

REQUEST FOR QUOTATION

Request for proposals for a complex Website development and maintenance service

The European Nuclear Education Network aisbl (ENEN) is launching a ‘Request for Proposals’ in order to establish a new website in the frame of the Project “Building European Nuclear Competence through continuous Advanced and Structured Education and Training Actions (ENEN2plus)”, that has received funding from the European Union Euratom research and training programme under grant agreement No. 101061677, in which ENEN is the coordinator.

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

WEBSITE SPECIFICATIONS:

Database requirements ENEN2plus

Table of Contents

- 1 OBJECTIVES OF THE ENEN2PLUS DATABASE FOR E&T AND VET 3
 - 1.1 General concept of the ENEN2PLUS database 3
 - 1.2 Users of the database 3
- 2 FRONT END 4
 - 2.1 Homepage of the database 4
 - 2.2 Overview pages..... 4
 - 2.3 Detail pages 4
 - 2.4 Search function..... 4
- 3 BACK END..... 6
 - 3.1 General interface & functions 6
 - 3.2 User management 6
 - 3.3 Access to the back end 6
 - 3.4 Input of data 7
 - 3.5 Connections with other information sources 7
 - 3.6 Support for using the back-end 8
- 4 TECHNICAL DETAILS OF THE DATABASE..... 9
 - 4.1 General requirements..... 9
 - 4.2 CMS 9
 - 4.3 Server hosting 9
 - 4.4 GDPR compliance (including privacy statement) 9
 - 4.5 Security 9
 - 4.6 Maintenance and updates 9
 - 4.7 Backup 9
 - 4.8 Disclaimer..... 9
- ANNEX I: USED FIELDS IN THE ENEN2PLUS DATABASE..... 13

1 OBJECTIVES OF THE ENEN2PLUS DATABASE FOR E&T AND VET

1.1 General concept of the ENEN2PLUS database

The database should act as a central point of information for existing Education & Training (E&T) and Vocational Education and Training VET opportunities in the relevant nuclear fields, including

- E&T activities/courses (actual information coming from ENEN2PLUS WP3 and feed from the database users)
- VET activities/courses (actual information coming from ENEN2PLUS WP4 and feed from the database users)
- Academic and vocational opportunities (internships, thesis work, jobs, ...) (actual information coming from the nuclear sector, starting with the ENEN2PLUS project partners)
- Educational materials (open access or reference to 'commercial available offer')
- Facilities open for E&T activities (actual information coming from the OFFERR project)
- E&T organisations (academic institutions, research centres, other training providers,...).

It allows a focused search and a user-friendly interface to enable an easy overview customized to the interest of the end-user. In order to avoid duplicate information, the database can make a connection towards other existing databases for E&T initiatives, such as IAEA, EUTERP, CINCH, ENS, EFOMP, EUTERP and EURAD.

Evidently, all E&T initiatives organised during the ENEN2PLUS project (.e.g. training courses, events etc.) could be integrated as well in this databases.

1.2 Users of the database

Three user groups are identified for the advanced database:

1. End-users which will only consult and search the database. This can be any individual from a student level (e.g. looking for specific courses in selected topics or a place to perform an internship or a thesis) up to a professional level (e.g. looking for a CPD opportunity or job). No login is required for this user level; all information is publicly available. Could also have a login for tracking history and upload of training certificates (cfr CINCH).

2. Training providers (including higher education institutes) and professional organisations offering exchange opportunities. These users can add content to the database in a direct (through a login to the advanced database) or an indirect way (through information which was linked in another database coupled to the advanced database). If a contribution is made directly to the database, a login based on a username (or email address) and a password must be available.

3. An administrator who has full access to the data in the database, including access to the login credentials and able to create new users. For backup purposes more than one person with administrator rights is recommended.

2 FRONT END

2.1 Homepage of the database

The database will be linked to the ENEN website. The homepage will display a brief summary of upcoming E&T (including VET) activities, recently added opportunities and educational materials. It will also display an introduction to the database with the intended scope and use. Links towards the ENEN2PLUS project, the sitemap and contact details regarding the database are also present.

