

## **Comhar – Sustainable Development Council**

### Request For Tender for Development of Web Resource for Sustainable Development Indicators

#### **1. Background**

Comhar Sustainable Development Council (SDC) is inviting proposals to undertake the development of a web display for information on Sustainable Development Indicators. This display can be a stand alone website or can be the development of our existing site ([www.comharsdc.ie](http://www.comharsdc.ie)) to enable more graphic and text features. The main function of this development is education and awareness raising and it is part of a programme of work on indicators.

The successful tenderer will, in consultation with Comhar SDC, be responsible for producing an attractive graphic design, building a robust stand alone site or providing a platform for integration into the existing site, implementing a user friendly and accessible navigation scheme, building a number of custom site components, ensuring that the site is compliant with accessibility guidelines and supports best practice in content management. In compliance with EU and Government public procurement guidelines the contract will be awarded on the basis of competitive tendering.

#### **1.1 Comhar SDC**

Comhar SDC was established in 1999 as the forum for national consultation and dialogue on all issues relating to sustainable development. Comhar SDC works in partnership with stakeholders across Irish society and advises Government on policies that support sustainable development. Comhar SDC works in three-year cycles and began its fourth term in January 2009, under Chairman Professor Frank Convery. Comhar' SDC's 25 council members are drawn from five pillars: the State sector, economic sectors, environmental NGOs, social/ community NGOs and the professional/academic sector. Comhar SDC is supported by a full-time executive and secretariat based in the Irish Life Centre, Dublin 1. Further information on Comhar SDC is available at [www.comharsdc.ie](http://www.comharsdc.ie) .

## 1.2 Context

### Sustainable Development Indicators

Indicators are tools that measure, simplify and communicate important issues. Indicators can be used to translate complex information into easily understandable units which in turn can aid decision making at all levels. In addition, they allow us to measure progress against objectives.

### Comhar SDC's Sustainable Development Indicator Sets

Comhar SDC is currently developing a comprehensive and integrated Sustainable Development Indicator set for Ireland for use with the National Sustainable Development Strategy. The overall aim of Comhar SDC's indicator work is to further develop Sustainable Development Indicators for use in policy and decision making, performance measurement and benchmarking, and communication and raising awareness of sustainable development.

Comhar SDC is aiming to deliver three main outputs on Sustainable Development Indicators this year, namely:

1. A report to Government recommending a **national and local Sustainable Development Indicator set** for Ireland which has the support of key stakeholders.
2. **A headline indicator set** for annual publication by Comhar SDC along with a commentary on progress on sustainable development, which will be published annually to raise awareness of sustainable development.
3. An **interactive web** display showcasing the Sustainable Development Indicator set and underlying data which enables users to explore how different actions/policies affect the indicators.

The primary role of the Comhar SDC headline Sustainable Development Indicator set will be communication and awareness raising and providing an evidence base for Comhar SDC commentary on progress on sustainable development at a strategic level. The display will present information on the Comhar SDC headline set and allow the user to interact and engage with the material.

## 2. The Sustainable Development Indicator Web Resource

Comhar SDC's principal website, displaying information on its full range of activities, will continue to be <http://www.comharsdc.ie/>. The tenderer has the option of developing a stand alone website for Sustainable Development Indicators which will have a prominent interface with the existing site or developing the existing site to provide the capacity to display the necessary information. Please note, the term web resource or web display is used instead of website throughout this document as the final product may be an add-on to the

existing site. The existing site is managed in-house and allows Comhar SDC to upload documents and input some html text. The Sustainable Development Indicators display will require more html text and graphics.

The Sustainable Development Indicators web resource will be developed in two stages. The first stage which is the phase covered by this tender, is to provide a platform for displaying indicators. The display will consist of a graph, commentary, a traffic light assessment of progress, technical information on the indicator and additional data sources, policy documents and references. The second stage is the development of more interactive elements on the web resource, which will enable users to explore how actions/policies affect the indicators. It is intended to develop this during 2010/11. Therefore the web resource must be structured in a way that allows add-ons in the future.

The users of the web resource will include the general public, students and teachers/lecturers, researchers and the media.

The objectives of this web resource are to:

1. Provide comprehensive, concise and up to date information on Sustainable Development Indicators for Ireland in an accessible manner, by means of an easily maintainable web resource.
2. Be visually appealing and easy to navigate.
3. Offer a facility to read and download reports and other information.
4. Communicate with the wider public.
5. Provide an interactive service to our customers where possible, allowing them to comment etc. where appropriate.

