



Collaborate Digital

Request for Quotation

New Website & User Management System

Background

Collaborate Digital specialises in delivering social and community messages to school children using creative writing and media production.

Our team have worked with public bodies such as the NHS, Ireland's Health Service Executive and various Police Forces to engage young people on topics such as blood donation, mental health, online safety and knife crime.

The business community also value our unique approach with Transport for Greater Manchester, United Utilities and E.ON among the companies that have used Collaborate Digital to involve pupils in topics such as air pollution and smart meters.

Our projects are delivered free of charge to schools with all the necessary materials for each campaign available here on the website. Each project has a full lesson plan so that teachers can use our materials to deliver key elements of the curriculum.

Our people are media professionals and education specialists with decades of experience in creative writing, broadcasting, teaching, audio and video production which means, whatever your message, we'll find a great way to engage young people.

Requirement

The current website was designed and developed in 2017 and has served our purposes well since then, but now it's time for new ideas. We are open to either a re-build/refresh of the existing website or a new site if a convincing argument can be made for why it is necessary.

The current website has two distinct areas which will both be needed in the new site; the public area and a password protected area.

In the public area we would require standard features such as: about us, feature video with the ability to change regularly, testimonials/case studies, registration form/login, social media feed(s), policies, contact form and a mixture of stock and our own photography.

Behind password protected registration we will need a series of user accessed areas (project pages/microsites?), containing instructional resources, client branding, video and audio materials, images, text, downloadable documentation (pdfs etc),

Teachers are invited to register on the website and will be given password protected access only to project information relevant to their school. All the tools they need to conduct a workshop in school to the client's brief will be hosted in that project's area. At any time, we run multiple projects, and the ability to allow e.g. teacher A access to project 1 but teacher B to use project 2 is a vital part of the functionality of the site.

Each of these project pages should be built to the same template, be easy to add to/populate when new client/projects come along and contain the facility for users to submit audio and video files.

We also require the ability for our own teams to: edit/populate all areas of website, allocate access by registered users to individual or multiple microsites/project pages, email users individually/in groups, track user activity, interact smoothly with the CRM system Pipedrive and have the ability to import/export data e.g. from/to Excel.

Ideally, we are looking for a website design partner that wants to get to understand our business, to challenge our preconceptions and to offer suggestions for how our website can help grow our business.

Deliverable Timescale

Completion by 31st March 2021

Indicative Budget

£4,000

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others



1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 20th January 2021 at 5pm electronically to Mark Matthews – mark@collaboratedigital.com

Date Published

Growth Platform to complete

This work is part funded though the European Regional Development Fund

Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.