REQUEST FOR PROPOSALS FOR DEVELOPMENT OF NEW OHR WEB PAGE

The OHR is requesting proposals from qualified professional company for design and development of new web page for Office of the High Representative in Sarajevo and transfer of documents and other materials from old to new web page.

The tender information is given in the following order:

I) Background
II) Proposal Submission Conditions
III) Ownership and intellectual property
IV) Selection and Award
V) Proposal Submission and Deadline
VI) Statement of Work

I Background

The current OHR web page (www.ohr.int) has been created in 2001 and need to be replaced with new modern web page. Our web page has 4 language versions. It has more than 49,000 documents organized in Microsoft SQL Server database, running on Windows Server 2003 / .NET Framework 3.5. using ASP.NET. There are also more than 2,000 pictures and 500 video files. All existing data, tables, pictures, videos, etc. need to be exported/converted into a new SQL RDBMS/file system. The structure of the current database will be provided.

II Proposal Submission Conditions

The proposal must be in English or local language, and include one original and one copy.

Proposals shall contain the following information:

1. **Name and address of the company**, contact phone number, e-mail and name of the contact person.
2. **Description and methodology of offered services.**
3. **Time needed for development of new web page.**
4. **Detailed warranty time and condition.**
5. **List and description of at least five other web pages, with references contact details, which company developed in the last three years.**
6. **Detailed CVs of key team members**
7. **Detailed break down of costs and terms of payment in KM or EUR, excluding VAT.**
8. The proposal must be valid for acceptance for 90 days, and the price fixed for the duration of the contract.
9. OHR will pay VAT in accordance with the Law on VAT.

III Ownership and intellectual property

The company will supply complete source codes, database creation scripts and structures for the new web-site as well as other material needed for improvement and maintenance of the web-site by OHR.

OHR shall acquire ownership of web page including source code, software, databases and user manuals, in their tangible form and the right to use them as deemed fit.

IV Selection and Award

The bids will be considered by the OHR against the stated description and methodology, professional experience of key team members, cost, timeframe, previous work and any other relevant elements. The OHR may wish to interview bidders.

Contract will be awarded to the most economically advantageous proposal in terms of:

Technical Proposal (70%)

- Expertise of the Firm: 25%

- Description and Methodology: 25%
- Experience and expertise of Key team members: 20%

Financial Proposal (30%)

OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders related the preparation of tender.

V Proposal Submission and Deadline:

Technical and financial offers shell be placed in separate sealed envelopes clearly marked **Technical offer** and **Financial offer**. Both envelopes shall be placed together in the sealed envelope, clearly marked "REQUEST FOR PROPOSALS – WEB PAGE " and delivered **NO LATER than 18th June 2015 by 12:00 hours to the following address:**

<div align="center">

OHR
Head of Logistics
Emerika Bluma 1
71000 Sarajevo,
Bosnia and Herzegovina

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Questions:

We believe you have all the information necessary to prepare your proposal, but any questions or requirements for clarification, should be in writing **only** to the Head of Logistics on e-mail: tender@ohr.int, and not to other officers of OHR. It is in all bidders interest to register their intention to bid so that everyone may receive answers to any questions put by other bidders. Please address this registration to e-mail: tender@ohr.int by **12th June 2015.**

VI Statement of Work

Technical Competencies of the company and Key team members

- At least 5 years of experience in developing similar websites;
- Extensive experience in web development, graphic design and implementation of information rich, user-friendly and large websites
- Extensive experience with CMS;
- Advanced proficiency with HTML, DHTML including style sheets, templates, complex tables and image maps;
- Strong knowledge in web server technologies;
- Strong knowledge of database development platforms including MySQL, SQL server;
- Should have knowledge of JavaScript and a good understanding of cross browser compatibility issues;
- Knowledge of W3C standards such as XHTML, accessibility standards, content sharing standards such as RSS/RDF and Open Archives Initiative;

Description of new OHR web page

The web page should be developed with a Content Management System – CMS. Company should offer a solution which consists of CMS and SQL database installed on web server. The new web page should maintain continuity with the existing structure of categories and documents numbering in the SQL database.

The proposed solution should enable OHR employees to create, change or add any type of web content (including user interface) independently, without additional expenses. That includes interventions in the menu structure, changing and adding of categories, adding or removal of modules etc.

The web page needs to accommodate 4 language versions, time-specific content publishing, editing of content through a WYSIWYG editor, flexible interlinking of related content from different categories, PDF conversion, printing and sending od content by e-mail, and should enable sharing of content on social networks. The new web page needs to preserve the existing 4 language versions: English, Bosnian, Croatian and

Serbian (Cyrillic). The primary language is English, and in case any of the other three language versions is unavailable, the web page should display the English version.

The CMS should support the possibility of searching and RSS sharing. The published content is static and dynamic; all dynamic content should be available for categorization in an unlimited number of categories and an unlimited hierarchy. Each category should be searchable based on date, month and year, as it is the case on the existing OHR web page.

The new web page should have a central database of multimedia content (audio, video files and photos) with the possibility of uploading photos through the CMS, and a solution for integration of existing multimedia galleries into the new interface.

The proposal should include one or more ideas for the final design of the web page layout and user interface. Design proposals need to be included in the overall proposal. The web page should maintain a three-column structure, with the addition of two or more horizontal stripes at the top and bottom for menus and design elements. The main content should be displayed in the central column. Menus are arranged based on relevance in the horizontal elements, as well as the left and right columns. Preference is given to static menus. The recommended colours for the design proposal are variations of white, blue, yellow and silver (colours of the flags of BiH, EU and the UN).

The proposal should include web page mobile version as an option. Price of web site mobile version should be quoted separately.

OHR loge can be found on following link: https://www.ohr.int/ohr-info/photos/images/ohr-logo3-a.jpg.

The web page should include one section available only to registered users. These users are a predefined static group of

users defined by the OHR, and there is no need for an additional user registration service. This restricted section needs to allow uploading of and management of content through the CMS by the web page manager, as well as allow downloading by registered users.

The selected company should be able to provide maintenance and technical support, which includes technical maintenance and website monitoring, optimisation and backup of the database. Upon completion of the web page, the company should submit written tutorials and provide training for the OHR staff in the usage of CMS.

The existing web page should remain fully functional until completion of the new one.

Web hosting is not part of this tender.

Structure of web page