In order to organise the content, the general interface is subdivided in multiple tabs. 5 major categories are identified:

1. (Academic) E&T and vocational E&T (VET) activities
2. Opportunities (thesis on BSc, MSc or PhD level, post-doc research, internship, OJT, scientific visits, jobs,...)
3. Educational materials
4. Facilities open to E&T activities (to be seen with the OFFERR project)
5. Organisations and contact data (person)

2.2 Overview pages

When clicking on one of the 5 tabs, a general overview page will be visible where end-users can view limited information about E&T and VET activities in a chronological order (e.g. date, title, organiser, country). The activity which is taking place close to the date of consultation of the database will be displayed on top ('upcoming' items). After the date of the activity has passed, the activities can still be consulted through the search function.

The opportunities are displayed in a logical order according to the application deadline, with the most nearest one on top. The educational materials are displayed according to the date of entry into the database.

2.3 Detail pages

The details of each item can be consulted by clicking the item in the list of the subpages. This will redirect to a separate page dedicated to that item, where all fields will be visible. Annex I summarizes the different fields of each item.

The content of the organisations will be mainly based on the user profile of the content providers. The information on the E&T facilities will be linked to the OFFERR project outcome.

2.4 Search function

A search function enables the display of specific activities according to the interest of the end user. Ideally, this search function should enable to perform searches based on the following fields when searching for categories 1 (activities) and 2 (opportunities) mentioned above:

- Type of activity
- Target audience (if this field includes predefined fields)
- Date
- Provider (organisation)
- Title (based on keywords)
- Application field (if this field includes predefined fields)
- Language
- Country

The results will appear in a chronological order starting with the activity which is offered closest to the date of the consultation by the end-user. For opportunities this is the application deadline which is closest to the date of the consultation by the end-user. After the date of the activity (or application deadline for an opportunity) has passed, the activity is archived and can still be consulted through the search function.

When searching for educational material (category 3), a search based on the following fields should be possible:

- Title (based on keywords)
- Organisation + contact
- Country
- Language
- Type of educational material
- Topic

When searching for E&T facilities (category 4), a search based on the following fields should be possible (to be seen with the OFFERR project):

- Name of the facility + contact
- Name of the organisation of which the facility is owned by
- Country
- Main area of scientific focus of the facility

When searching for organisations (category 5), a search based on the following fields should be possible:

- Organisation name + contact
- Country
- Type of activity
- Area of activity

3 BACK END

3.1 General interface & functions

The back end of the database consists of a restricted section where new contributions can be added to the database or existing contributions can be changed. Information in the user profile can be modified as well.

After login, a user interface is visible where different options are available:

- Add new content
- Edit, duplicate, archive, delete existing content
- A filtered view to display content added by the organisation
- View/change the user profile of the organisation
- Logout of the back end of the database

3.2 User management

Organisations who want to contribute content to the database can request a login.

An administrator (super user - highest user level) can grant access to a new organisation by mailing them new login credentials. The ENEN2PLUS project needs to decide whether any user can request a login to this database, or whether certain restrictions are in place (e.g. organisation needs to be a member of a certain group or association, or need to pay a fee for advertising courses in the database, which would facilitate the sustainability of the database).

It is proposed that all partner organisations within the ENEN2PLUS project receive a login to the database. This can be extended to a wider community, provided that user agreements are setup with terms and conditions on this database. The terms and conditions contain details regarding the scope, access and use of the database (including the processing of personal data), as well as liability, user duties and data ownership (IPR). Particular attention is needed for umbrella organisations or large networks who request access, since it is likely that the login credentials might be used by associated organisations under this umbrella organization/network.

A login should be available for each separate organisation who wants to contribute E&T and VET activities (including educational material) and opportunities. This login consists of a username/email and a password.

3.3 Access to the back end

The login screen of the back end of the database can be reached via a link which is available on the front end (public part). When an organisation has lost their password, an automatic email containing new login credentials can be sent (upon request) to the email which the organisation used for their initial registration (depending on security features, the use of these login credentials may be limited in time). This automatic email can be triggered by activating a link on the login screen and after providing an email or username already coupled to an existing account of an organisation.

