

DOCUMENT I: INVITATION FOR A REQUEST FOR PROPOSAL¹

Ref EUI.2007.LibCS001

Subject: Invitation for a Request For Proposal¹ for the creation of a new web site and intranet for the European University Institute

Lot 1. The elaboration of a new graphical identity for the future web site.

Lot 2. The setting up and configuration of a Web Content Management System for the renovation of the web site and intranet.

The European University Institute seeks to create a user-friendly, scalable web site reflecting the Institute's international reputation. The Institute's intranet being strongly integrated within the web site the renewing of it includes de-facto the renewing of the intranet.

In 2006, extensive research has been done into the content, information architecture and general layout of the new site through user tests, questionnaires and interviews. The result of this research and the needs analysis can be found in the blueprints documents attached to this Request For Proposal.

The goal of this Request For Proposal (RFP) is to find a partner who can execute the tasks related to this RFP in respect of the blueprints on a graphical and technical level. Among other things, this consists of a set of tasks divided in two lots:

Lot 1 - Graphical Identity

1. To propose a new graphical identity for the EUI web site and intranet following the guidelines provided in the Document III blueprint.
2. To provide the necessary graphic material to enable the execution of the web site redesign.

Lot 2 – Web Content Management System

1. To set up and configure the Web Content Management System (WCMS).
2. To set up and configure Online collaboration tools
3. The creation of custom tools and the collection of information from the Institute's existing systems.
4. To apply the new graphical identity elaborated in Lot 1 to the web site and intranet in conjunction with the WCMS

¹ The budget earmarked for the acquisition and the implementation of the Content Management System does not require the launch or the formal procedure of a Public Call for Tender. The publication on the web of the Request for Proposal was decided by the Directors of Services so as to increase the visibility of this specific request.



5. To provide documentation and training material.
6. To train key users in the use of the Web Content Management System.

These tasks will be described in details in the Request For Proposal's Specifications (Document II).

Place of delivery of the services: European University Institute premises in Florence (Firenze).

1. This Request For Proposal contains the following documents:

- Document I – Invitation for a request for proposal
- Document II – Specifications for the request for proposal
- Document III – Blueprint for the web site graphical identity
- Document IV – Technical and functional requirements
- Annexes

Participants can submit offers for a single lot or both lots (graphical identity and/or web site construction). However in the latter case, offers (consisting of both a Financial and a Technical proposals for each offer) should be submitted for each lot separately.

1. Proposals for each lot (Graphical Identity or Web Content Management System) will be assessed and selected separately. However it will be considered an advantage – for solutions of equal cost and quality – to have submitted valid proposals for both lots.
2. The content of the proposals to be submitted is defined in the Specifications related to this RFP (See Document II – Part II).
3. Each offer will be assessed regarding the quality of the solution proposed as well as its cost. In addition specific selection criteria will be used for each task of each lot. Details on content of the offers as well as the assessment matrix can be found in the blueprints attached to the Request For Proposal.

4. The selection process will be as follow:

- 1) Reception of offers
- 2) A first selection phase based on the assessment of the offer in the light of the exclusion criteria (see Document II – section IV.1 and Annex I).
- 3) A second selection phase using the awarding criteria to assess each offer's quality and price. (See Document II – section IV.2 and Annex III)
- 4) Candidates whose proposals have passed the second selection phase for Lot 2 will be requested to come to Florence to demonstrate the Web Content Management System product and answer any questions about the technical solutions proposed.
- 5) Selection of the best offers for each Lot.

5. Offers should be submitted no later than 22-06-2007 17.00 PM(CET) by either of the following means:



a) By registered mail, posted no later than 22-06-2007(postmark), to the postal address below

b) By delivery (in person or by authorized representative or private courier service) to the address below. This should be done by no later than 17.00 PM(CET) on 22-06-2007, and a receipt should be obtained as proof of submission, signed and dated by the official in the department who took delivery.

European University Institute
Att: Protocol Office
Badia Fiesolana, Via dei Roccettini 9,
I-50014 San Domenico di Fiesole (FI)
ITALY

6. The offer should be submitted in accordance with the **double envelope system**:

The **outer envelope or parcel** should be sealed with adhesive tape and signed across the seal and carry the following information:

- o the name of the candidate
- o The indication "Invitation for the Request For Proposal N° EUI.2007.LibCs001 – Not to be opened by the EUI reception"
- o the address for submission of offers (see above)
- o the date of posting (if applicable) should be legible on the outer envelope

The **two innermost envelopes** are:

- o Envelope A, containing one signed original and one electronic copy (in PDF format on a CD-ROM or other mass storage) of the Technical Proposal.
- o Envelope B, containing one signed original and one electronic copy (in PDF format on a CD-ROM or other mass storage) of the Financial Proposal.

7.The presentation and the content of the offer should meet the requirements set out in the specifications for this Request For Proposal (See Document II – Part II).

8.The submission of an offer implies the following:

a) Acceptance by the candidate of all provisions and conditions stipulated in:

- this Invitation;
- the Specifications for this Request For Proposal (Document II);
- the Blueprints for this Request For Proposal (graphical, functional and technical requirements), (Document III & Document IV).

b) Waiver of your company's own terms of business.

c) The submission of declarations concerning:

- The exclusion criteria's (See Annex I of this RFP)
- The acceptance of the Clause on Disputes and Arbitration (See Annex II of this RFP)



- For offers on Lot 2 only : declaration concerning the technical and functional possibilities offered by the WCMS product (See Annex III of this RFP)

11. Offers:

- should include a covering letter signed by the candidate or signed by a duly authorized agent;
- should also be perfectly legible so that there is no doubt about the interpretation of words and numbers;
- should be submitted in English.

12. The period of validity of the offers shall be 60 days after the closing date of 22-06-2007.

13. Contacts between the candidates and the Institute can be made under the following conditions only:

- Requests for clarification on the nature of the contract specifications and assignment should be sent by 21-06-2007 **at the latest** by email to Veerle Deckmyn (veerle.deckmyn@eui.eu).
- Request for clarification on the nature of technical requirements as defined in the blueprint should be sent by 21-06-2007 **at the latest** by email to Gwenaëlle Quivy (gwenaëlle.quivy@eui.eu).

14. All documents presented by the candidate become the property of the Institute and are deemed confidential. The Institute will not reimburse expenses incurred in preparing and submitting an offer.

15. Initiation of this request for proposal in no way imposes on the Institute an obligation to award the contract. The Institute shall not be liable for any compensation with respect to candidates whose offers have not been accepted, nor shall it be liable when deciding not to award the contract. Such decision will be substantiated and will be notified to the candidates.

16. Candidates will be informed in writing of the outcome of this procedure.