Invitation for proposals: Year of Young People 2018 National Lottery Initiative website

Dear Sir/Madam,

We would like to invite you to submit a proposal for carrying out the following work: **Year of Young People 2018 National Lottery Initiative website.**

The Request for a Proposal document below provides details about our requirements, including key dates.

The Fund will select the proposal that offers the Fund the lowest overall acquisition cost that best meet its requirements.

Please;

1. Acknowledge receipt of this Invitations for Proposal within 24 hours of the IFP date and indicate whether you intend to bid.
2. If you intend to bid please sign and return the Heritage Lottery Fund’s Terms & Conditions below.

The attached Heritage Lottery Fund’s terms and conditions of contract will apply without amendment.

We look forward to receiving your proposal.

Yours faithfully

**Tom Scott**

Website and Digital Manager

Heritage Lottery Fund

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# Introduction

## About HLF

Using money raised through the National Lottery, HLF gives grants to sustain and transform a wide range of heritage across the UK. From museums, parks and historic places to archaeology, natural environment and cultural traditions, we invest in every part of our diverse heritage, making a lasting difference for heritage and people.

This year, we will allocate around £300million to projects in England, Northern Ireland, Scotland and Wales. Since 1994, HLF has awarded £7.7billion to more than 42,000 projects across the UK.

We are a ‘non-departmental public body’. This means that, although we are not a government department, the Secretary of State for Digital, Culture, Media and Sport issues financial and policy directions to us, and we report to Parliament through this Department. Our decisions about individual applications and our policies are independent of government.

## About the Initiative

The Scottish Lottery Distributors Forum (HLF, SportScotland, Creative Scotland, Big Lottery Fund) proposed the creation of a joint funding campaign to fund activity related to the Scottish Government’s Year of Young People (YoYP). HLF has offered to lead on the delivery of this funding programme on behalf of the other distributors, with the administration costs split equally between all four distributors.

The implementation of this initiative will demonstrate tangible support for a significant Scottish Government programme, and will also enable testing of HLF’s grant-distribution on behalf of other bodies, in line with emerging Corporate Strategy objectives.

In September, the Chairs and Heads of the Scotland-based lottery distributors met and agreed to earmark £125k each in financial year 2018/19 towards a YoYP initiative. They considered the initiative should be based around the YoYP themes, which were identified through a co-design process led by Children in Scotland, the Scottish Youth Parliament and Young Scot working with young people:

## Themes:

* Participation – looking at how young people can influence public services and decisions which affect their lives
* Education – creating a stronger role for young people in shaping their learning
* Health and Wellbeing – supporting young people to lead healthier, active lives and have opportunities to learn about and improve their mental health and resilience
* Equality and Discrimination – broadcasting the value of young Scots, challenging negative perceptions of young people, and supporting young people to take leading roles in challenging discrimination in all its forms.
* Enterprise and Regeneration – celebrating young people’s role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live
* Culture – celebrating young people’s talent and contribution to Scottish culture and arts.

# Objectives

For a web developer/designer to create an informative website that promotes the Year of Young People 2018 Joint Lottery Initiative, how to apply and, in future, showcases case studies of successful grants.

# Target audiences

* The main audience for the website will be potential applicants, and subsequently applicants and grantees
* Secondary audiences will include journalists and advocates of heritage

# Design

* The website design should appeal to young people
* It should make use of the colour palette of the wider campaign: <http://yoyp2018.scot>
* It also needs to accommodate multiple stakeholder logos – as HLF is one of many grant-givers taking part in this project
* The site should be responsive to include breakpoints for desktop, tablet and mobile users

# Technical considerations

## Platform

The site should use an open source CMS Drupal, with all pages being content managed, i.e. not static/hard-coded pages.

## Future proofing

The website will be built in a way that we could repurpose the site infrastructure and themes for future schemes.

## Universal Analytics

Universal Analytics tracking code should be applied to all pages.

## Search Engine Optimisation

The website should be built to be optimised for high performance in search engine indexes. Best practice must be applied during development – such as the inclusion of a title tag and meta description.