Password requirements should be set to currently used security levels:

- Between eight and 64 characters

- Contain at least three, but preferably all of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character (such as ?!,@)

3.4 Input of data

When selecting 'add new content', users view the different fields to add information on their activity (or opportunity, E&T material, facility respectively). Some of these fields are mandatory in order to get the content published online. Ideally, an option 'intermediate save of information' should be possible in order to build up new activities before publishing. A preview button allows the item to be viewed online before it is publicly visible. Publish will allow the item to be published online.

An archived item is not displayed anymore in the list, but can still be consulted through the search function. As stated 3.2, an automatic archiving function is foreseen when the date of the activity (or application deadline for opportunities) is passed. Manually archiving an item is also possible, if the item should be archived before the date of the activity (or application deadline for opportunities).

Each activity or opportunity (content categories 1 and 2) can have a validation date. When this validation date is surpassed, the item will no longer be published online. This feature will probably be most used with the opportunities (when application deadline has passed).

3.5 Connections with other information sources

The design of the database should enable application programming interfaces (API) to allow integration of the output in local websites, when necessary. Similarly, API integration should allow accepting input from other data sources.

Possible data sources could be:

- ENEN - <https://enen.eu>
- IAEA - <https://nucleareducationdb.org>
- EUTERP - <http://euterpdb.org>
- EURAD - <https://euradschool.eu>
- <https://apply.enen.eu/>
- OFFERR <https://snetp.eu/offerr/>

In addition, links can be made with the overview site of ENS and JRC, as well as the electronic platforms of CINCH and EFOMP.

The data in the ENEN2PLUS database could be managed in such a way that they can be compatible with the above databases to allow for an exchange of information. In order to facilitate the exchange of data, it can be investigated how the data fields can be matched to a common metadata scheme.

3.6 Support for using the back-end

In order to facilitate the use of the database, a user manual should be made available, describing among others.:

- The scope of the contributions
- How to practically use the front- and back-end
- The login and password settings

In addition, a video tutorial could be created to easily demonstrate the menu options.

4 TECHNICAL DETAILS OF THE DATABASE

4.1 General requirements

The database (front and back end) language will be English.

Database text editors should support special characters (e.g. €, @, Ç), sub- and superscript.

The front end website should enable a dynamic response: the web interface should automatically adapt according to any screen or device (PC, laptop, tablet, smartphone).

4.2 CMS

4.3 Server hosting

4.4 GDPR compliance (including privacy statement)

4.5 Security

4.6 Maintenance and updates

4.7 Backup

4.8 Disclaimer

To specify or delimit the scope of rights and obligations that may be exercised regarding e.g. IPR and the provision of information, various items must be stated as a disclaimer.

Below is an example of a disclaimer which can be used for such purposes.

Access to the information products and services contained in the ENEN2PLUS database site is provided as a public service by the ENEN2PLUS project partners. The information presented does not necessarily reflect the views of the ENEN2PLUS project partners or other providers of E&T activities, opportunities, training material or (a link to) E&T facilities and, as such, is not an official record.

The ENEN2PLUS project make no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information. Neither does it warrant that use of the information is free of any claims of copyright infringement.

Please note that the ENEN2plus project partners cannot guarantee the authenticity of documents on the Internet. Links to sites other than these from the ENEN2PLUS project do not imply any official endorsement of or responsibility for the opinions, ideas, data, or products presented at these locations, or guarantee the validity of the information provided. Links to sites other than these from the ENEN2plus project are provided solely as a pointer to information on topics that may be useful to the ENEN2PLUS project partners and the public. The ENEN2plus project partners have no responsibility for the persistence or accuracy of

URLs linked to external or third party internet web sites and does not guarantee that any content on such web sites is, or will remain, accurate or appropriate.

The use of particular designations of countries or territories does not imply any judgement by the ENEN2PLUS project partners as to the legal status of such countries or territories, of their authorities and institutions or of the delimitation of their boundaries. The mention of names of specific companies or products (whether or not indicated as registered) does not imply any intention to infringe proprietary rights, nor should it be construed as an endorsement or recommendation on the part of the ENEN2PLUS project partners.

