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Object : Call for web developments and improvements of the HERMES-R web-site	

CALL FOR OFFERS

Call for web developments and improvements of the HERMES-R web-site

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1 Context and definitions:

The HERMES-R project is a European project supported by the European Commission in the framework of the Leonardo da Vinci programme (n°LLP-LdV-TOI-2007-FR-038). HEREMES-R project started on the 1st November 2007 and will end on the 31st October 2009 as a contracted project supported by the Leonardo programme. Beyond that date, the HERMES-R project will pursue its activities under the umbrella of the ESCEM coordinator jointly with the MAC-Team aisbl (International non-profit Association) for valorisation and infrastructure services plus the support of the HERMES-R partners.

1.1 Definitions

1.1.a Contractor for the present call for offers is:

ESCEM

1, rue Léo Delibes, BP 0535

F-37205 Tours Cedex

Contact Person: François SILVA fsilva@escem.fr

1.1.b Contact person for the present call for offers is:

MAC-Team aisbl

11, rue Charles Meert

B-1030 Bruxelles

Contact Person: Yves Boisselier T: +32 485 800 009 F: +32 2242 8107 yb@mac-team.com

1.1.c Supplier:

The supplier is the organisation who will be in charge of delivering the total process and products. Even if the Supplier is working with sub-contractors, the HERMES-R project wants one contact point only for the present call who will also be the contracting part responsible for the delivery, quality and invoicing.

In the present offer, the organisations contacted for the present call are also called "Supplier".

1.2 Call principles

1.2.a Choice process:

For equivalent proposals in terms of quality and services, the lowest price will be chosen.

Speed and quality will also be taken into consideration when it supports the dissemination impact of HERMES-R and Leonardo results in a cost effective way.

1.2.b Information:

All questions and information requests from the Supplier have to be made to the Contact person.

Once the offers received, the Contact person or the Contractor may ask a Supplier for more information, details or samples of previous works achieved for other clients or samples of materials.

In case of a question of one Supplier rises an important complementary point of information, that information may be also send to other bidding Suppliers, but extra information will not be disseminated on a systematic basis to all Suppliers when it should be considered as minor impact or usual question to be put by professional software/web services companies.

1.2.c Language

The answer to the present call can be made in one of the following languages: English or French.

2 Content of the Call

2.1 Administrative process

- One global contract will be signed by the Contractor and by the Supplier.
- All technical points will be discussed between the Contractor and the Supplier with the support of the Contact person.
- Regular meetings (by phone or by web or face-to-face) will enable the definition and the validation of the developments achieved or to be undertaken. The present specification only provides generic information of what exists and what is to be developed / amended.
- Invoicing by the Supplier will be made at the end of the global process independently to the pace of developments and meetings. The invoice should be made to the Contractor.
- The offer and invoice should clearly present each cost component using the units indicated in the present call for offer.

2.2 Website information

2.2.a Public website: www.hermes-osr.eu

So far only one general presentation screen was designed by the internal services of ESCEM on www.hermes-csr.eu. Technological choice has then been validated for Joomla open source technologies and for a WMS (Web content Management System) with a collaborative approach. Due to internal limitations in terms of resources for ESCEM and for HERMES-R partnership and in order to focus resources of the partnership on the core activities of the project, it has been decided to go for external services for the website initial development with all the core functionalities and for the hosting of the corresponding websites.

Based on the experience of previous projects, the disk space used by the public website should be minimum 300Mb and should be able to grow because of downloadable documents published on the website in an economical way.

2.2.b Private website: the online HERMES-R intranet and extranet

The private website corresponds to the private HERMES-R intranet and extranet. This part should be also of similar size as the public part with the capability to efficiently manage various repositories for the partners, the trainers and various communities implemented by the HERMES-R project.

2.3 Service to be delivered

→To implement and host the public and private websites for the HERMES-R project in a multi-lingual environment (5 languages minimum (EN, FR, BG, RO and PT) with the possibility to extend) in a multi-actors cooperation environment.