# Templates

Basic page

Must be able to accommodate:

* Images/Video
* Document downloads

Landing/section page (image/title based blocks)

# Site structure/content

* Homepage/Overview page
* How to apply
	+ FAQs
* About partners
* Press
* Running your project (later phase)
* Projects (later phase)
* Footer navigation:
	+ Mailing list sign up
	+ Privacy policy
	+ Cookies policy
	+ Accessibility
* Similar examples:
	+ <https://www.greatplacescheme.org.uk/>
	+ <http://www.lpowroof.org.uk/>

# Accessibility

The website (design and code base) should aim to conform where possible with WCAG 2.0 guidelines to AA standards.

# Mailing list integration

A mailing list sign up form should be present on the site – preferably within the footer. Data captured should include:

* First name
* Last name
* Town
* Postcode

This form should be integrated with HLF’s Dotmailer account, with contacts being stored under a specific address book.

# Domain and hosting

* Domain name will be purchased and administered by HLF
* Website to be hosted on HLF’s Microsoft Azure environment

# Timescales

* Launch: mid-Jan 2018
* Applicants should provide a timeline of key milestones. Please note there are multiple stakeholders which will impact the sign-off time of the project

# Budget

* No more than £9,999 (excluding VAT)

## Proposal Submissions

Service Provider’s who would like to be considered for this opportunity should provide a submission including:

* details of their relevant experience
* their proposals for meeting the Fund’s requirements to time and to budget
* Completion in full of the Invitation for Proposal Response Template set out below

The Fund will select the proposal that offers the Fund the best value for money solution (in terms of quality and price) for meeting its requirements.

**The deadline for proposal responses is 12pm on 30/10/2017. Acknowledgements and Submissions should be returned to tom.scott@HLF.org.uk .**

# TERMS AND CONDITIONS OF CONTRACT

## 1. DEFINITIONS

\*The Fund means the National Heritage Memorial Fund.

The Contract means the Fund’s request for services, the Supplier’s response to the request for services (“Supplier’s Response”) and these terms and conditions with Schedule One -Specification. This Contract constitutes the entire Contract between the parties hereto. For the avoidance of doubt, the Contract can only be amended in writing by the Fund's representative.

The Supplier means the company, firm, body or person to whom the Fund’s request for services is addressed.

The Supplies means all goods or services provided to the Fund by the Supplier in execution of this Contract and as per the description set out in the Fund’s request for services.

## 2. PRICE

The price shown in the Supplier’s Response is firm and is the total price for the Supplies including delivery and all labour, materials, equipment, overheads, all royalties, licence fees or similar expenses for the supply or use of any invention, process, model or information and all other costs of the Supplier in connection with the Contract for full and proper performance by the Supplier.

## 3. PAYMENT

Invoices, accompanied by all necessary documentation, shall be submitted to the Fund's representative. Payment shall be made 30 days (unless otherwise agreed in writing by HLF) after delivery of all items under the Contract and certification of satisfactory quality signed by the Fund's representative. Payments may be withheld or reduced by the Fund in the event of unsatisfactory quality without prejudice to the other rights of the Fund under the Contract.

## 4. AUDIT AND RECORDS

The Supplier shall maintain true and correct records including accountancy information in connection with the work of the Supplier in executing this Contract. The Supplier shall retain such records for a period of not less than twenty-four months after completion of the Services.

The Fund may from time to time make an audit of all records of this Contract. Where the Fund elects to undertake an Audit, the Supplier shall be given reasonable notice of the Fund's intention. Statutory retention periods for financial and other records are not affected nor altered by this condition.

## 5. NATIONAL AUDIT OFFICE ACCESS

For the purpose of:

a. the examination and certification of the Fund’s accounts; or

b. any examination pursuant to section 6(1) of the National Audit Act 1993 or any re­enactment thereof of the economy, efficiency and effectiveness with which the Fund has used its resources

the Comptroller and Auditor General may examine such documents as he may reasonably require which are owned, held or otherwise within the control of the Supplier and may require the Supplier to produce such oral or written explanation as he considers necessary.

## 6. REPRESENTATIVES

For the purpose of this Contract the Fund's representative shall be the person requesting the services on the Fund’s behalf.

## 7. FREEDOM OF INFORMATION

The Supplier shall make available at its own cost any information reasonably requested by the Fund in connection with the Supplier’s performance under this Contract and shall allow such access to its premises and contact with its employees as is necessary for these purposes. The Fund may share information about this Contract with other Lottery distributors, Government departments and other organisations with a legitimate interest in Lottery funding as well as with members of the public who make a request for information of the Freedom of Information Act 2000.