A link to this disclaimer should be visually available at all times.

Additional Technical requirements:

The database (front and back end) language will be English. Database text editors should support special characters (e.g. €, @, Ç), sub- and superscript. The front end website should enable a dynamic response: the web interface should automatically adapt according to any screen or device (PC, laptop, tablet, smartphone).

Functional requirements

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

- Handling several users simultaneously, in the order of magnitude of the hundreds at the same time.
- Possibly to host videos, without reasonably compromising the user experience in terms of response and speed.
- Enable users to subscribe to email notifications if they wish, for example being informed each time a new news post is published.
- Being easily editable and updated for the Administrators (ENEN).

The bid shall propose the corresponding software that allows this operation to be handled mainly by ENEN with the maintenance support of the bidder. In this sense, maintenance is understood as reasonable modifications of the website in time, that are not expected to deeply modify the initial specifications mentioned here, but rather complement them throughout time.

Implementation, hosting and maintenance requirements

The service provided will be offered in the scope of a website maintenance contract to be proposed to ENEN. This will include the initial transposal or implementation of these technical specifications into a functioning website, guided by the design criteria, structure and fundamental data provided by ENEN together with a maintenance support service and hosting that will last for the duration of the Project (until 30/05/2026) and afterwards for 1 more year, i.e. **30/05/2027**.

In this regard, maintenance is understood as reasonable modifications to the page structure, technical support in the creation of new spaces (pages) if needed and fixing of detected operation bugs or errors. These additional maintenance interventions after the website is brought live shall be included in the fixed total offered price.

The final price should also include a back-up service of the whole platform, to be provided to ENEN twice a year.

Furthermore to these technical specifications, the following points are required:

ADDITIONAL DETAILS

The owner and main Administrator of the Website when it is ready to be published live will be ENEN, although the selected offering company shall continue to provide maintenance support.

The initial raw content to display in the pages will be provided by ENEN. The selected offering company will provide the initial Website according to the specifications and further points included in this document. Regular online meetings with ENEN2plus partners 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, which shall not exceed the value of the contract unless new requests from ENEN exceed the contracted/requested efforts.

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 Website 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 Website:

- ENEN employees will be provided full admin rights to the website 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 website 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 website has been designed and the above mentioned 1 extra year, in order to assure the maintenance of the website itself.

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

FORMAL BID (or OFFER SUBMISSION) INSTRUCTIONS

The offers must be split into three major parts:

- 1) **Database support development**
- 2) **Populating the database with mentioned and existing inputs, with reference to the scope of work**

3) **Maintenance and updates**

Offering companies should send an offer including: **the technical description (including timings for the realization of each part), 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.

Following estimative timings are suggested per each part, as defined above:

- 1) Four months after the signature of the contract and provision of all necessary inputs from ENEN2plus and ENEN;
- 2) Four Months Four months after the signature of the contract and provision of all necessary inputs from ENEN2plus and ENEN
- 3) Continuous.

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

- By email addressed to: secretariat@enen.eu
- Deadline for the reception of proposals/offers: **11/06/2023.**

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 serious variation of the 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.

To address questions related to this bidding procedure, you may contact Gabriel Pavel (Gabriel.Pavel@enen.eu).



ANNEX I: USED FIELDS IN THE ENEN2PLUS DATABASE

Visibility:

The front end is publically visible: 'overview page' refers to the information available on a page with an overview of activities/opportunities/E&T material/facilities/organisations.

Detail page refers to a page where all details are available about a specific activity/opportunity/E&T material/facility/organisation.

Back end refers to information which is only visible when logged into the database.

