NAME OF THE PROJECT: UPGRADING, HOSTING AND MAINTENANCE OF MLM WEBSITE.

1. INTRODUCTION OF THE PROJECT

The Makana Local Municipality (MLM) seek to appoint a qualified and experienced service provider to upgrade its WordPress based municipal website for a period of 24 months.

The appointed service provider will be responsible for the re-design, development, and maintenance and the hosting of MLM website. The service provider will have train the MLM staff on 1st line support and content management.

2. AIM OF THE PROJECT

The aim of the project is to ensure that MLM is provided with communications and marketing tools whose branding adequately reflect the values and ethos of the institution and further, whose functionality showcases the quality offerings that the institution provides.

3. SCOPE OF WORK

The service provider will be tasked with the design and architectural development of a high-quality, results-driven website with an easy to use content management system, modern web applications, search engine optimization and social media platform.

3.1. Architecture

The service provider will have to design a blueprint for website's structure, layout, functionality and back-end systems.

3.2. Creation

a) Use WordPress and other information technology tools, to create and structure the new site.
b) Enhance existing MLM logos and graphics quality.
c) Set up user-friendly navigation lay-out changing and adding items on the navigation bar. Set up an easy uploading system for documents and images from various internal and external sources. Default system in place to resize all photos automatically to small, medium or large.
d) Set up library portal containing space and mechanism for the uploading and storing of digital documents and images.
e) Develop an events calendar and monthly newsletter.
f) Development of a security management plan for the website
g) Align and ensure compliance with treasury and other regulation
h) Provide:
   - Technical support
   - Google CDN integration
   - Google Maps integration

- Full social Logon Support
- Multi lingual Support
- Tender Workflow (Auto expiry)
- Vacancies (Linkedin CV Support)
- Download Manager with DropBox and Google Drive support
- SSL Encryption Support with compliance
- Google Api driven Local Business Listing
- Multi-language support
- Content changes in cases where admin right holders do not have access
- User management
- Monthly and annual google analytics PDF and CSV format
- Transfer of maintenance and management from the previous service provider

4. IMPLEMENTATION:

a) Configure the new site and link the website to the domain information on the web.
b) Migrate the existing content from the current MLM website.
c) Set up a media manager for easy retrieval.
d) Provide training on the Content Management System.
e) Use web technology to position the website in major search engines for maximum exposure to our target market (Search Engine Optimization-SEO)
f) Monitor the website and its environment to ensure correct parameters at all times

5. KEY DELIVERABLES

a) A project plan
b) An upgraded MLM website containing all features specified in the scope of work
c) Hosting and maintenance agreement
d) Security management plan

6. CONDITIONS OF THE CONTRACT

Upgrading of the website with a 24 months maintenance and content management contract for the website.

7. PROJECT TIMEFRAME AND IMPLEMENTATION

The project will be contracted over a 24 months period.

A Service Level Agreement (SLA) will be discussed and signed with the selected service provider. Service providers must attach a draft SLAs to their proposal.

A detailed implementation plan/project plan must be attached to the proposal. The plan must provide detailed activities and approach that will show an understanding and appreciation of the work that must be done during the project.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	**100**
Previous experience in projects of similar nature	40
Compliance with SSL requirements	30
Innovation and creativity in the proposed solution	10
Planning and quality assurance	10
Strength of the project team	10
STAGE 2 OF EVALUATION – PRICE & BBBEE POINTS	
Price	**80**
BBBBEE POINTS	**20**

Functionality assessment will look at the following:
To claim the points above the service provider must attach to the proposal.

Scoring the proposed solution:	Points

1. **Previous experience in web development and maintenance (in the last 12 months)**
  ▪ Above 8 projects   = 40 points
  ▪ 5 to 8 projects   = 20 points
  ▪ 3 to 5 projects   = 10 points
	40

2. **Compliance with SSL requirements**
 	
The service provider must have Cryptography Provider certificate issue under the Electronic Communications Act .. (attach a certified copy)
  ▪ If certified certificate is attached   = 30 points
  ▪ If Confirmation letter is attached   = 20 points
  ▪ If No certified certificate / Confirmation Letter   = 0 points
	30

3. **Innovation and Creativity** Demonstrated ability to offer proposed solution with innovation, creativity and quality. At least three proposed themes must be attached in color.	10
4. **Planning and Quality Assurance** Clearly defined project plan, activities, quality assurance and timeframes	10
5. **Strength of the Project Team** The Project Team leader must have BSc Computer Science (3 points). The Project Team leader must have ND: Information Technology (2 points) Lead developer has more than 3 years of web development experience (5 points)	10

Innovation and Creativity, Planning and Quality Assurance using the following scale:

Value	Description
5 – Excellent	Meets and exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and should be adequate for stated element
2 – Average	Compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

POINTS AWARDED FOR AND PRICE AND B-BBEE CONTRIBUTION
Price points   **80pts**
B-BBEE contribution points   **20pts**
Total points for the price and BBBEE contribution must not exceed 100
Bids that do not meet a minimum of **65** points out of 100 for the criteria listed above will not be considered further.