**Littlehampton Town Council Website Tender**

**Introduction**

Littlehampton Town Council are inviting tenders for the development of a new website, hosting, maintenance and ongoing technical support. The successful contractor will be responsible for providing this service and liaising closely with the Communications Manager. Contractors are invited to submit proposals that incorporate the brief (see separate document).

**Services Required**

The Council wishes to replace its existing website with a modern, intuitive and responsive system that allows its users to access information about the services the Council offers quickly and easily. In order to do that it needs a new Content Management System that is easy to work with and straightforward for staff to update with low effort and technical knowledge. It needs to improve functionality and help increase number of people visiting it.

Training is also required in addition to the hosted service with ongoing maintenance and technical support for **one year** from launch (expected 1st April 2018).

**Contractual Arrangements**

The successful contractor will be responsible for system maintenance, backup, hosting and remote support for **one year** (expected 1st April 2018).

**Quotation Submission**

A comprehensive cost summary must be provided, including all costs associated with the development, supply, installation and operation of the Content Management System as well as training.

The quotation must itemise the cost of each element in the basic requirements list and a further quotation itemising the cost of the elements within the desirable list.

Costs for system maintenance, backup, hosting and remote support beyond the first year must also be included but not covered by this contract value.

Tender must be submitted in a plain sealed envelope which shall bear the word “TENDER” followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall envelopes shall remain in the custody of the Clerk until the time appointed for their opening.

**Submission of Responses**

* Proposal detailing how the contractor meets the specification
* Additional services the contractor can offer
* Evidence of Employer’s and Public Liability insurance up to £10 million

**Consideration of Quotations**

Quotations will be considered on the quality and value for money of the proposals. Responses will be evaluated and shortlisted to present their ideas.

**Timescales**

Responses from suppliers to be returned by Wednesday 29th November 2017.

Responses will be evaluated and a shortlist of bidders invited to present their ideas and approach on Wednesday 13th December 2017.

Website developed, tested and launched by 31st March 2018, can extend to 1st June 2018.

**Contact**

The principal contact is Sofia Chittenden, Communications Manager, The Manor House, Church Street, Littlehampton, West Sussex BN17 5EW 01903 732063 schittenden@littlehampton-tc.gov.uk