

Invitation to tender for the Electronic Information Gateway for ***

1. Introduction

This document invites bids for funding to provide an Electronic Information Gateway for the ***.

2. Background

Background and information about the client and project – removed for confidentiality.

3. The Electronic Information Gateway Project

Aim. To create a Hub (the Information Gateway) to route all interactivity across the disciplines. The hub will enable the input and extraction of information from any appropriate databases and will include security features to protect the integrity of the information.

Criteria.

The Gateway must be interoperable across similar projects.

The Gateway must have a personalised front end allowing academics to customise their use.

The Gateway must have a unique URL.

The Gateway must be accessible for all users. The successful bid will therefore demonstrate how the project will incorporate good practice in design and implementation of accessibility guidelines (further information available from <http://www.disinhe.ac.uk/>).

The Project must be able to host its own searchable database of material (such as annotated URLs) not contained within other databases.

Uploading of material (such as reviews of Web-sites) to the project's own database must be achievable remotely.

The project must liaise with the Generic Learning and Teaching Centre (GLTC), Technology Integration Centre (TIC) and other *** during the development of the Gateway as deemed appropriate and/or as directed by the ***.

The GLTC may develop generic database templates to which the Gateway project must conform.

The project must set out the means of harvesting known resources and identifying new resources.

The project should state the selection criteria and evaluation procedures for assuring quality, including where appropriate the use of published generic guidelines.

4. Funding

The project has initially been allocated *** over a period of 24 months (£**k p.a).

The total cost of the project (max. £***) is to cover all individual elements including hardware and software.

The successful bid for the Gateway must be able to respond to consultancy and partnership opportunities including those involving the GLTC.

The Gateway is intended to become a contender for the Resource Discovery Network (RDN) *** Hub. In addition, the successful project team will be expected to write, in conjunction with the *** team, any bids for further funding.

5. Project Management

The Project will commence on January 1st 2001.

Each bid must contain a detailed project plan including:

Background information on the expertise and experience of all key players.

Key milestones and deliverables. (i.e. a project operational plan)

Management structure of the project team.

Proposals for evaluation procedures.

Proposals for an exit/continuation strategy.

6. Reporting

The successful project team will report to the *** *via* the *** IT Manager.

There is a requirement for progress reports to be submitted on a regular basis to the ***, conforming to the *** own format (to be advised).

7. Institutional Commitment

The successful bid will demonstrate a commitment from the host institution: details to be submitted with the bid.

8. Ownership

The outcomes of the project will be the property of the ***.

9. Tendering process

The tendering process will consist of two stages:

Stage 1 – Submission of initial bids.

Bids must be submitted by August 11th 2000.

Bids must be of no more than 3 sides of A4 (excluding the attached *pro forma*) and must clearly address all of the criteria mentioned in this document.

Bids should be submitted in both hard copy (4 copies) and electronic format (either Microsoft word or pdf).

Stage 2 – Project presentation.

Those bids selected for Stage 2 will be notified by September 1st 2000.

The short-listed project teams will be required to present their plans to a *** at the end of September or early October 2000. The successful bid will be notified by in October 2000.

10. Bid Format

The front page of the bid must contain the following information (*pro forma* attached):

Name of Project Leader(s).

Correspondence Address including e-mail.

Details of any Consortia.

Summary of Budget Allocation.

Software and Hardware specifications (if known at this stage).

Abstract of bid.

The bid document (max 3 pages) must contain the following information:

Project management and development details (as listed in section 5 above).

Justification for Budget.

Justification for any Consortia.

Justification for Software and Hardware.

Other relevant or supporting information.

The following should appear as appendices:

Brief CVs for Project Leader and other key players.

Gantt chart for project.

Institutional letter of support.

Other relevant or supporting material.

Bids should be sent to:

*For an Informal discussion ring *** on ****