

**WESTMEATH COUNTY COUNCIL IS SEEKING**

# Request for Quotes (RFQ) for the Migration and Hosting of website for Westmeath County Council Libraries, Heritage and Arts Departments

**Issued by: Westmeath County Council, County Buildings, Mount Street, Mullingar, Co. Westmeath**

**Date of issue: 23rd February 2024**

# Closing date: Monday 11th March 2024, 12.00 noon.

1. **INTRODUCTION**

Westmeath County Council requires a new host for the Libraries, Arts and Culture website [www.westmeathculture.ie](http://www.westmeathculture.ie) (Westmeath Culture). This website hosts dynamic content that includes use of images, video and text.

Proposals are sought from suitably- qualified and experienced professionals to migrate and host the existing website. The website should be ready to go live by the end of April 2024 and the contract will include updates and maintenance of the website for a duration of 3 years.

# Aims of Project and description of the works required:

The aim of this project is to migrate the existing website and to provide hosting for [www.westmeathculture.ie](http://www.westmeathculture.ie) for a minimum of 3 years. The website content will managed and maintained by Westmeath County Council staff.

The **Request for Quotation** shall include for the following:

* + - Migrating the site from the existing host
		- Ongoing maintenance options
		- SEO – details of approach and management (Google Analytics)
		- Hosting –we require details of your hosting service.
		- Timescale to commence and complete the project – It is anticipated that this project will be completed by end of April 2024. Please include an outline of the process involved in the migration and an indication of any potential downtime during this process.
		- Ability to facilitate growth and functionality.
		- SSL
		- GDPR compliance

# PROCUREMENT

* 1. **Response to the brief**

Proposals for this project are sought from suitably qualified and experienced professionals.

The successful applicant/s will be expected to have the necessary qualifications and skills to bring the project to completion within the scheduled timeframe. It is required that the website will be migrated and live by 30th April 2024

**Closing date for receipt of Proposals is:** **Monday 11th March 2024, 12.00 noon.** It is the responsibility of the tenderer to ensure that the Proposals are received on time.

The project proposal should include:

* + - Statement of legal status, e.g. limited company or sole trader
		- CV/s outlining the relevant professional qualifications and experience of the personnel proposed
		- Contact details of two or more referees from at least two separate projects/positions
		- A resource plan outlining project timeline and indicative breakdown of person hours for each aspect of the project.
		- A detailed breakdown of the estimated cost of carrying out the work including resources, timeline, and costs
		- A clear strategy as to how the project would be managed, including any systems for controlling and monitoring the project and contingency plan for sick leave and/or holidays.
		- Statement that the consultants are tax compliant.

Note: documentary evidence will be required in relation to tax clearance, insurances and other related documentation prior to appointment.

# Evaluation of Proposals

Evaluation of proposals will be based on the ability of the persons to deliver the skills to meet the requirements detailed above and on the value for money of the proposed work. Westmeath County Council is not bound to accept the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission.

# Award Criteria

The contract will be awarded on the basis of the most economically advantageous and relevant tender by applying the following award criteria and weightings, scored out of a total of 500 marks:

|  |  |
| --- | --- |
| **Criterion** | **Weighting** |
| Expertise and experience | 100 |
| Methodology and management for delivery of work | 125 |
| Cost structure | 125 |
| Quality of proposal | 100 |
| Sustainability  | 50 |
|  | **500** |

# GENERAL ISSUES

* 1. **Timeframe**

The approved website must go live by **30th April 2024.** The consultant appointed will be responsible for updates and maintenance of the website for a duration of 3 years.

# Budget and Financial arrangements

A full description of budget costs should be provided in the response to call for quotes.

The contract will be for web hosting, updates and maintenance for a duration of 3 years. The cost should also include any relevant updates during the contract. There will be an option to extend the contract for a further 1 (one) year with 1 (one) such extension permissible. This budget is inclusive of all project costs, including travel and any necessary equipment/tools. This project will be subject to withholding tax. A current tax-clearance certificate will be required.

The contract, if awarded, will be awarded on the basis of a fixed-price contract and, as such, all costs must be quoted (and clearly indicated) as a fixed price in euro (€). Ongoing hosting costs may be paid on an annual basis.

Payment for all services will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful Consultant, following the award of the contract. Westmeath County Council operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2002. The successful tenderer must accept payment of invoices by Electronic Funds Transfer to its nominated bank account.

# Copyright

All documents prepared by the consultants on foot of this appointment and submitted to the Contracting Authority will be considered the property of the Contracting Authority. The person(s) appointed will be required to assign their copyright to Westmeath County Council. The contracting authority reserves the right to use said materials at any time, including for use in other projects, without the prior approval of the consultants.

Copyright for any third-party illustrations or other material used should be cleared by the lead consultant. The consultants will be duly credited in any reports, publications or works that may emanate from this tender.

# Communication and queries

To ensure equality between applicants, Westmeath County Council or their partners will not enter into any correspondence or discussions with the applicants or their agents during the preparation period for submissions, save for the clarification of issues relating to the tender brief only.

Queries should be raised as soon as possible and, in any case, at **least 3 days** before the closing date. For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated. Queries should be submitted to: dearbhla.sheridan@westmeathcoco.ie clearly marked ‘Query for Quotation for Migration and Hosting of website’.

# Freedom of Information

Westmeath County Council is subject to the provisions of the Freedom of Information (FOI) Act 1997-2003. If tenderers consider that any of the information they have supplied is either commercially sensitive or confidential in nature, this should be highlighted and the reason for its sensitivity specified. In any such case, the relevant material will, in response to FOI requests, be examined in the light of the exemptions provided for in the FOI Act.

# Time-scale

The successful consultants shall coordinate with the steering team led by Dearbhla Sheridan Executive Librarian re scheduling.

