

# **Tender Specification for Database and integrated website supply to Community Action Bradford & District on behalf of Here4BDCC consortium**

## *Background*

Community Action recently led a successful consortium bid for the provision of infrastructure support in Bradford District and Craven. The consortium were awarded 5 areas of work as follows:

- Capacity Building
- Volunteering
- Voice and Influence
- Citizen Engagement
- Information and Insight

As part of this work we have committed to delivering a new database that will:

- support the CRM requirements of this work
- provide an easy and accessible way to access and share insight gathered
- automatically update other commissioned databases with VCSE organisational details
- integrate with a website to allow organisations to upload their own details to the system/edit information within an online directory

The website, alongside the integration with the database will also host pages that need to hold various resources for the VCSE sector to use as part of our self-help provision (described as a resource hub in the diagram in the appendix).

Our successful bid included this diagram to describe how we expect the model to work. We expect bidders to describe how their system aligns to this ambition.

## *Requirements*

We require:

- Database build using a software application that can interface with multiple (three to start with) other databases and enable our team to make small changes as required
- Website build to integrate with database and host Resource Hub
- Technical training for a team of four staff
- User training for a wider delivery team based across the organisations within our partnership

## *Our input*

We will make our experienced staff available via Zoom/Teams to support the implementation of this work.

## *Timeline*

This is a time critical piece of work and we expect the database and website interface to be ready to mobilise from the first week of April 2022. The new contract starts from April 1<sup>st</sup> 2022 and we wish to be able to input insight data as soon as possible after this date.

## *Budget*

We expect the bidder to provide us with a very clear budget showing the following elements:

- Database and website build
- Training costs

- Any ongoing maintenance costs after completion of the system

### *Tender submissions*

We expect the bidder to provide:

- a clear specification detailing:
  - the functionality of the system and how it meets the endpoint requirements
  - the software and hosting requirements intended for the database and the website
  - a description of how they intend to link our system to external databases
  - an overview of the 'user journey' when inputting data into the system via the database and/or website
- a high level implementation plan that aligns to our ambitions/requirements/timeline
- any requirements expected from our staff to aide implementation
- a full budget as described above

### *Process to apply*

The deadline for return of bids is 12 noon on 26<sup>th</sup> January 2022 and we expect work to begin as soon as possible after award.

Anyone interested in applying who would value a more detailed conversation with our team can contact Emma Webster [emma@cabad.org.uk](mailto:emma@cabad.org.uk) to arrange this.

We will inform the successful bidder by Friday 28<sup>th</sup> January 2022; if we receive a high number of applications we reserve the right to hold an interview process with shortlisted bidders. These will be held on Thursday 27<sup>th</sup> January 2022.

### *Awarding organisation*

Whilst the system will be used across a consortium, the contract for this work will be between CAB&D as lead partner for the consortium.

Appendix – schematic of the proposed system