Reference sites

<http://www.invasivespeciesireland.com/>  
<http://themes.eea.europa.eu/indicators/>

## 2.1 Web Resource Structure

The web resource will feature a varied range of static and dynamic content related to Sustainable Development Indicators.

Homepage (including suite of tools) or a landing page on the existing site

- Latest news/static text
- Prominent link to Comhar website, if a stand alone site

About Sustainable Development Indicators

- What are Sustainable Development Indicators
- Sustainable Development Indicator Policy (International, EU, national)

About Comhar's Sustainable Development Indicator Set

- About Comhar SDC

- Comhar Sustainable Development Indicators

#### Explore the Indicators

- Page for each of the Sustainable Development Indicators (graph, commentary, a traffic light assessment of progress, technical information on the indicator and additional data sources, policy documents and references)

#### Resource Centre

- Related documents
- Links

Contact us form and search if a stand alone website

## 3. Specification of Requirements

### 3.1 Project Scope

#### Design:

- Concept and design of master interface, including main design theme and navigational device or integration of Sustainable Development Indicators display onto existing site.
- If developing a new site the font, colours and design must integrate well with the existing site. If re-developing the existing site to allow the display of the information, the tenderer must specify how they plan to change the existing site and how the new data will fit into the existing site.

#### Production:

- Homepage/landing page, including suite of tools and master page templates
- 27 standard HTML pages
- Contact us form and website search mechanism, if a stand alone site.

#### Testing

#### Training

- The successful tenderer will be required to provide a comprehensive and user friendly guide to assist Comhar SDC's in-house site manager to update and add content. Tenderers must also provide one days training on how to update and manage the content.

#### Maintenance and Support

- Tenderers must provide ongoing support and maintenance. Tenderers should give an hourly rate for support.

## 3.2 Web Resource Management

Comhar SDC will be making substantial changes to the content on an annual basis when new indicator data are updated. Comhar SDC will also need to be able to make other changes in-house on a more frequent basis. The web resource should be easy to update and manage for an in-house site manager. It must also have a design and structure that will readily facilitate future modification and expansion. This includes ease of page addition, general text updating, search engine optimisation and analytics.

A content management tool must be developed which will enable previewing of content as it would appear on the site and must be capable of producing content in a manner compliant with national guidelines on accessibility – see <http://accessit.nda.ie/>. Comhar SDC does not have any preferred content management system or database type for the site. We wish to see tenderers propose the system they feel is most appropriate. It is necessary for tenderers to identify software licensing costs in their proposals.

Comhar SDC will draft the static text and will create the downloads.

## 3.3 Hosting

Tenderers should be advised that hosting is not within the scope of this tender, although the successful tenderer will work with the hosting agency to implement the system. Comhar SDC has not procured a hardware platform for the system. Tenderers must identify the hardware requirements of their proposed solution and include some indicative costs in this regard.

## 3.4 Accessibility

The web resource should be easily accessible to those with disabilities. The content and page templates should be designed to meet all appropriate and achievable checkpoints from all priority levels (1, 2 and 3) of the Web Content Accessibility Guidelines (WCAG) 1.0 from the Web Accessibility Initiative (WAI). Where a supplier considers any checkpoints to be inappropriate or unachievable for some component of the content or templates, this must be stated explicitly in the tender, together with an explanation.

Prior to tendering, suppliers should be satisfied that they can meet these guidelines, which are listed and clearly explained on the NDA IT Accessibility Guidelines website (<http://accessit.nda.ie/it-accessibility-guidelines/web/guidelines>). The deliverables will be assessed against the checklist at <http://accessit.nda.ie/it-accessibility-guidelines/web/checklist-web-accessibility>.

The Content Management System should, as far as possible, meet all appropriate and achievable checkpoints from all priority levels (1, 2 and 3) of the Authoring Tool Accessibility Guidelines (ATAG) 1.0 from the Web Accessibility Initiative (WAI). It should fulfill at least the following criteria:

- Be capable of producing valid HTML and CSS code;
- For all images, include a text alternative or indicate that the image has no information content and add alt attributes accordingly;
- Enable authors to identify heading levels and lists and apply markup accordingly;
- Enable author to identify the semantic structure of data tables and apply markup accordingly.

As the audience for the web resource includes the general public, it should have reasonable access speeds for people accessing with dial-up.