Training courses/activities (E&T and VET)

Field	Description	Visibility
(course/activity ID)	Unique identification number for each item	Only back end
Title	Free text field Title of the course/activity	Overview page – detail page
Provider (organisation)	Dropdown list of organisations (link to category organisations)	Overview page – detail page
Country	Dropdown list of countries	Overview page – detail page
Language	Dropdown list of languages	Overview page – detail page
Dates (start date – end date)	Calendar option	Overview page – detail page
Venue	Text field: can contain full address	Detail page
Target audience	Can indicate the target audience (e.g. students, scientists, safety engineers, regulators, ...)	Detail page
Duration	Free text field: duration of the training course (can differ from start and end-date)	Detail page
Extra information	Free text field (course/program details)	Detail page
Learning outcomes	Free text field Preferentially written in terms of knowledge, skills and competences. (autonomy/responsibility)	Detail page
Modality	Dropdown list (face-to-face, online, blended learning, e-learning)	Detail page
Type of program	Dropdown list (initial, specialization, refresher, OJT,...)	Detail page
Level	Dropdown list (undergraduate, postgraduate, MSc, BSc,...) Possible link with EQF level.	Detail page



National recognition	Free text field (e.g. if the competent authority recognizes this E&T event as a formal qualification)	Detail page
Credit points	Free text field (ECTS, ECVET or other credits)	Detail page
Registration (website)	Free text field (mainly URL where registration can be done)	Detail page
Deadline for application	Calendar option	Detail page
Application requirements (diploma, experience,...)	Free text field	Detail page
Tuition/registration fee	Free text field	Detail page
Additional costs	Free text field (e.g. accommodation)	Detail page
Contact person name	Free text field	Detail page
Contact person email	Free text field	Detail page
Contact person phone number	Free text field	Detail page

Opportunities:

Field	Description	Visibility
(opportunity ID)	Unique identification number for each item	Back end
Opportunity title	Free text field	Overview page– detail page
Type of opportunity	Dropdown list (thesis on BSc, MSc or PhD level, post-doc research, internship, OJT, scientific visits, jobs, other)	Overview page – detail page
Organisation	Dropdown list of organisations (link to category organisations)	Overview page – detail page
Country	Dropdown list of countries	Overview page – detail page
Language	Dropdown list of languages	Overview page – detail page
Website	Free text field: URL	Detail page
Venue	Free text field	Detail page
Description	Free text field	Detail page
Further information	Free text field	Detail page
Application requirements	Free text field	Detail page
Deadline of application	Calendar option	Detail page
Contact person name	Free text field	Detail page
Contact person email	Free text field	Detail page
Contact person phone number	Free text field	Detail page



Educational material

Field	Description	Visibility
(Educational material ID)	Unique identification number for each item	Back end
Title	Free text field	Overview page – detail page
Organisation	Dropdown list of organisations (link to category organisations)	Overview page – detail page
Country	Dropdown list of countries	Overview page – detail page
Language	Dropdown list of languages	Overview page – detail page
Topic	Dropdown list (To be determined in line with other major databases where a link is foreseen)	Overview page – detail page
Description	Free text field	Detail page
Website	Free text field: URL	Detail page
Type of educational material	Dropdown list (online course, e-book, document, video, other)	Detail page

E&T facilities (to be discussed within the OFFERR project)

Field	Description	Visibility
(Facility ID)	Unique identification number for each item	Only back end
Name	Free text field Name of the facility	Overview page – detail page
Organisation	Free text field Name of the organisation of which the facility is owned by. (link to category organisations)	Overview page – detail page
Country	Dropdown list of countries	Overview page – detail page
Main area of scientific focus of the facility	Free text field or dropdown list of activities if a common list of metadata is available between databases.	Overview page – detail page
Contact person name	Free text field	Detail page
Contact person email	Free text field	Detail page
Contact person phone number	Free text field	Detail page
Address	Free text field	Detail page
Web-address of the facility	Free text field: URL	Detail page
Short description of the facility	Free text field	Detail page

Organisations

Field	Description	Visibility
(Organisation ID)	Unique identification number for each item	Only back end

Request for proposals for the ENEN2plus E&T
HUB development and maintenance service



Name	Free text field Name of the organisation	Overview page – detail page
Country	Dropdown list of countries	Overview page – detail page
Area of activity	Dropdown list of activities	Overview page – detail page
Address	Free text field	Detail page
Website	URL	Detail page
Email (generic)	Email field	Detail page
Contact person name	Free text field	Detail page
Contact person email	Email field	Detail page
Contact person phone number	Free text field	Detail page
Type of activity	Free text field or dropdown list of activities if a common list of metadata is available between databases.	Detail page