



Invitation to Tender: 2010 Review Web Developer

Background

The UK Commission for Employment and Skills

Established by Government in April 2008, the **UK Commission for Employment and Skills** is a key recommendation in Lord Leitch's 2006 review of skills. The UK Commission was originally created by the merger of two predecessor organisations, the Sector Skills Development Agency and the National Employer Panel. Our ambition is to benefit employers, individuals and government by advising how improved employment and skills systems can help the UK become a world-class leader in productivity, in employment and in having a fair and inclusive society: all this in the context of a fast-changing global economy.

As employers have prime responsibility for improving productivity, the **UK Commission** strengthens the employer voice and provides greater employer influence over the UK's employment and skills systems. We provide independent advice to the highest levels in the four UK Governments, helping to achieve improvements through strategic policy development, evidence-based analysis and the exchange of good practice.

About the 2010 Review

Throughout 2010, the UK Commission will be conducting a Review into the level of integration between Employment and Skills systems within England, Scotland and Wales. The government is committed towards producing an integrated employment and skills system as they believe it will lead to a more productive, efficient and supportive employment and skills system for individuals, employers and the economy as a whole.

The Review will look at the whole of the publicly funded employment and skills systems, including higher education and assess the level of integration within these systems. The Review will also look at the impact of these integration initiatives upon individuals and employers who access these systems to evaluate whether the service which they have received has improved since integration initiatives began.

Fieldwork in 2010

The Review will look to engage with a large range of partners, stakeholders and customers of the Employment and Skills system within the fieldwork which will take place in 2010. The Fieldwork has three strands:

1. National Stakeholder Engagement
2. Regional/ Sub-Regional Self Assessment Workshops

3. Review website with Online Consultation

This Invitation to Tender seeks to procure a web developer who will support the creation of the third strand.

About the website

The 2010 Review website will:

1. Ensure that a wide group of stakeholders have an opportunity to contribute to the Review by targeting audiences who have not participated in the sub-regional/regional fieldwork or national engagement.
2. Support the communication of the Review allowing stakeholders to stay up to date on progress.
3. Support the delivery of the sub-regional/regional fieldwork and national engagement by, for example, creating a space where preparatory work or summary notes can be posted.
4. Create transparency in how the Review is conducted and invite contribution to the key findings and recommendations to invite trust and endorsement from key stakeholders.

The 2010 Review website will be split into two areas (see diagram 1). The first area will be hosted on the existing UKCES website and will:

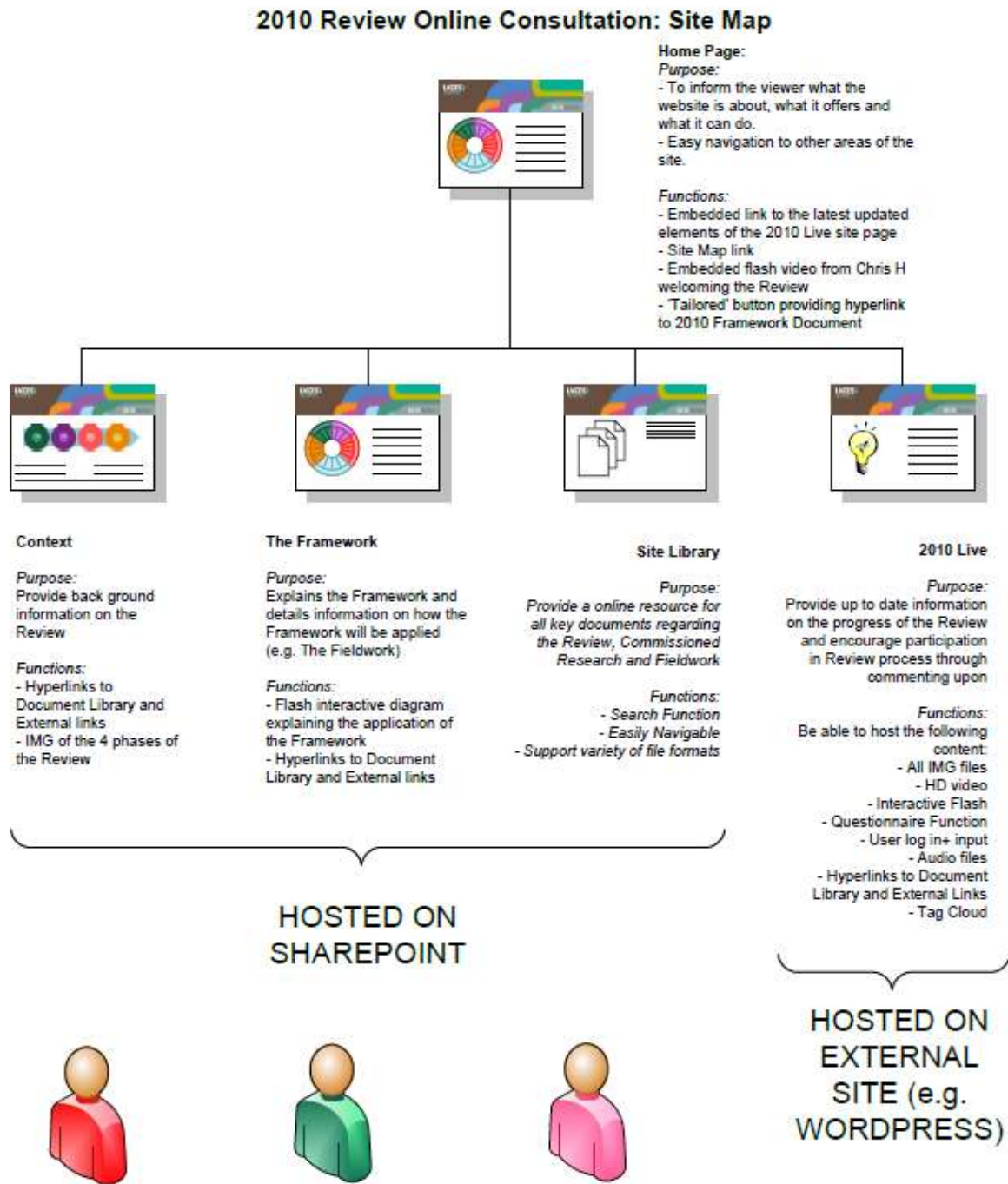
- Provide the main homepage for the Review website.
- Provide background and context to the Review.
- Host a document library for published content relating to the Review.
- Be based upon Microsoft SharePoint infrastructure.

