

## PUBLIC PROCUREMENT

### Call for Tenders

# Development of a participative multisite Internet platform in several languages

## CONSULTATION RULES (C.R.)

**REFERENCE: Interreg Alpine Space – YOUrALPS – WP T1 Web platform – Project 384**

Date of publication of this call: 16 June 2017

**SUBMISSION OF TENDERS:**

Closing date: **4 July 2017**

Cut-off time: **midnight**

**CONTRACTING AUTHORITY :**

Alparc  
Alpine Network of Protected Areas  
256, rue de la République  
F - 73000 Chambéry  
+33 (0) 4 79 26 55 00

# Article 1: Public purchaser

## 1.1. Details of contracting authority structures

### **Alparc**

The Alpine Network of Protected Areas

256, rue de la République

F - 73000 Chambéry

+33 (0) 4 79 26 55 00

## 1.2. Additional technical and administrative information

The tenderer will be in contact with two people regarding information about the technical details of the project:

- Lydia Fondo for the network Educ'alpes, Chargée de communication et d'information, [lydia.fondo@educalpes.fr](mailto:lydia.fondo@educalpes.fr)
- Veronika Widmann for the network Alparc, Project Officer, [veronika.widmann@alparc.org](mailto:veronika.widmann@alparc.org)

## 1.3. E-mail addresses to which applications should be sent

[veronika.widmann@alparc.org](mailto:veronika.widmann@alparc.org) and [info@alparc.org](mailto:info@alparc.org)

## 1.4. Type of public purchaser

The present contract has been launched by an association.

# Article 2: Object and extent of the consultation

## 2.1. Description

### 2.1.1. Description of the object of the contract

In the frame of the European INTERREG Alpine Space YOUrALPS European project (2016-2019), a group of 12 partners, including Alparc et Educ'alpes, are going to create and develop an international network of mountain professionals and professionals in formal and non-formal education on an Alpine scale, (To find out more : <http://www.alparc.org/fr/our-actions/mountain-education/youralps>).

In order to communicate and give more visibility to this new network and share different announcements /resources, an institutional Internet platform will be created. It will be developed coupled with an existing Internet platform aimed principally at young people ([yapp-network.org](http://yapp-network.org)).

Thus the principal project described in the specifications relates to the development of an Internet platform for the international network for professionals , multisite managed , multilingual (5 languages) and participative, in responsive design with a common database of mutualised resources (to be created ) which will supply the totality of the portals (presented here and in the future ). This portal for professionals has to be created from A to Z (including the graphics).

The existing site [yapp-network.org](http://yapp-network.org) will be integrated into it. Currently under Plone, in 5 languages and with no database, the migration of the existing platform [yapp-network.org](http://yapp-network.org) will therefore have to be carried out on the new platform. The [yapp-network.org](http://yapp-network.org) portal will have to be “connected” to the common database. The graphic appearance of [yapp-network.org](http://yapp-network.org), its content and the name of the domain will remain the same.

2 urls will be used to connect to the platform:

- <http://yapp-network.org>
- <http://www.platforme.pro> (temporary name of the portal for professionals)

Later it will also be possible to connect to the platform via the other URLs of the future additional sites.

The sites will share:

- the common database,
- the file storage server : server + backup.

Specific rights and access will apply to:

- the content : file, page, article,...
- user accounts
- content permissions
- the menus

The platform engine will make it possible to supply the two distinct Internet portals (the one for professionals and the one for young people).

Some mutualised resources put on line via the forms to be filled in on the different portals – and which will be selected by us – will be accessible very easily on the two tools (and later on the additional sites).

Via a back office, following criteria, the administrators will also be able to indicate on which portals and in which languages the mutualised data will appear and will be able to create specific forms and data on one portal or another.

Ideally, the data to be shown on different portals will be shown with the display specific to the portal concerned.

In the future, we wish to be able to create additional sites ourselves very easily.

**Definition “additional sites”:** These sites will be small portals related to the themes developed inside the network (e.g.: mobility, climate...) or, for example, aimed at a specific public.

They will be able to have different domain names (e.g.: climat-alpes.org) or be sub-domains of the platform for professionals (e.g.: http://www.changementclimatique.plateformepro.org/).

