

Request for Quotation (RFQ): South Dublin County Public Participation Network Website

Context and Background

South Dublin County Public Participation Network is an independent umbrella network providing a voice for all community, voluntary and environmental groups in the county. It was established in 2014 following a series of public meetings and information campaigns. It is set up to be the main link through which South Dublin County Council and other decision-making bodies in the county connect to the community. The primary aim of the Network is to co-ordinate and support the appointment of community representatives onto decision making committees within South Dublin County Council and other bodies in the county. Further information on South Dublin County PPN is available on: www.sdcpn.ie

Membership of the Network is open to all community and voluntary groups and organisations in South Dublin County working on voluntary co-operative or not for profit basis for the benefit of the community. To date approx. 350 groups are registered with South Dublin County PPN. These Community Groups are currently registered on our Salesforce CRM system.

Objectives of Website

The primary purpose of the new South Dublin County Public Participation Network (SDCPPN) website is to serve as a dynamic, informative, and accessible digital hub for community engagement, communication, and coordination.

Key:

- Deliver a user-friendly, accessible website that reflects SDCPPN's values and structure
- Provide a community-focused, user-friendly, and accessible website that reflects SDCPPN's values, structure, and purpose.
- Raise public awareness of SDCPPN among local community groups, the wider public, and decision-makers.
- Present a clear and engaging overview of the SDCPPN structure, Secretariat, Plenary, and the roles of representatives.

- Keep members and the public informed of key activities, decisions, and policy work carried out by the Secretariat and SDCPPN Representatives on various decision-making bodies.
- Publicise funding opportunities, consultations, training, events, and important policy or procedural updates.
- Make it easy to submit, browse, and access documents related to governance, resources, events, and decisions.
- Support for Linkage Groups
 - Provide dedicated space for each Linkage Group (up to 5), including:
 - General information
 - Meeting details
 - Key files/resources
- Community Directory
 - Provide an online directory of Community Organisations in the County which should include:
 - Basic profile page for each community group with name, number, email, website, social media, short 100-word max description, optional photo / logo.
 - Map of community groups which can be filtered by area, theme, pillar, etc. (latitude/longitude or Eircode data can be provided).
 - Directory should be populated through live feed from Salesforce CRM (A live [Visual Force Page](#) will be provided to the successful developer)

Functionality and Features of the website and email.

Please note, this is indicative.

Sections

- News
 - Category, Submit your News, newsletter
 - News posts with categories (e.g. Community News, Consultations, Events, Announcements etc.)
 - Public users should be able to submit news items, including files. Admin approval workflow must be included before publication.
 - See: <https://leitrимppn.ie/latest-news/> different to basic news post as currently seen on South Dublin County PPN website.
 - Date-stamped posts with preview images
 - Archive navigation (month/year filter)
 - Auto-formatting for social sharing (Open Graph support for link previews)

- Resources
 - Categories might include Funding, Governance, Policies, Templates, Reports
 - Ability to upload multiple file types
 - Option for previewing PDFs in browser.
 - See: <https://fingalppn.ie/resources/>
- Linkage Groups
 - We will have up to 5 Linkage Groups
 - Each Linkage Group should have their own page, broken down as follows:
 - Basic Information on Linkage Group
 - Linkage Group Files
 - Linkage Group Meeting Information
 - Linkage Group Representatives (These should be biography type)
 - See: <https://fingalppn.ie/linkage-groups/> or <https://www.corkcityppn.ie/linkage-groups/climate-action-and-environment-natural-heritage/>
- About Us
 - Page: About Us
 - Page: Secretariat (Board) see <https://dublincityppn.ie/secretariat/>
 - Page: Finances
 - Page: Activity Reports
 - Page: Plenary
- Join
 - A dedicated “Join the PPN” section must be included on the website to facilitate new group registrations.
 - Third-Party Form Application (TFA) and will be developed and managed separately. The website developer is not required to build the form but must support its display and integration.
 - Create a clear, user-friendly page for new member registration
 - Embed the externally developed TFA form or link to it (in a consistent design style)
- Section: Contact Us
 - Option to select a category (e.g., General Query, Membership, Website Issue)
 - Auto-responder email to confirm submission
 - captcha/spam protection
- Section: Home Page
 - Call to action buttons

