

One East Midlands

Invitation for Expressions of Interest to tender for ongoing development and maintenance of Reach & Impact web pages

Background

One East Midlands is the regional network for the voluntary and community sector (VCS). Our mission is to maximise the role of the VCS as an influential, valued and equal partner in all policy development in the region.

Located within One East Midlands and running until June 2015, the ERDF Reach & Impact project, funded by ERDF with match funding from the Big Lottery Fund, delivers a range of support activities to increase the understanding of, reach and impact of ERDF funding by the region's VCS and funding advisors.

Brief

Expressions of Interest are invited from companies that can provide development and maintenance support for the ERDF Reach & Impact project pages located within the One East Midlands webpage.

These include the existing main project page at www.oneeastmidlands.org.uk/reachandimpact, pages linked from this page and any project pages developed in the future, including the resource page. It will also include the integration of the Fanoogle website (www.fanoogle.org.uk) into the One East Midlands website.

One East Midlands uses the Drupal content management system, connected to the Civi CRM database, to manage day-to-day updates to copy etc on the web pages.

Please note that the other pages on the One East Midlands website will not fall within this tender.

Selection Criteria

This Expression of Interest is open to companies that offer the required service.

Suppliers are asked to submit a quote accompanied with a brief description of how you fulfill the following criteria and examples of any similar websites you have worked on:

- Experience of developing and maintaining Drupal websites;

- Experience of working with a VCS organisation's staff to develop web pages;
- Understanding of accessibility standards, equality and diversity issues;
- Understanding of and working towards reducing environmental impact;
- Understanding of the role and function of One East Midlands, the VCS and of ERDF funding would be an advantage; and
- Positive social impact in your work.

Contract value

Contract value to be negotiated. Please supply costings for:

- i) A Fixed rate contract for ongoing development and maintenance of the ERDF Reach & Impact project pages from May 2014 to June 2015, including how many hours work this will cover; or
- ii) An hourly rate for the work with a maximum cost that the contract will not exceed.

Timescale

Expressions of interest must arrive by post or email by 5pm on Friday 9 May.

Terms of business

The contract will be for an initial three month trial period, after which, if satisfactory for both One East Midlands and the successful supplier, will be extended to the end of the contract in June 2015.

Method of payment

Payment to be made by One EM monthly by BACS either in advance if for a fixed rate contract or monthly in arrears if for an hourly rate depending on costings agreed.

Process of appointment

We aim to appoint the successful supplier by mid May to start work as soon as possible.

Key contact

Claire Chapman, Information and Membership Officer at One EM, will be overseeing this contract. Claire can be contacted at clairechapman@one-em.org.uk, on 0115 934 9535 or at One East Midlands, 7 Mansfield Road, Nottingham NG1 3FB.