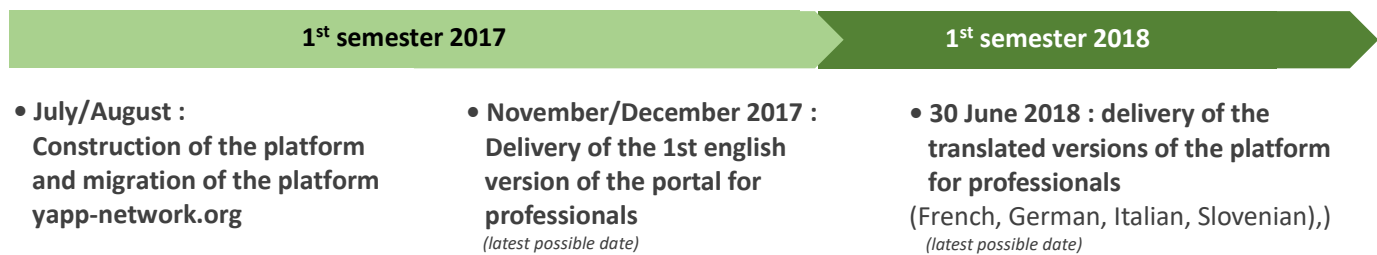
They will be able to have their own graphic universe, be personalised or have a graphic theme which will be a version of the portal for professionals. They will be able to access and be supplied by the common database.

A model of a pre-configured site with a specific graphic theme (version of portal for professionals) or equivalent will be developed in the frame of this contract.

We wish the multisite platform to be created using one of the following CMS: TYPO3, Drupal or eZ Publish which, after assessment on the part of experts, particularly meet our expectations in terms of functionalities, security (spam, faults, racketeering, etc.), content management autonomy and autonomy in terms of the creation of additional sites. Ideally, the solution must be a solution for the 5 (or more) years to come.

There will be regular meetings about how the work is progressing in the 2nd semester of 2017 by telephone and at the headquarters Alparc. One or two additional meetings could be held in 2018.

**Principal due dates of the project:**



*All information (desired infrastructure, expected functionalities, additional services (notably a newsletter), etc.) is in the specifications available on request.*

**2.1.2. Type of contract**

The services are the object of a public procurement.

**2.1.3. Breakdown of the consultation**

Breakdown into lots is not envisioned.

**2.1.4. Place where the service is provided**

The service provider at the agency. Physical (1st meeting) and remote meetings with Educ’alpes and Alparc.

**2.2. Calendar**

	Dates
Closing date for requests for clarification about the service	28 June 2017
Date on which the sponsor will give the final explanations	29 June 2017
Closing date for submitting of tenders	4 July 2017

Date of evaluation of tenders	7 July 2017
Notification of awarding	10 July 2017

### 2.3. Validity period of tenders

The validity period is fixed at 90 days counting from the closing date for the submission of tenders.

### 2.4. Variants

No variants are allowed

### 2.5. Changes in details

The sponsor reserves the right to make some changes in details to the consultation file, at the latest 5 days before the closing date fixed for the submission of tenders. Applicants must then respond on the basis of the modified file. They may not make any claims in this matter.

### 2.6. Participation and subcontracting

#### 2.6.1. Eligibility and application

Participation open to legal entities established in France and member countries of the EU.

#### 2.6.2. Number of applications

One single application per physical or legal person is allowed, in whatever form of participation (as an individual legal entity or as a director or member of a consortium submitting an application).

#### 2.6.3. Subcontracting

The person entitled may use subcontractors for some services. In this context the person entitled must inform ALPARC who will give their accord for the performing of the services in question.

### 2.7. Funding and payment arrangements, reference to the relevant provisions

The present contract is financed in the frame of the “**Interreg Alpine Space – YOUrALPS – N° 384**” project described in the specifications.

This project of the development of a participative Internet multisite platform in several languages will be carried out after having signed the contract.

All documents supplied by the service provider awarded the present contract must mention “**Interreg Alpine Space – YOUrALPS – N° 384, WP T1 Webplatform**” and bear the logos of this project as they are supplied by the sponsor.

Payment will be made by bank transfer.

An initial payment will be made after having signed the contract, a second payment in December 2017 and a third in June 2018.

