

## CALL FOR TENDERS: CMS - CRM

European Cyclists' Federation: European Cyclists' Federation (ECF) is an umbrella federation for national bicycle users' organizations throughout Europe. Its objectives, among others, are to advocate at the EU level in order to ensure better regulations and adequate funding for cycling.



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9 November 2018

### Objective of this call for tenders

- Separate a CIVI database (25000-30000 contacts) from Drupal website
- Upgrade and clean the database to make it GDPR compliant
- Host and maintain a Drupal Website
- Training on CIVI for the ECF staff to optimize the tool
- Data Management maintenance fee

### Tasks to be carried out

1. Tech Implementation test environment
2. Tech Import the database backup into test environment
3. Tech Scan to analyze data quality
4. Cons Skype consultancy about roles and rights
5. Cons Demo in Brussels
6. CiviCRM hosting and maintenance including updates on the core, security updates
7. Tech Migration CiviCRM database
8. Drupal hosting and maintenance
9. Website, including updates on the Core, security updates
10. Tech Migration current Drupal website
11. Professional Training on CRM for employees to optimize the tool
12. CRM and CMS should be hosted CO2-neutral and in compliance with EU rules on privacy and personal data.

## Tender content and selection criteria

You are requested to submit a tender including:

1. Content and agenda based on requested tasks and objectives.
2. Portfolio/CV of the candidate.
3. Budget proposal: Proposed quote to update and include some possible changes on the website. Possibilities might include hours packages or fees per year depending on changes for web maintenance.

Selection criteria:

1. The ECF staff is international, therefore, the contractor is required to communicate and provide services in English.
2. The contractor must respect the deadlines announced by ECF (see below) and shall commit to fulfil the required tasks on the agreed time.
3. The tender will be selected based on the most relevant proposal content, and the best value for money.
4. A Non-Disclosure Agreement (NDA) will have to be signed previous to job execution.

## Procedures, time schedule, location

Tenders must be submitted electronically and in English, before 19/11/2018, 16.00 CET, to Maria Gatón, with copy to the following e-mail addresses: [m.gaton@ecf.com](mailto:m.gaton@ecf.com) and [communications3@ecf.com](mailto:communications3@ecf.com)

### Time schedule

Tender submission deadline	19 November 2018
Selection of tender	23 November 2018
Starting Date	26 November 2018