



## REQUEST FOR EXPRESSION OF INTEREST: SERVICES for WEBSITE DESIGN



This request for Expressions of Interest supersedes all previously published REOI's for these services. is being published in widely circulated newspapers in Liberia, and on the LTA and Executive Mansion Website to attract suitable firms to host the LTA website.

### **Background**

The Liberia Telecommunications Authority (LTA) is requesting the services of a firm or firms in the development of a dynamic website to provide information about the institution's organization to facilitate the flow of information between the institution and all sector stakeholders.

### **Scope of Work**

Liberia Telecommunications Authority (LTA) requires the development of a dynamic website to provide information about the institution's organization to facilitate the flow of information between the institution and all sector stakeholders, and to serve as a repository for regulatory, legal, and other relevant instruments and as a platform for impending regulatory initiatives.

### **Description of Services**

- A. Project Management
- B. Website Solution Package (Design, Installation and Implementation)
  - a. Content Management System (CMS) containing structured menus, sub-menus, breadcrumbs, several levels of navigation, and other related links
  - b. The CMS should be capable of displaying and archiving repository of company documents overtime
  - c. The CMS should query database and provide clickable links to Consumers, ie. Daily Tariffs of Operators
  - d. A complete design of website – graphic layout/designs for all pages as reflected in the sitemap
  - e. Dynamic content including dashboard, slider, video player, photo gallery, events calendar, press releases, newsletter, etc. created by use of Flash, jQuery, HTML, Ajax, etc. based on the HTML5 standards
  - f. Feedback/contact forms, e-newsletter subscription forms, etc.
  - g. Photographic materials, logos/banners, and page content for website will be provided by Organization and Contractor, the latter being subject to Organization's approval
- C. Accessibility:
  - a. Visitors may have poor Internet literacy and/or poor Internet connectivity (low or poor quality bandwidth)
  - b. Site should be functional on mobile devices, including smart-phones and tablets
  - c. Allow for use of older browser versions
  - d. All content should be searchable
  - e. Authentication of visitors to provide differentiated access based on their approved level
- D. Webmaster Services
  - a. 60 full hours of update work and minor web site maintenance within one year after launch of the site
  - b. For subsequent webmaster services (beyond 60 hours), training of Organization's webmaster will be conducted online via email messages or phone conference
- E. Site Management Software and Training
  - a. Allow editing from a browser through a portal or c-Panel link associated with the site
  - b. Control website authorizing and publishing permissions
  - c. All software, modules, graphics and content should be correctly licenced to the Organization

- d. Training of Organization's webmaster will be conducted during and after completion of the site, and will subsequently continue (beyond 60 hours as noted above) online via email or phone.
- F. Website Content
- a. Photographic material, logos, banners, and page content for the website will be provided by Contractor, with assistance from and/or subject to prior approval of Organization before incorporation into website
  - b. The website should be adaptable (by design) to the changing needs of the organisation when appropriate
  - c. Where applicable and as may be necessary, Contractor shall provide to organization prior to launch or going live, all assets (technology, media, etc.) and /or user license(s) that may be required for the website.
- G. NOTE (Some requirements Procurement could be looking for):
- a. Describe the proposed content management system
  - b. Provide a proposed work-plan to specify, design, develop and implement the solution. Highlight the key steps involved, and identify affected participants and activities
  - c. The requirements of the institution will develop over time. Describe how the system is adaptable to meet changing requirements, and describe the types of changes that can be self-implemented by LTA, and what activities will require out-sourcing
  - d. Provide examples/websites of work completed within the last 4 years, detailing precisely what part you played in the development and deployment of the work. Active websites are strongly preferred
  - e. Specify the team members that will complete the respective roles:
    - 1. Systems architect
    - 2. Designer: User Interface
    - 3. Graphics designer
    - 4. Web developer
    - 5. Other roles (specify)
    - 6. Include CV's of all team members
    - 7. All Design, Development, Infrastructure, Licencing, Implementation, Recurrent and Other costs should be fully specified

#### **Duration, Deliverables and Administrative Arrangements**

The Consultant is expected to mobilize and begin work within two weeks of contract signature. The work under this consultancy is estimated to require no more than three (3) months. Consultant is to advise if additional time is needed.

#### **Consultant Qualifications**

The Consultant is expected to be a firm with demonstrated experience of at least two (2) years in designing, developing and commissioning dynamic, interactive websites. The Consultant's experience and expertise is expected to be demonstrated through proven reference to active websites that were designed and developed by the Consultant.

The Consultant is expected to have expertise in web design, web development/programming, graphic design, and web applications. The Consultant should possess proficiency in the use of Flash, Illustrator, Adobe Creative Suite and other such software applications and standards, as required. The Consultant should have expertise in HTML and or other web development applications. The Consultant is expected to have expertise in defining the logical and physical structure of websites and web pages, and development of web-enabled applications from front-end to back-end systems. Expertise in Mobile adaptations would be an advantage. The Consultant is expected to have experience in conducting training/coaching/mentoring of client staff.

A Firm will be selected for providing services for the LTA in accordance with procedures set out in the Public Procurement Concessions Commission Act of Sept 2010 guidelines for Request for Proposals.

**Deadline for Submission**

Expressions of Interest with detailed information of Past Performance must be delivered to the address below (by hand or e-mail) **on or before February 28, 2015 at 1600 GMT**. Only short-listed candidates will be contacted.

**Procurement and Logistics Manger**

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