**Budget for the development of the webplatform : 18 000 euros TTC max.**

**Please indicate supplementary options and their costs which are added to the budget of the development of the webplatform.**

As the present contract is carried out in the frame of a European project, the corresponding funding will only be supplied to ALPARC if all the supporting documents include a clear reference to the “**Interreg Alpine Space – YOurALPS – N° Projet 384, WP T1 Webplatform**” project. Consequently, Alparc will be obliged to return for redrafting all invoices not bearing this mention.

Invoices will be paid by the contracting authority by bank transfer.

The person entitled must send bank details according to the new SEPA standard in order to receive payment.

## **Article 3: Compilation of application file**

### **3.1. Additional information before the closing date for receipt of tenders**

If, either on their initiative or at the request of an applicant, the sponsor includes additional information in the call for tender file, they must communicate it to all the recipients of the call for tenders simultaneously.

The applicants may send questions by email up to 28 June, specifying the references (cf. “3.3. Conditions for the sending and submission of tenders”).

After that date the sponsor will no longer be under the obligation to give clarifications.

### **3.2. Application file**

The application must consist of a technical tender and a financial tender.

The file to be handed over by each applicant submitting a tender will be sent by email and include the following documents:

- Presentation of the structure
- Description of the services, organisation and methods
- Detailed quotation
- The summary table of the services (table 1)
- References (previous setting up of similar Internet platforms...)
- A table of the persons appointed to the contract (table 2) together with their CV

Table 1

Services (-> see specifications for details of the services: part "5.4. Service expected")	Number in ½ days	Unit cost in € exclusive of tax for one ½ day's work	Unit cost in € inclusive of tax for one ½ day's work	Total Cost in € exclusive of tax	Total Cost in € Inclusive of tax
The Internet platform in responsive design in 5 languages (professional/youth)					
Including graphics service (design of portal for the professionals)					
Including the setting up of a preconfigured model of the site					
Formation - workshop					
Formation - documentation					
Newsletter					
Technical maintenance and security management of the overall web platform (yearly)					
Technical support (flat rate of 7 hours per semester) – Indicate the price per semester					
TOTAL in € exclusive of tax					
TOTAL in € inclusive of tax					

Table 2

Name of persons	Position in the company	Number of years of professional experience in the creation of Internet sites	Studies/training and level of studies

### 3.3. CONDITIONS FOR THE SENDING AND SUBMITTING OF TENDERS

The applicants will send their files by email only.

The applications and tenders of the applicants, as well as the accompanying presentation file, will be written entirely in the French or English language.

The monetary unit used is the euro.

In dematerialised version, the tenders must be sent to [info@alparc.org](mailto:info@alparc.org) and [Veronika.Widmann@alparc.org](mailto:Veronika.Widmann@alparc.org) before 4<sup>th</sup> July cut-off time **midnight**.

The object of the email must mention: **TENDER FOR PUBLIC PROCUREMENT / Internet platform**  
In the body of the message: **“TENDER FOR PUBLIC PROCUREMENT / Reference: Interreg Alpine Space – YOUrALPS – N° 384”**.

The message will include all documents mentioned in the present rules.

A receipt will be sent to the applicants who have submitted the items mentioned.

### **3.4. Cost of the preparation of the applications**

All costs incurred by the tenderer during the preparation and submission are non refundable. All expenses are the responsibility of the tenderer.

## **Article 4 : Evaluation of the Applications and Tenders**

### **4.1. Judgement of Tenders**

The applicants will be selected and the tenders judged in keeping with the fundamental principles of the Public Procurement Code.

The tender accepted will be the one which is the most economically advantageous, assessed on the basis of the following weighted criteria:

- Technical value assessed in view of the technical brief: 40%
- Organisation, methodology and applicant’s references: 30%
- Price of services: 30%

The tender which has obtained the highest cumulative mark will be declared the most economically advantageous.

Alparc can decide to enter negotiations with the two best-ranked tenders .The negotiation can relate to both the prices and the technical brief of the applicants.

### **4.2. Awarding**

The tenders will be ranked according to the criteria stated above.

### **4.3. Notification of awarding**

The successful applicant will be informed by post and by email that his tender has been accepted.

Moreover, at the same time, the sponsor will inform the unsuccessful applicants.



# Article 5: Additional information

## Appeal procedure

The court having territorial jurisdiction is: Chambéry