- 3 distinct features: News / Resources / Events
- Calendar of events (should be shareable / importable)
- Would be great if events added to a Google calendar could be imported / fed into this. Makes administration easier.
- Home page needs to be very clever / creative. Should encourage users to explore more – but also not be cluttered.
- Smart, welcoming design that reflects community values
- Strong, visible call-to-action buttons (e.g., Join Now, Submit News, Register for Event)
- Featured content tiles (images + headlines)
- Section for partner logos (e.g., SDCC, DRCD, other funders)
- Section: Calendar of Events
 - Full calendar view (month/week/list)
 - As noted under home page
 - Events must include:
 - Title, date/time, location, description
 - Registration link (TFA form or external URL)
 - Admin should be able to create/edit events easily
 - Sync able with Google Calendar (one-way feed preferred for admin simplicity)
 - Recurring events feature

Functions

- Directory
 - A basic directory with Organisation's:
 - Name
 - Area (pre-defined list)
 - PPN Pillar (pre-defined list)
 - Website
 - Facebook
 - Directory should be searchable and filterable.
 - Populated via live feed from Salesforce CRM (A live Visual Force Page will be provided to the successful developer) (for example, see <https://dublincityppn.ie/members/>)
 - We would like to build on the Dublin City PPN example and make the directory clickable for further information, like a profile page (also populated via Salesforce).

- Again, building on the Dubin City PPN example, we would like to create a Directory Map. Where users can use variables to filter the map (latitude and longitude also included in Salesforce).
- Registration for meetings
 - We will use a TFA form for this like: <https://fingalppn.ie/registration/>
- Calendar of Events
- Website Search
 - Users should be able to search the website.
- Social Media
 - Social Media icons, etc. should be present.
- Accessibility Compliance
 - Website must be built to WCAG 2.1 AA standard
 - Includes alt - text, contrast, keyboard navigation, screen-reader compatibility, resizable text, high contract mode, and accessible forms. Design and Visual Accessibility.
- Responsive Design & Cross-Browser Compatibility
 - Fully mobile-friendly design
 - Must work seamlessly on all major browsers (Chrome, Firefox, Safari, Edge)
- Content Management System (CMS)
 - CMS must allow admin users to:
 - Add/edit/delete pages and news items
 - Upload resources and documents
 - Manage events and the homepage
 - Moderate public submissions
 - CMS should include:
 - Content scheduling
 - Autosave/draft functionality
 - Media library with image/file optimization.
 - Preview functionality
 - Live date/actions.
- SEO & Performance
 - Search engine-friendly structure (clean URLs, sitemap, meta tags)
 - Optimized for page speed (image compression, caching)
 - Structured schema for news, events, and organisation profiles
- Built-in analytics dashboard or Google Analytics 4 (GA4) setup, depending on suitability.

- All analytics must be fully GDPR-compliant, including cookie consent where required.
- SDC PPN must retain full ownership and admin access to all analytics data.
- Analytics should track key metrics (e.g. page views, downloads, referrals) and allow export of reports (PDF/CSV).
- If GA4 is used, the developer must configure event tracking and provide basic training or documentation
- **GDPR & Privacy**
 - Cookie consent mgt, banner with opt-in/opt-out choices
 - Optional: cookie preference manager.
 - Provide a clear and accessible privacy notice and cookie policy, linked from all pages.
 - Ensure secure handling and storage of any personal data submitted through forms, including SSL encryption.
 - All forms must include explicit user consent checkboxes (not pre-ticked) and brief data usage statements.
 - The site must support data access and deletion requests and allow for easy updates to policies.
- **Security & Backups**
 - SSL certificate setup and enforcement
 - Security features:
 - Brute force protection
 - Spam filter for forms
 - Security updates applied during handover
 - Daily automated backups (files and database)
- **Admin Roles & Permissions**
 - Role-based user access:
 - Admin
 - Editor
 - Contributor
- **Optional: Quote for 12 months support & maintenance package.**

Design

Website must

- Comply with existing identity/ branding and colour scheme of SDCPPN,
- Be user friendly and accessible.
- Be user friendly logical for staff to manage, edit, troubleshoot etc.
- Should be fast (hosting will be required)
- Fully responsive to all devices – mobile phone, tablets, iPad.
- Achieve Search Engine Optimisation.

Target Audience

The target audience will include:

- SDCPPN Membership – South Dublin County community and voluntary groups who have affiliated with the network
- Non SDCPPN Members – South Dublin County community and voluntary groups who have not affiliated with network
- General Public – individual members of the public who are not a member of a constituted group but would like to be involved and receive information

Other relevant parties – statutory agencies, non-governmental organisation, etc.

