



Barnsley & Rotherham
Chamber of Commerce
Business. Always Business.

Tender Specifications For Chamber Websites

Introduction to Chamber of Commerce (Barnsley & Rotherham) Ltd

Collectively Barnsley & Rotherham Chamber of Commerce has been supporting the local economy and facilitating individual and business success since 1882.

Today we build on the legacy of our history to ensure the voice of businesses heard and that vital contribution that Chamber members make to the economic success of the region is recognised and supported.

We believe Barnsley & Rotherham Chamber has a key role to play in a new era of civic leadership and we turn to the county's most successful businesses to shape the future of the region's economy.

Barnsley & Rotherham Chamber of Commerce - the voice of business.

- The business voice organisation for Barnsley and Rotherham.
- Circa. 1150 active Chamber members with over 100,000 employees.
- Barnsley & Rotherham Chamber is part of the British Chambers of Commerce approved Chamber Network with over 100,000 members employing 5,000,000 people.
- Strategic Partnership with many agencies including Local Authorities, Enterprise Agencies and Educational Institutes and an invaluable working relationship with our Members of Parliament.
- Management of over 70 business networking, social and information events across the borough.

The Tender Process

The purpose of competitive tendering for awarding contract is two-fold:

- To ensure the transparency of operations.
- To obtain the desired quality of services, supplies and works for a 3-year period at the best possible price.

1. Overview of this tender

1.1 Description of the contract

The services required by CCB&R Ltd are described in the terms of reference in section 2 of the tender specifications.

1.2 Timetable

Activity	Date	Comments
Launch of tender	28 th February 2019	Contract notice displayed on social media and website
Deadline for requests of clarifications	7 th March 2019	Contact Kirsty Arnold
Deadline for submissions	29 th March 2019	12 noon
Interviews	w/c 8 th April 2019	
Date of evaluation of offers	23 rd April 2019	
Notification of award to selected tenderers	29 th April 2019	
Contract start date	1 st June 2019	

1.3 Participation in the tender process

This procurement procedure is open to Barnsley & Rotherham Chamber members only.

1.4 Presentation of the tender

2 hard copies to be provided in a sealed envelope to Carrie Sudbury, Deputy Chief Executive.

Companies are welcome to submit in an environmentally friendly way, providing double-sided printing, limiting attachments and avoiding plastic folders or binders. (This will not affect the evaluation of the tender).

2. Tender Opportunities for Website Services for Chamber of Commerce (Barnsley & Rotherham) Ltd

2.1 Introduction: Background to the invitation to tender

Website services are required for Chamber of Commerce (Barnsley & Rotherham) Ltd (CCB&R Ltd)

The websites are a vital source of information to Chamber members and external companies. The websites are required to receive bookings and online payments for events and training courses, along with offering services and products from our members, via the membership portals. It is the main focal point to launch press releases and online magazines, along with user friendly search functions.

2.2 Description of the services and scope

Services are needed for website maintenance and hosting of 3 WordPress websites on behalf of CCB&R Ltd.

www.brchamber.co.uk
www.chambermeansbusiness.co.uk
www.brawards.co.uk

Management of associated domain names, all directed to www.brchamber.co.uk

- brchamber.training
- ccbr.co.uk
- chamberbr.co.uk
- ccbr.org.uk
- chamberbr.org.uk
- chamberskillssolutions.com
- chamberskillssolutions.co.uk

Management of current associated plug ins, including:

- | | |
|---------------------------|---------------------------|
| • Business Directory | • Ninja Forms Upload |
| • Event Tickets | • The Events Calendar |
| • Event Tickets Plus | • The Events Calendar Pro |
| • Google Analytics | • Woo Commerce |
| • Mailchimp for WordPress | • WooCommerce Sotpay |
| • Ninja Forms | • Yoast SEO |

2.2.1 Contract objectives and scope

Website services for CCB&R Ltd.

2.2.2 Description of the works/tasks

Items

1. CCB&R Ltd request prospective contractors to quote for hosting and the maintenance of the 3 WordPress websites.
2. Prospective contractors should quote for the management of listed domain names and their renewals.
3. In addition to the above, CCB&R Ltd would like contractors to quote for the inclusion of installing live feed specifications to stream live webinars and events, to Chamber members.
4. CCB&R Ltd would like prospective contractors to quote for the development of the Training website page <https://www.brchamber.co.uk/chamber-skills-solutions>
5. CCB&R Ltd would like to invite prospective contractors to quote and detail potential SEO developments that would benefit the Chamber's online presence.
6. CCB&R would like to invite prospective contractors to quote and detail new initiatives and developments to the current websites, that would benefit the Chamber and its members.

2.2.3 Deliverables, reporting and project schedule

The prospective contractor must:

- Demonstrate their process for any immediate issues reported to them.
- Demonstrate their process for any suggested changes to the website and associated timescales.
- Demonstrate their process for regular maintenance of each website.

CCB&R would request a business overview of the prospective contractor, to include a staffing structure; examples of their current hosting, maintenance and development projects, along with a demonstration of how they would interact with the Chamber over the contract period.

CCB&R Ltd request a minimum of 2 progress meetings per annum for the duration of the contract.

2.2.4 Duration of the contract

The duration of the contract shall be for 3 years.

2.2.5 Currency of tender

Prices must be quoted in pound sterling.

2.2.6 All-inclusive prices

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract. Hosting costs should be specified per annum. Maintenance costs should be specified per hour. Any expected additional costs should be submitted within the presentation of tender.

2.2.7 Price Revision

Prices shall be fixed and not subject to revision for the duration of the contract.

**Please return to Carrie Sudbury, Deputy Chief Executive
Barnsley & Rotherham Chamber of Commerce, 6 Genesis Business Park, Sheffield Road,
Templeborough, Rotherham, S60 1DX
Tel: 01709 386200**