

Moving Forward Together (MFT) Website Development Brief

1. Background:

‘Antrim and Randalstown Schools: Moving Forward Together’ (MFT) was established in 2014 and is a unique education and community partnership based in Antrim and Randalstown consisting of 19 Schools, a Community Organisation and numerous community and statutory stakeholders. The partnership is a conduit for community development, education collaboration and reconciliation in the area and directly works with 6000+ pupils, staff and parents/ carers on an annual basis. The partnership has purchased the following address which is being maintained with a temporary website format: www.mftschoools.org

The tender and development process will be managed by our Community Partner – Community Relations In Schools (CRIS) www.crisni.org.

2. Proposal:

The work of the MFT partnership has been growing from strength to strength since its creation in 2014. As the work of the partnership continues to grow, we are seeking to develop a strong online presence that;

- Promotes the ethos and work of the partnership to pupils, school staff, families, stakeholders and wider society
- Communicates MFT activities and online calendar of events for the purposes of recruiting for and informing about activities, programmes and events
- Provides all MFT partners and stakeholders with the ability to promote activities through pictures, videos and updates
- Provides a secure space for schools to share policies, class plans and resources
- Provides a secure space for partners and external parties to sign up to an E-newsletter
- Links to twitter, facebook and Instagram
- Is accessible through the schools C2K network
- Is easy to manage and update by the MFT administrators

3. Timescale

Tenders should be submitted **no later than 5pm on Monday 15th July 2017**. Initial scoping meetings and appointment will take place that week. It is then anticipated that a beta version of the website should be in place by late August 2017 for consultation with school stakeholders. The delivery of a completed version would be expected no later than early October 2017. It is expected that the site will need to be updated on an ongoing basis. Some of which will be managed internally with other external updates, as and when required.

4. Website Image, structure and feel

The website will need to be vibrant, simple to use and easy to navigate. MFT will provide the developer with all of the content for the website (including text, photos and video clips), or MFT administrators should be able to manage the uploading of content directly once the main structure of the site is created. It is important that the website is attractive to schools, communities, funders and statutory stakeholders.

It will need to include the following pages:

- **Home Page**
 - Image/ logo Slider
 - Overview of the work of MFT
 - School partner logos each with an embedded link to school websites
- An **About** Page – with 4 subsequent drop down pages:
 - History of Partnership
 - Strategic Plan inclusive of values and ethos
 - MFT people – staff and management committee
 - Funders
- A **Pupil Programmes** page, including the following dropdowns:
 - Separate dropdowns for Nursery, Primary, Post-primary and Special
 - Shared whole partnership pupil activities
- A **School Staff** page including the following drop downs
 - Training opportunities
 - Separate dropdowns for Nursery, Primary, Post-primary and special
 - Shared whole partnership staff activities
- A **Families and Communities** Page including the following drop downs:
 - Parent/ carer information
 - Parent/ carer programmes
 - Wider community programmes
- A **Schools Login** page or capability
This should be a page or a tab and should allow for a minimum of 20 users with the ability to upload and share docs in a secure location
- A **Gallery/ Media** page for uploading of pictures, videos and press releases
- **Contact us** (including a google map link and a contact us box)
This should include an option to sign up for an E-newsletter
- The ability to add additional pages and drop downs as and when required

5. Email

The website should have the capacity to have a minimum of 5 linked email addresses which can be accessed and managed remotely.

6. Budget

The maximum spend for the delivery of the overall project is £2000. This fee should include all consultation meetings, web development and travel expenses for meetings in Belfast and Antrim. Any unexpected additional costs as a result of additional requests will be addressed as and when they arise.

7. Procuring a Website Developer

If you are keen to take on this exciting piece of work, please get in touch with CRIS (contact details at bottom of the page) and include details of:

- Your availability to do the work in the set timeframe with a proposed timetable
- Total cost inclusive of a clear breakdown of charges
- At least three examples of other websites you have developed and contact details of two past clients for reference checks
- How you plan to ensure that key search terms will return MFT webpage on a Google search
- Any interesting or creative ideas you might have about the project
- Any added value you can bring

All submissions will be assessed on the above headings. Meetings will be sought with any person or organisation who meets the specification before appointment.

If you would like to be considered for this piece of work, please submit your proposal to CRIS by 5pm on Monday 17th July 2017.

8. Contact

David Price
Collaboration Coordinator
Community Relations In Schools (CRIS)

Unit 6, North City Business Centre
2 Duncairn Gardens
Belfast
BT15 2GG
info@crisni.org
07921851601