### 3.5 Other Requirements

- All pages must use valid HTML 4.01 transitional/strict or XHTML 1.0 strict/transitional
- Cycling HTML graphics should be used instead of Flash to ensure accessibility in schools and for public and private workers who have older operating systems or do not have administrative rights to download new software updates.
- All pages must use valid CSS 2.1 to control layout and presentation.
- A logical, effective and consistent naming convention is necessary to help the system maintenance team in keeping track of files.
- The layout should remain consistent when text is resized in Internet Explorer and Firefox. The layout should degrade gracefully at the following resolutions: 800 x 600 and 1024 x 768 and fit all screen resolutions of 800 x 600 and above without horizontal scrolling.
- Web resource has been tested in Internet Explorer versions 5 – 7 and the latest versions of Firefox, Opera and Safari.
- Ensure all pages are coded to allow universal character sets and all data tables have been coded accessibly.
- Ensure all appropriate plugins are installed server side to allow searching, indexing and display of .pdf, .ppt, .xls, .xlt, .wpd, .doc, .dot and all dynamically created pages such as asp, php, cgi and non-dynamic html, htm pages etc.
- Title tags should be inserted for all pages
- ALT text should be included for all graphical/image elements.
- Navigation menus should use resizable text rather than or in addition to images.
- There should be DES Encryption of passwords and data transfer.
- CMS should include a secure log-in without ftp access.
- The specification includes an easy-to-use backend control panel system for modifying key menu text.
- Users should be warned when hyperlinks open in a new window.

- All form controls should be given labels and be properly associated with their inputs.
- Pages should be usable and can be navigated without using a mouse.
- Pages with scrolling information should have a link back to the top of the page.
- In the case of a stand alone site,
  1. It must include the date of last update on the site's homepage and an approved standard legal disclaimer.
  2. To discourage copyright infringement, state the copyright symbol (©), year of production and the name of the copyright holder.
  3. Site navigation should include, as a minimum, a hypertext link to the site's homepage on each page of the site and hypertext link to unit contact information.
  4. There should be a provision for analytics- a full statistics package

Full installation and commissioning of the web resource is required. Full responsibility for the overall installation and commissioning will rest with the successful tenderer.

## **5. Project Details**

### **5.1 Schedule**

The proposed date for the completion of the project is the 23<sup>rd</sup> April 2010.

### **5.2 Project management**

Comhar SDC and the project manager will have regular telephone and face-to-face meetings to ensure that any issues that will impact on delivery of the project are dealt with quickly. Comhar SDC will respond to any queries or requests for feedback from the project team promptly. The tenderer should specify how they propose to manage the project within this timeframe.

### **5.3 Project Budget**

No maximum budget specified.

The Supplier must negotiate and agree a fixed price contract with Comhar SDC covering all aspects of the operation of the service, the quality standards to which work and services provided for within the contract will be delivered by the supplier, including dispute resolution procedures and early termination of the contract if necessary. The contract must also provide for an agreed call escalation procedure and set out procedures for agreement of changes in scope.

## 5.4 Skills Required

Tenderers should have experience in web resource development for education and awareness raising purposes.

## 5.5 Submission of Proposals

Tenders should be submitted electronically to [niamh.kirwan@environ.ie](mailto:niamh.kirwan@environ.ie) and copied to [comhar@environ.ie](mailto:comhar@environ.ie) with "Confidential Tender for the Design of Web Resource" in the email subject line. Hard copies will be accepted if accompanied by an electronic version. Submissions should be received by 5pm Friday 19th February. Proposals received after this time will not be evaluated. A decision on the award of the contract will be made Wednesday 3<sup>rd</sup> March.

Any enquiries can be made to: Niamh Kirwan  
Telephone no. 01 888 2734  
Email Queries: [niamh.kirwan@environ.ie](mailto:niamh.kirwan@environ.ie)

Every effort has been made to ensure that this documentation contains all the necessary information for completion of tenders. However, requests for additional information, clarification on the content of this document and all other queries of substance (other than in relation to purely factual or procedural matters) must be made by email. Any additional substantive information elicited will be made available to all prospective tenderers.

## 6. Tender Criteria

Tenders will be evaluated by reference to the following qualification criteria:

- Completeness of tender documentation as specified in Format of Tender section of this document.
- Stated ability of tenderer to meet all the requirements specified in this document.
- Scope and quality of web resource development proposal
- Demonstrated competence of the personnel proposed by the contractor to implement the project.
- Cost/Value for money.
- Timetable.
- Any additional features proposed by the tenderer beyond the requirements specified herein which the client considers desirable.

Based on these criteria, the most economically advantageous tender will be accepted. However, Comhar SDC is not obliged to accept any proposal and is not liable for any costs incurred.

