome offering companies to send offers for the maintenance and development of the requested webpage according to the following:

WEBPAGE TECHNICAL SPECIFICATIONS:

1. PURPOSE AND AIMS

The purpose of the requested webpage is to inform the nuclear community and the public about the A-CINCH Project. This includes the following objectives:

- a. Inform about the content of the Project: main objectives, consortium members, main activities to be conducted.
- b. Inform about how it evolves throughout time via a news feed
- c. Allow promotion of developed activities and outputs of the projects: events (conferences, webinars, meetings, etc.), diffusion of deliverables (PDFs documents, links to other websites or platforms)
- d. Allow easy access to social networks via social media buttons to share the projects updates for every user and maximize the project visibility

2. TARGET AUDIENCE

The target audiences intended to be reached are: the scientific community, technological stakeholders and the general public (spanning from teachers to pupils, from professionals to amateurs)

3. FEATURES

Users of the webpage should be able to obtain information in an easy and engaging way from the webpage. A clear and welcoming structure and format has to be implemented allowing information to be presented in written and through images allowing the target audience to interact through the communication channel.

The proposed webpage should allow the previous features to be implemented and provide in general a design that is:

- Modern, attractive and responsive, based on WordPress CMS
- The webpage will be a subsection of the ENEN website www.enen.eu. For this reason, it is required a certain degree of coherence in the design and the style of the new webpage and the already existing ENEN website.

- The page will have the possibility to redirect to www.cinch-project.eu (only once this latter will be updated)
- The webpage will have a link to redirect to the A-CINCH Hub (a platform that will be developed afterwards)
- The whole webpage content must be in English.
- Special attention will be given to: safety, backup options and cookies management in compliance with the GDPR.
- An SSL certificate will need to be provided as well, options will be discussed with ENEN.
- The webpage is expected to be responsive i.e. adaptable for reading on tablets and mobile devices. A special attention to the details will be given to all the versions. (e.g. favicon icon in all the versions)
- All the non-strictly necessary elements will be deleted in order to avoid inappropriate browser indexing. Unnecessary plugins will not be kept in the webpage, since they could represent a potential vulnerability when outdated

Additionally, the following capabilities must be available:

- Clear tracking of the webpage use statistics
- If by any means the newly developed webpage causes a crash of the whole ENEN website (www.enen.eu) the creator of the A-CINCH webpage agrees in restoring the www.enen.eu along with the A-CINCH dedicated webpage.

4. WEBPAGE STRUCTURE AND NAVIGATION

The webpage must show fundamental information of the Project, giving the users the option to further navigate into other websites pages via the provided links (these latter websites pages will be external, provided by others). As a reference, whatever of the existing Project webpages under www.enen.eu can be considered.

The fundamental sections of the webpage will be:

ABOUT the A-CINCH Project section: This section provides details on the Project explained to a some degree of scientific rigor. It will allocate

the following:

- The Project Logo
- Banners with the Project full name, quality images and fundamental description of the project itself
- A News section
- The EU logo and the corresponding standard acknowledgement of funding text
- The Logos of the institutions that make up the Project Consortium
- The Project goals/objectives, accompanied by a summary more graphic poster-like image.
- The Project Structure and Organization , accompanied by images displaying its architecture
- Other References section, allocating links to other related pages

Project Members Consortium section: This section presents the team of institutions that form the Project Consortium. It will allocate the following:

- The list of countries where the Partner Institutions are hosted, together with the list of facilities that will take part in the project
- A 1-D World Map indicating the previous countries
- A table listing the Partner Institutions and their expertise and/or role in the Project. Their logos and hyperlinks to their main websites.

Project Events, News and Publications section: This section will inform about the parallel events that are planned to be celebrated in the scope of the Project, such as Workshops, Symposia and Education & Training events. Additionally, it will provide access to consult the full list of news posts that have been published in the webpage and a section where corresponding publications will be made accessible (view and download) to the interested user.

Other than the above mentioned and referenced further pages sections therein, it is not expected to add many more pages in the future, however it is important that this could be achieved in a relatively simple manner should the need arise.

