

Bridgnorth Town Council

Website Provision

Specification

Introduction

Bridgnorth Town Council is looking to upgrade its website before 1st September 2020 and invites suitable companies / organisations or individuals to quote for the work in line with the following specification.

Overview

The new web-site will be required to:

- Create a positive experience for users.
- Provide up to date and relevant information on Town Council Services.
- Serve as a depository for public information (policies /procedures/financial information etc).
- Be updated by Council staff quickly.
- Allow images and documents to be uploaded quickly and simply.
- Be simple to navigate and appear relatively uncluttered.
- Contain an 'Internal users' area for staff and councillors access only.
- Be fully compliant with the The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.
- Be secure and comply with GDPR.

Specifications

In addition to the general overview provided it is considered that the new website will need to have:

- The ability to upload documents and images of at least 48MB
- The ability for access by more than one administrator.
- An archiving facility.
- A basic operators manual or 'help'.
- An on-line enquiry form for residents to raise issues on Town Council services, with an automated holding reply.
- Have a 'search' facility
- Have a scrolling news/ information bar.

The successful quote will need to include:

- The construction of the basic site by transferring much of the data/information that currently exists across from the current site to the new site.
- Provide an initial training package for up to 4 individuals.
- An effective remote assistance/support facility available from the provider that can respond to unexpected errors or provide advice.
- Any annual site hosting and or maintenance fees.

- Any additional costs that might be incurred to achieve an operational web site.
- An estimated time line to ensure that the new website is operational and staff trained before Monday 21st September.

Submission of Quotes

Quotes will need to be submitted by Friday 29th May.

There will be an opportunity for those submitting the most suitable and competitive quotes to present options to the Council during the course of June 2020 before a final decision is made.

Further Information

If you wish to discuss the matter or require any further information before submitting a quote please contact, Ashley Kendrick on 01746 762231 or ashley.kendrick@bridgnorthtowncouncil.gov.uk