## 7. Format of Tender

Submissions should include the following details:

- General Information- Name, address, telephone, email, and fax number of Tenderer and any third parties involved.
- Qualifications/experience of the developer(s).
- Confirmation of acceptance by the tenderer and any third parties of the conditions of tender described in Tender Criteria.
- Web resource development proposal.
- Project management and work plan.
- Price (inclusive of VAT) and schedule of costs (including the relevant daily or hourly rate where appropriate)
- Relevant previous project experience. List reference sites, with contact names, where similar work has been carried out by the proposed personnel. Include role profiles of the proposed personnel in these projects.

## 8. Notice to Companies Tendering

Proposals should be prepared in English and are subject to the following conditions:

- Comhar SDC undertakes to use its best endeavours to hold confidential any information provided by you in response to this invitation to tender, subject to obligations under law, including the Freedom of Information Act, 1997, which came into force on 21 April 1998. If you believe that any of the information supplied by you should not be disclosed because of its commercial sensitivity, you should identify this information and state the reasons for its sensitivity. Comhar SDC will consult with you about this sensitive information before making a decision on any Freedom of Information request received.
- The works shall be deemed to be carried out in Ireland and shall be governed by the Laws of Ireland. Tenderers should be aware that national legislation applies in other matters such as Official Secrets, Data Protection and Health and Safety.
- Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders.
- Information supplied by tenderers will be treated as contractually binding. However, Comhar SDC reserves the right to seek clarification or verification of any such information.
- Any conflicts of interest involving a tenderer must be fully disclosed to Comhar SDC, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

- Comhar SDC does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received, and in particular, to source the requirement from more than one supplier.
- Before a contract is awarded, the successful tenderer will be required to promptly produce a Tax Clearance Certificate, or in the case of a non-resident tenderer, a statement from the Revenue Commissioners confirming suitability on tax grounds. Non-residents should contact the Office of the Revenue Commissioners, Revenue Residence Section, Government Offices, Nenagh Co. Tipperary <http://www.revenue.ie>. In addition, contractors must retain records of tax reference numbers for any subcontractors where payments exceed €650 (excl. VAT).
- Tenderers should note that the provisions of Department of Finance Circular 22/95 apply and Comhar SDC may require sight of Tax Clearance Certificates for any subcontractor where payments exceed €2,600. Forms are attainable from the following address: Office of the Revenue Commissioners, Sarsfield House, Limerick <http://www.revenue.ie>. Where a Tax Clearance Certificate expires within the course of the contract, the Comhar SDC reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.
- Under the Finance Act, 1987, a withholding tax must be deducted from payments for professional services. This tax will be deducted from payments made to the consultants in respect of work carried out and will be remitted to the Irish tax authorities. This tax is refundable, subject to conditions, on application to the Revenue Commissioners, Dublin Castle, Dublin 2.
- In the event of a group of organisations or persons jointly submitting a winning proposal, Comhar SDC will award the contract to a single organisation or person, who will then act as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
- The successful tenderer shall be responsible for the delivery of all services provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
- Comhar SDC retains the right to withhold payment where a contractor has failed to meet his contractual obligations in relation to the delivery of goods/services to an acceptable level of quality.
- Comhar SDC will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work effort.
- Responses to this Request for Proposals will be evaluated in their own right. No recognition will be given to information previously submitted.
- Comhar SDC will have copyright ownership of any graphics used on the proposed report.

- Proposals must be completed in accordance with the format specified in Section 7. Tenders which are incomplete will not be evaluated.
- Comhar SDC will remain the sole owner of all end-products e.g., reports, training manuals, etc., irrespective of whether or not the project is terminated prior to its completion.
- Comhar SDC requires that all information pursuant to this invitation to tender will be treated in strict confidence. Under no circumstances may information be disclosed to other parties without the express permission of Comhar SDC. The successful tenderer may be required to sign a formal confidentiality/non-disclosure agreement.
- The proposal as submitted will form the basis of a contract for services to be agreed between Comhar SDC and the successful tenderer.

## Appendix A

*Extract from Article 20, Paragraph 1 of EU Council Directive 93/36/EEC of 14th June 1993 co-coordinating procedures for the award of public supply contracts:*

### Article 20

- 1) Any supplier may be excluded from participation in the contract who:
- a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
  - b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
  - c) has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
  - d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
  - e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
  - f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
  - g) is guilty of serious misrepresentation in supplying the information required under this Chapter.