Therefore, the decision to go for a WMS approach has been made and is the main trigger for the present tender with an easy of access/use to/by Partners to provide contents on a remote basis with higher flexibility.

There is also the need to define a banner (logo + titles). Re-using of the initial work done by ESCEM internal services could/should be done.

. The important points are:

- To include the multilingual menu system on all pages (as a main horizontal menu with dropdown lists or flags)
- To jointly define the complete structure of the navigation between pages
- To modify the key style of the first welcoming page (more journalistic) by including direct links to the news and documentation.
- To develop style sheet to make the appearance of all pages consistent through the site.
- To prepare/include new sections especially in languages of partners and provide tools managing the translation of pages (the system should also accept existing English pages as a starting point and enabling partners to translate them progressively depending on their time availability without generating gap in the information displayed to the visitor).
- To implement the same house style and menu style on the private Intranet section. The Intranet can be based on a library approach with the possibility to select the access right of a document between private or public status.
- To include a dynamic sitemap system.
- To include a backup management solution.

As indicated Joomla open source based solution has been validated. We will welcome proposals using that environment but are open to new proposals which would reveal being more cost effective and with higher functionalities and embedded collaborative tools.

Services proposed should also details the running costs (hosting, back-ups, modification rate, storage costs evolution, possible e-mail providing ...)

3 Dates and delivery of the offer and services

Initial publication date of this call for offers is 21st July 2008.

The dead-line for submitting the offer by the Supplier is the 21st August 2008.

All work and developments should be achieved and delivered by the Supplier at the latest for the 15th September 2008 as no content is really involved (only the time to set up the platform, define the menu structure and agree the banner) with a first delivery of the platform by the 27th August so that an initial presentation to the partners at the meeting taking place in parallel to the IAS congress on 27th-30th August can be made.

Within two days after the deadline for answering present call, the Contractor will make its decision.

Therefore, the Supplier must be ready to work on these objectives within two days after the deadline of the present call.

Test version of the functionalities on multi-lingual and web content management should take place maximum within two weeks after the starting date of the corresponding contract to be issued for the present call. (Equivalent to an inception period/training period especially if the web content management tool finally chosen is not based on Joomla)

We would like to be able to publish the first content of the HERMES-R project for the 27th August or at least in the second week of September 2008 as first test.

4 Project development

Meetings and working session will take place at the Contractor's or Contact person's place in most of cases (this point is left to the decision of the Contractor for each meeting/working session). The Contact person can provide web conferencing tools when needed, but the other meeting costs are left to the charge of: the traveller (when the Contractor/Contact person and the Supplier have face-to-face meeting) or to the Supplier when a phone conference or contact is needed.

A synthesis table is provided here after to help Suppliers in their presentation and facilitate comparison between offers.

At the time of signing the agreement related to the present tender, because we should have a better idea of global volumes, the Contractor may also include a ceiling to the global cost of the work to be achieved after agreement with the Supplier.

5 Synthesis submission table

Web developments for the HERMES-R project								
Supplier details:	Cost in Euro without VAT (please indicate VAT rate)							
	Estimated quantities				Unit costs		Other costs (to be detailed)	Totals In €
	No of meetings	Days Project Manager	Days Developer	Planned Delivery date	Daily costs in €			
Project Manager					Developer			
Description								
Web-site set-up								
Analysis and Gal Management								
Multilingual Navigation								
Menu implementation								
Welcoming page								
General house-style								
Content Management system								
Newsletter + emailing								
Training on the WMS								
Other (to be specified)								
Total initial set-up								
Monthly hosting Public + private								
Back-up & restore services								
Storage capacities:Mo/Go								
Others (to be specified)								
Grand total								
Rates in case of extra days								
Project Manager & Developer								
Other (to be specified)								
Website modification								
Graphical services								
Comments (duration, financial conditions, ...)								

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