**This website should go live by end April 2024**

* 1. **Award to Runner up**

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful party has not met its obligations, the Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

# Project Management

The project will be managed by a project steering group which may include representatives of Westmeath County Council Libraries, Heritage and Arts Departments. The project manager and/or representatives from the steering group will agree the work programme.

The client will be Westmeath County Council. The day to day contact will be with Dearbhla Sheridan Executive Librarian.

# Termination of Appointment

The Contracting Authority shall be entitled to terminate the appointment at any time without notice subject only to full payment being made for services performed up to date of termination.

# Insurance

# The successful tenderer shall be required to hold for the term of the contract the following insurances

|  |  |
| --- | --- |
| Type of Insurance | Indemnity Limot |
| Employer’s Liability | € 13,000,000 |
| Public Liability | € 6,500,000 |
| Professional Indemnity | €50,000 |

It is a condition of the award of this contract that the firm selected must produce evidence of such cover prior to the award and maintain such cover in place for a period not less than six years after completion stage.

# Submissions

Proposals should be sent by email, with the subject marked **"Quotation for Migration and Hosting of website "** to: dearbhla.sheridan@westmeathcoco.ie

# 3.12 Language of Proposal

The Proposal must be completed in the English language.

# 3.13 Personal details

The persons submitting the Proposal should provide:

 Name
Telephone
Email address

# CONDITIONS

In addition to the points outlined above, the following conditions will apply to all Proposals:

1. A completed declaration as per Article 45 of Directive 2004/18/EC on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts. See appendix A.
2. Any conflicts of interest involving the Consultant/s must be fully disclosed to Westmeath County Council, particularly where there is a conflict of interest in relation to any recommendations or Proposals put forward by the Consultant/s.

***Appendix 1 Article 45, of Directive 2004/18/EC co-ordinating procedures for the award of public supply contracts***:

1. Any candidate or tenderer who has been the subject of a conviction by final judgment of which the contracting authority is aware for one or more of the reasons listed below shall be excluded from participation in a public contract:
	1. participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA (1);
	2. corruption, as defined in Article 3 of the Council Act of 26 May 1997 (2) and Article 3(1) of Council Joint Action 98/742/JHA (3) respectively;
	3. fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities (4);
	4. money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering (5).

Member States shall specify, in accordance with their national law and having regard for Community law, the implementing conditions for this paragraph.

They may provide for a derogation from the requirement referred to in the first subparagraph for overriding requirements in the general interest.

For the purposes of this paragraph, the contracting authorities shall, where appropriate, ask candidates or tenderers to supply the documents referred to in paragraph 3 and may, where they have doubts concerning the personal situation of such candidates or tenderers, also apply to the competent authorities to obtain any information they consider necessary on the personal situation of the candidates or tenderers concerned. Where the information concerns a candidate or tenderer established in a State other than that of the contracting authority, the contracting authority may seek the cooperation of the competent authorities. Having regard for the national laws of the Member State where the candidates or tenderers are established, such requests shall relate to legal and/or natural persons, including, if appropriate, company directors and any person having powers of representation, decision or control in respect of the candidate or tenderer.

1. Any economic operator may be excluded from participation in a contract where that economic operator:
	1. is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
	2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
	3. has been convicted by a judgment which has the force of *res judicata* in accordance with the legal provisions of the country of any offence concerning his professional conduct;
	4. has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
	5. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
	6. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
	7. is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

Member States shall specify, in accordance with their national law and having regard for Community law, the implementing conditions for this paragraph.

1. Contracting authorities shall accept the following as sufficient evidence that none of the cases specified in paragraphs 1 or 2(a), (b), (c), (e) or (f) applies to the economic operator:

(a) as regards paragraphs 1 and 2(a), (b) and (c), the production of an extract from the ‘judicial record’ or, failing that, of an equivalent document issued by a competent judicial or administrative authority in the country of origin or the country whence that person comes showing that these requirements have been met;

(b) as regards paragraph 2(e) and (f), a certificate issued by the competent authority in the Member State concerned.

Where the country in question does not issue such documents or certificates, or where these do not cover all the cases specified in paragraphs 1 and 2(a), (b) and (c), they may be replaced by a declaration on oath or, in Member States where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country whence that person comes.

1. Member States shall designate the authorities and bodies competent to issue the documents, certificates or declarations referred to in paragraph 3 and shall inform the Commission thereof. Such notification shall be without prejudice to data protection law.
2. OJ L 351, 29.12.1998, p. 1.
3. OJ C 195, 25.6.1997, p. 1.
4. OJ L 358, 31.12.1998, p.2.
5. OJ C 316, 27.11.1995, p. 48.
6. OJ L 166, 28.6.1991, p. 77. Directive as amended by Directive 2001/97/EC of the European Parliament and of the Council of 4 December 2001 (OJ L 344, 28.12.2001, p. 76).

**Appendix 2 – Applicant Response Form**

|  |  |
| --- | --- |
| **Name:** |  |
| **Company** |  |
| **Telephone:** |  |
| **Email Address:** |  |

**Criteria 1 – Hosting Expertise and experience**

Describe what experience your organisation has in delivering the required services. Include two references/examples

**Criteria 2 – Hosting: Methodology and management for delivery of work**

Provide a detailed timeline including a breakdown of staffing and resources, including any downtime of the website during migration.

**Criteria 3 – Hosting: Cost structure**

Provide a breakdown of the costs. Outline maximum storage capacity/bandwidth

**Criteria 4 – Hosting: Proposal**

Outline your solution to the migration of www.westmeathculture.ie

**Criteria 5 – Sustainability**

Briefly describe how you are reducing your impact on the environment and promoting environmental responsibility. Include references to any environmental policies and training in place in your organization.