5. FUNCTIONAL REQUIREMENTS

In order to assure an adequate user experience for the target audience that access the site, the webpage has to be capable of:

- Handling several users simultaneously, in the order of magnitude of the hundreds at the same time.
- Being easily editable and updated for the Administrators (ENEN). In this sense, maintenance is understood as reasonable modifications of the webpage in time, that are not expected to deeply modify the initial specifications mentioned here, but rather complement them throughout time. This point will be further developed in the next section.

6. IMPLEMENTATION, HOSTING AND MAINTENANCE REQUIREMENTS

The service provided will be offered in the scope of a webpage maintenance contract to be proposed to ENEN. This will include the initial transposal or implementation of these technical specifications into a functioning webpage, guided by the design criteria, structure and fundamental data provided by ENEN together with a maintenance support service that will last for the duration of the Project (until September 2023). In this regard, maintenance is understood as reasonable modifications to the page structure, technical support in the creation of new spaces (sections) if needed and fixing of detected operation bugs or errors. These additional maintenance interventions after the webpage is brought live (e.g. 4 interventions/quarter) shall be included in the fixed total offered price.

The final price should also include a back-up service of the whole webpage, to be provided to ENEN twice a year and the work performed to upload the site from any staging webpage used during the development phase to the final hosting that will allow public/general access to this final version as well as any updates of the platform used or any updates of the components of the webpage.

ADDITIONAL DETAILS

The owner and main Administrator of the Webpage when it is ready to be published live will be ENEN, although the selected offering company shall continue to provide maintenance support. The expected date to have the webpage ready to be launched live is **18/12/2020**.

The initial raw content to display in the page will be provided by ENEN. The selected offering company will provide the initial Webpage according to the specifications and further points included in this document. Regular online meetings with ENEN personnel will be scheduled to assure the alignment of ENEN's specifications and expectations and the developments of the service provider.

The offer should provide a fixed total price for the complete service. The corresponding payments scheme, once a service provider is selected, can be considered as a time distribution of the previous price in an initial payment upon delivery of the initial Webpage and further yearly payments for the remaining maintenance services. The offering company will initially propose the distribution of the amounts of these payments, derived from the total fixed price offered.

Finally, in relation to the exploitation rights of the Webpage:

- ENEN employees will be provided full admin rights to the webpage and debriefed on how to perform simple actions (publish a new post, minor changes to the structure, etc.)
- Before acceptance of the final product, ENEN employees will browse the webpage to check if it complies with what requested (incomplete pages, missing important information, excessive untidy appearance can be cause of need to correct)
- The selected offering company will be authorized to include the product in their portfolio as a reference.
- The chosen company will have a contract with ENEN which covers the duration of the project for which the webpage has been designed in order to assure the maintenance of the webpage itself.

FORMAL BID (or OFFER SUBMISSION) INSTRUCTIONS

Offering companies should send an offer including: **the technical description (including timings for the realization of each step), an economic proposal and a set of references of their previous works.** The price should include any updates of the platform used or any updates of the components of the webpage.

The Offers have to be sent to ENEN in the following way:

- By email addressed to: secretariat@enen.eu (including "A-CINCH Webpage offer to ENEN" in the Subject) and CC to: Roberta.cirillo@enen.eu
- Deadline for the reception of proposals/offers: **24/11/2020**.

After this deadline, ENEN will select the winning offer according to the 'best value for money' policy established in the Project. Should the offers not comply with the technical specifications outlined previously or propose a too high price (particularly if it is higher than the appointed internal budget), the tender process could initially resolve in no winner. In this case, further rounds of invitations could be considered.

Once an offer is selected, a contract will be drafted between the selected company and ENEN in order to start the services if required, or, alternatively, the offer could be formally accepted and signed by ENEN. ENEN reserves the right, in the latter case, to propose final modifications prior to signature.

Request for proposals for the A-CINCH Project
Webpage maintenance and development



To address questions related to this bidding procedure, you may contact Roberta Cirillo (roberta.cirillo@enen.eu).

PLEASE NOTE: this webpage will have to comply with the European Commission guidelines for Visual Identities, all necessary information and documentation can be found at this link: https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en#documents