This tender does not require any support for this element of the 2010 site. This site will be developed by the 2010 Review team and the in house IT department and will host the majority of the 'static' content. The successful applicant will be expected to develop a product which can successfully link from the internally designed SharePoint site described above, to a 'live' site outlined below:

The successful applicant will be responsible for the development of the second area of this site. The purpose for the second area of the website is as follows:

- Provide regular updates on the progress of the Review via rich and mixed media
- Allow users to comment, discuss and contribute ideas to the updates and information shared on the website.

Diagram 1:



Audience

The main audience and users for this website will be policy makers, agencies contracted providers of employment and skills services and key and stakeholders who are involved within the Employment and Skills systems across England, Scotland and Wales.

Web developer – Scope of services

Key Deliverables:

We are seeking the skills of a consultant/s to provide web design services to meet the specifications of the 2010 Review site described above. Alongside technical expertise, we are seeking creative web design input and we expect to work closely with the developer to build an engaging site that encourages input from users. We expect that the functionality, content and look of the site will change and develop as the Review progresses in 2010. The Web Developer will ensure that we have an excellent basic site that we can build up over the year.

We are looking for a web developer to:

- Produce, arrange hosting and launch a website which fulfils the requirements below
- Launch the site by 1st April 2010.
- Link the micro site with the other 2010 Review site prior to launch.
- Ensure that 2010 Review staff are supplied with information required to use the finished website.

Site specification:

Infrastructure and content:

- The site is to be hosted on external servers for 12 months, with any necessary domain registration arranged for this period.
- WordPress is our required publishing platform for this site.
- The completed site must be easily accessible by members of the 2010 team who will be regularly uploading content and editing and approving material. Therefore, we require simple mechanisms for uploading content.
- A core element of the new site will be a blogging mechanism and discussion forum.
- The site must have the capacity to host a wide variety of content. This includes: Video, Interactive flash, a variety of image files, hyperlinks to other websites, embeddable content from other websites (e.g. YouTube).
- Capacity to grow, build and develop
- We expect that the Web developer will test the site to ensure stability across a variety of browsers.

Appearance:

- We expect the new site to be branded in line with our corporate style, allowing for slight flexibility and uniqueness where necessary.
- Offer the user a seamless transition between the 'static' site and the 'live' site.

User generated content:

- We require simple user authentication: users of the website must be able to register and contribute comments and add to discussions on the site.
- The registration process must include specific fields that we will provide.
- We would expect consultants to provide the option of longer term site support, should it be needed.

Skills and experience required:

Essential – the ability to provide links to online examples of previous similar work which demonstrates:

- Wide experience, knowledge and understanding of using the **WordPress** publishing platform.
- Able to use a wide variety of file content and media in development of sites.
- Extensive experience of web design and translating client's requirements into functioning sites.

Desirable

- Technical knowledge and understanding of SharePoint 2007, and SharePoint designer
- A creative design background
- Previous work with public delivery agencies

Proposals and Questions

If you have any questions, please contact Thomas Bale on +44(0)2078818937. If you are interested in being considered for this work, please submit the following documents via email to Thomas Bale at thomas.bale@ukces.org.uk by 1:00 pm **Monday 22nd February 2010**.

- A budget including your rates. The budget should not exceed £9,000 including VAT and expenses. It should include a breakdown of:
 - Specifically, costs of hosting for 12 months, and any domain registration costs
 - All set up costs
 - Ongoing support included in the proposal, and the cost of extension
 - A timeline, demonstrating how the project will be delivered on time
- Your CV with up to date contact details (email address, phone number). In your CV, please highlight skills and experience relevant to the 'essential' and 'desirable' identified above.
- Please indicate your availability between 22 Feb and 01 April 2010.

Documentation provided will be evaluated on the following basis:

- Availability during the necessary period – Pass/Fail
- Price – 25% of total marks
- CV & online links – 75% of total marks – split at 20% each for demonstration of each of the Essential elements and 5% each for each desirable element.

Short listing decisions will be made on the basis of your ability and knowledge to do the job to a high standard and to add real value to the work. We will be assessing applications against the skills and experience detailed above.

The process will proceed as follows after the submission of this information:

Interviews at UKCES' London office	Tuesday 23 rd Feb
Selection and contracting	Tuesday 23 rd Feb
Commencement of work	Wednesday 24 th Feb