In particular, the Supplier shall and shall procure that its employees or sub-contractors shall provide all necessary information and assistance as reasonably requested by the Fund to enable the Fund to respond to any request for information it receives and in compliance with the provisions of the Freedom of Information Act 2000.

The Fund shall be responsible for determining in its absolute discretion whether any commercially sensitive information or other information is exempt from disclosure or may be disclosed either without consulting the Supplier or following consultation with the Supplier and having taken its views into consideration.

## 8.CONFIDENTIALITY

Without prejudice to the application of the Official Secrets Acts to any such information the Supplier undertakes:

8.1 that any information, obtained in the course of the execution of the contract is confidential and shall be used by the Supplier solely for the purposes of the Contract and shall not at any time be disclosed without the consent of the Heritage Lottery Fund.

8.2 to provide all necessary precautions to ensure that all information is treated as confidential and not disclosed as aforesaid.

8.3 that any technical information that is clearly designated as confidential and received by the Supplier under the Contract shall be treated in accordance with the provisions of this paragraph 8.1from receipt thereof. Nothing therein shall be so construed as to prevent the Supplier from using data processing techniques, ideas, knowledge etc. gained during the performance of the Contract in the furtherance of its normal business, to the extent that this does not result in the disclosure of confidential information or a breach of any valid patents, third party rights or copyrights of the Heritage Lottery Fund.

## 9. PUBLICITY

The Supplier shall not communicate with representatives of the general or technical press, radio, television or other communications media unless specifically granted permission to do so in writing by the Fund's representative. In response to any media or other enquiries relating to the Fund, the Supplier will refer the caller to the Fund’s representative, and will inform the representative of the enquiry as soon as practicable.

## 10. SAFETY

The Supplier shall be responsible for the observance by himself, his employees and subcontractors of all safety precautions necessary for the protection of himself, his employees, subcontractors and any other persons including all precautions required to be taken by or under any Act of Parliament including any regulations or bye-law of any local or other authority. He shall co-operate fully with the Fund to ensure the proper discharge of these duties.

## 11. WAIVER

The failure of either party at any time to enforce any provision of the Contract shall in no way affect its right thereafter to require complete performance by the other party, nor shall the waiver of any breach of any provision be taken or held to be a waiver of any subsequent breach of any such provision or be a waiver of the provision itself.

## 12. TERMINATION

The Fund may terminate this Contract if the Supplier fails to perform any of its obligations under this Contract and such failure continues for a period of 7 days after written notice thereof. If the Supplier is involved in any legal proceedings concerning its solvency, then the Fund shall have the right to terminate this Contract immediately.

## 13. INTELLECTUAL PROPERTY RIGHTS

Subject to the rights of third parties and to the rights of the Supplier arising otherwise than by virtue of the Contract, all rights in the results of work undertaken by or on behalf of the Supplier for the purpose of the Contract, including any software, data, reports, servicing schedules, drawings, specifications, reports, designs, inventions or other material produced or acquired in the course of such work and the copyright therein shall vest in and be the property of the Fund, who reserves the right to determine whether the result of the work shall be published and, if so, on what conditions and the Supplier shall ensure where necessary that he secures the right to effect such vesting.

## 14. ROYALTIES

All royalties, licence fees or similar expenses for the supply or use of any invention, process, drawing, model, plan or information in connection with the Contract shall be deemed to have been included in the Contract Price.

## 15. INDEMNIFICATION

The Supplier shall indemnify the Fund from and against aII claims and proceedings that may be made against the Fund, and any damages, costs and expenses incurred by the Fund in respect of any such supply or use.

## 16. INDEPENDENT SUPPLIER

The Supplier shall at all times during the term of this Contract be an Independent Supplier with respect to the Fund and nothing in this Contract shall be construed as creating at any time the relationship of employer and employee between the Fund and the Supplier in case the supplier is an individual; and in case the supplier is a company nothing in this Contract shall constitute a partnership or joint venture between the Parties.

## 17. JURISDICTION

This Contract is governed by and shall be interpreted in accordance with the laws of England and Wales.

## 18. NON-SOLICITATION

For the duration of the Contract and for a period of up to six months after the end of the Contract or earlier termination of the Contract, neither party shall employ or offer employment to any of the staff of the other party who have been associated with the delivery of the Services without prior agreement in writing.

* Company Name:
* Signature:
* Name:
* Title of Signatory:
* Date: