

Call for tender: Data Saves Lives portal - Website

24/01/2019



1. Data Saves Lives Initiative

Research into chronic conditions and diseases, and their management and treatment is increasingly reliant on data generated by patients, physicians and other healthcare workers, hospitals and similar institutions, and many others.

Despite considerable advances in technologies to facilitate and support health-related research, it remains very challenging to be able to use health data, due to concerns of the public, and privacy, security and confidentiality issues.

To meet this challenge, the European Patients Forum (EPF) and allied organisations propose to develop an online portal on health data, to improve awareness and knowledge, promote the importance of data in health research to the public, and to create a trusted environment for dialogue about the use of health data.

The web platform will be developed in English only, the style and language used will be easily understood by a non- native user, and easily translated.

This call for tender seeks to find a technical partner to develop, build, host and maintain this site, in partnership with EPF, who will be responsible for strategy, branding, content generation and promotion. The **EPF team will work with the service provider throughout the design and development to ensure all aspects of the portal match the requirement specified.** Strict quality checkpoints will be enforced to ensure that pre-defined requirements are achieved.

2. Purpose of the Tender

The EPF consortium proposes to develop an online resource portal for Europe:

- To raise awareness of the potential and value of digital, while presenting neutral information, use-cases, educational content and demonstrations;
- A document repository for downloadable materials;
- Portal development over time with appropriate content, and linkage to other relevant organisations in this domain in Europe;
- To form a referenceable resource linked to social network activity.

3. Functionality

The following tasks will need to be carried out:

- Develop a WordPress (or similar) website based on the user, functional, and data management requirements attached to this call (see section 5);
- Create the visual design of the website;
- Conduct testing of the website with users from the target audience;
- Train the responsible individuals at EPF how to maintain the content;
- Launch of the Data Saves Lives Portal.

4. Design and Capabilities

The preferred approach would include:

- An agile development process from wire frames to initial launch version;
- An overall design approach incorporating Data Saves Lives branding guidance (being developed), and reflective of a public and health domain focus;
- The site would be linked to social networks, and hence attention to SEO, as well as site performance via e.g. Google analytics is critical;
- Adaptive architecture within the CMS to enable EPF, et al to manage both the content and structure with minimal specialist support requirement.

5. Service Requirements

This call for tender is for both setting up the web-platform as well as maintenance and support, inclusive of:

- A proposed initial site build of maximum 6-8 weeks;
- Iterative site development, dependent on the Data Saves Lives strategy and requirements during and beyond 2019;
- Site hosting and maintenance with a proposed solution to .9999 uptime;
- Site support 24/7 with minimum four-hour responsiveness.

6. Participation in the Tendering Procedure

6.1 TENDER PROCESS

EPF reserves the right to conduct the tender process and select the successful tender. EPF is not bound contractually or in any way to a bidder to this request for tender until EPF and the successful winner have entered into a written contract.

6.2 DOCUMENTS TO BE SUBMITTED

The tender proposals should include:

- An **outline of the approach that will be taken to establishing and delivering the project, and the technology used to achieve this;**
- **Details of the individuals** who will lead, manage and deliver the project and details of their experience, formal qualification and knowledge in web development/design;
- **Detailed costs;**
- **Timetable and quality gates** for the project;

- Applicants should include **background material to demonstrate the previous experience** and range of work of the consultant(s) and/or of the specific personnel proposed for the work; This can include descriptions and examples of previous relevant work;
- **Proposal for data management** to ensuring compliance with all relevant legislation;
- Tenders should also include **contact details of two referees**.

Document applications must be sent by **15th February 2019, 23:59 CET**. Please contact Kostas Aligiannis (kostas.aligiannis@eu-patient.eu) if there are any queries regarding the call.

Closing Date for acceptance of application is 15th February 2019, 23:59 (CET)

Applications can be submitted by post to European Patients' Forum, Chaussée d'Etterbeek 180, 1040 Etterbeek, Belgium or by email to kostas.aligiannis@eu-patient.eu. EPF is not responsible for any proposal not received due to technical faults.

6.3 TENDER EVALUATION

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the above-mentioned eligibility criteria and language requirements. EPF may, at its discretion, extend the closing date and time of the tender.

The selection procedure will be based on the principles of equal treatment, fairness and transparency and on expertise (60%) and price (40%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within 14 days following the deadline date. EPF is not obliged to provide reasons for its decision to shortlist; accept or reject any particular tender.

Offers to the tender will be evaluated based on the following criteria:

Criteria	Weighting
Proposed solution to our request based on requirements provided by EPF	40
Credibility and proven expertise in website development	10
Project Planning	5
Proposed Data Management	5
Price	35
Ongoing/maintenance costs of systems implemented	5

Applicants must have excellent knowledge of the English language.

6.4 EXCLUSION CRITERIA

Candidates shall be excluded from participation in this procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the EPF can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the EPF or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- f) following another procurement procedure or grant award procedure financed by the Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

6.5 SCHEDULE

The assignment shall start as from the date of signature of both contracting parties and shall be completed by **June 2019**.

Tender submission and schedule of the work related to portal creation:

Launch Tender	<i>EPF</i>	January 2018
Close of the Tender	<i>Applicant</i>	February 2019
Selection of the applicant	<i>EPF and Core Group “ Data Saves Lives”</i>	February 2019
Briefing Meeting	<i>EPF and Applicant</i>	early March 2019
First phase: Design of portal	<i>Applicant</i>	April 2019

Second phase: User testing of the portal	<i>EPF and Applicant</i>	May 2019
Third phase: Launch of the portal	<i>EPF and Applicant</i>	June 2019

7. Contract Price and Terms of Payment

Quotes for performing this Service are invited from interest parties.

All Prices must be fixed amounts in EUR including VAT and will not be subject to revision.

Costs incurred in preparing and submitting tenders are borne by the applicants and cannot be reimbursed.

8. Quality Issues

In delivering the service the applicant shall ensure the highest quality standards of which EPF shall be the sole judge.

9. Confidentiality and Conflict of Interest

The successful applicant undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of EPF. This restriction shall continue to apply after the termination of the service without limit in point of time.

To ensure the independence of terms of their contract, the winning applicant will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform Kostas Aligiannis (kostas.aligiannis@eu-patient.eu) should this status change.

All data submitted to EPF will be treated in accordance with Belgian law.

10. Terms and Conditions

EPF reserve the right to reject any and all proposals, in whole or in part, to advertise for new proposals, to abandon the need for services, and to cancel or amend this call for tender at any time prior to the execution of the written contract. EPF reserves the right to waive any formalities in the call for tender process. EPF may respond to questions or provide information from applicants and is under no obligation to provide such responses or information to all other applicants.

By submitting a proposal, the applicant agrees that:

- EPF may copy the proposal for purposes of facilitating the evaluation of the proposal and agrees that such copying will not violate the rights of any third party.
- It will not bring any claim or have any cause of action against EPF based in any misunderstanding concerning the information provided or concerning EPF's failure, neglect or otherwise, to provide the bidder with pertinent information as intended by this call for tender.

The accomplishment of a tendering procedure imposes no obligation on the EPF to award the contract. Should the invitation to tender cover several items or lots, EPF reserves the right to award a contract for only some of them. EPF shall not be liable for any compensation with respect to applicants whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

The estimated date for the signature of the contract will be in March 2019.

11. Contact Person and Contracting Authority

For more information, please contact:

- **Kostas Aligiannis** (kostas.aligiannis@eu-patient.eu)
- **Matthew May** (matthew.may@eu-patient.eu)

Answers to questions will be sent to the question originator and published on [this website](#).

Contracting Authority:

European Patients' Forum (EPF)

Chaussée d'Etterbeek, 180

1040 Brussels – Belgium

www.eu-patient.eu

BE0807.605.667

Registration Address:

European Patients' Forum a.i.s.b.l

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