Development of content

- The website, its content and source code will be owned by the South Dublin County Public Participation Network
- User friendly and in plain English.
- South Dublin County Public Participation Network will be providing text for the website.
- We may require the company to provide stock imagery.
- You will be required to work with South Dublin County Public Participation Network.

Delivery Schedule and Completion of Work

We envisaged that the project agreement will be completed no later than Q4 2025.

Please specify the timescale for delivering the completed work with milestone dates.

Maintenance, Training and support

Please specify in your quotation the plan and cost of maintenance, training and support cover. Consider:

- Training: Training for PPN Staff and associated user manuals.
- Meetings: Milestone meetings throughout the project with the PPN Website Working Group
- Maintenance: Annual Fee vs Monthly Cost, Security Updates
- Support cover: Following site launch, what are the support packages available and associated response times.
- Teething Period: What is the teething period following the site launch.

Maintenance, Security and data protection

Please describe your approach to maintenance, security and data protections –

Security to be provided with the latest web standards and data protection to be maintained in line with the latest data protection guidelines from the Data Protection Commissioner and GDPR.

Copyright and License issues

SDCPPN requires that the website provided can be maintained and updated to meet their requirements from time to time. The tenderer is required to specify if there are any copyright, license, intellectual property, or other similar rights which may lead to additional charges for SDCPPN. In the absence of any such issues being clearly identified in the tender, SDCPPN shall be indemnified by the tenderer in respect of any such additional charges.

Hosting and domain name requirements

Please specify how you will host the website, and the cost associated with hosting. Include also the location on the hosting servers & the company providing the service.

Reference sites

No PPN website has the format we are seeking, but these are on the right track.

- www.fingalppn.ie Overall look and feel
- www.dublincityppn.ie See directory, Secretariat page, LCDC page
- <http://dlrppn.ie/> See calendar

Proposed Team

Please provide details of each person who will be working on this project – name, role, qualification and relevant experience.

Fee structure

Please outline your total fee and include a detailed breakdown according to:

- Design Costs
- Hosting Costs
- Training
- Meetings with Client
- Ongoing support and maintenance cost per annum applicable for the FIRST year

Please outline various cost options where possible (See Appendix A - Pricing Schedule)

Award Criteria

Quotations received in response to this Request for Quotation should include a detailed proposal including completion of attached pricing schedule (Appendix A). Proposals will be evaluated according to the following award criteria, or such other criteria as may be specified by the Contracting Authority in its discretion:

Award Criteria are as follows:

- Price: Total Price excluding VAT as per Appendix A - Pricing Schedule
- Capacity to deliver functionality of proposed website design
- Experience and expertise of proposed tender team

Criteria	Percentage Weighting
Price	50%
Capacity to deliver proposed functionality of website	30%
Experience and expertise of tenderer.	20%
Total Score	100%

Response Conditions

By submitting a response to this request for tender, you:

1. Have examined the request for quotations and hereby offer to provide the services in accordance with the specification of requirements.
2. Acknowledge that you are not obliged to accept the lowest or any offer.
3. Undertake to perform and complete the services in accordance with specification of requirements.
4. Acknowledge that all costs and expenses incurred by us in producing and submitting this offer will be borne by us in full.
5. Undertake to treat the details of this contract as private and confidential. We acknowledge that no part of these documents may be transmitted by us to a third party.

Deadline

The deadline to submit a response to this request for quotation is Monday 2nd of September at 12pm GMT (midday).

Appendix A - Pricing Schedule

Note: The pricing schedule below is a recommended format, however suppliers may choose to submit an alternative pricing schedule. If an alternative pricing schedule is submitted, please ensure costs are broken down into interpretable sections and prices are defined excluding and including VAT.

I/We herewith submit our quotation as follows:

Description		Total (ex VAT) €	Total (inc VAT) €
	Design Costs	€	
	Hosting Costs	€	
	Training	€	
	Commissioning or Start-up Costs	€	
	Ongoing support and maintenance costs per annum, applicable for the first year	€	
	Any other costs that form part of this service are not covered above. (Please provide details separately).	€	
Total Price		€	

I/We accept and confirm that the all-inclusive lump sum prices and rates quoted shall be fixed and firm for the term of this agreement and that I/we shall have no claim now or in future, for any increases in the all-inclusive lump sum prices and rates quoted.

Signed by _____

On behalf of _____ Date: _____