

**DRAFT Invitation to Express an Interest in Designing and Building a New and Improved Website for Prudhoe Town Council**

Prudhoe Town Council serves the people of the Parish of Prudhoe, which includes the Village of Mickley.

It has a population of approximately 11,675 and as you would expect the Town Council's website is linked to its social media presence in order to provide key information to the local electorate, visitors and potential business investors to the Town.

The current website is operated through spanglefish and has reached its full capacity in terms of document uploads. Our current website address is [www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk). The Town Council wish to retain this web address.

The Town Council are required and committed to publishing certain key information on their website in accordance with the legal requirements of the transparency code. This, by way of example, includes Councillor details and contact arrangements, budget information, reports, policy statements and press releases as well as information about how the Council takes decisions, including a timetable of meetings, agendas and minutes of Council and Committee meetings.

With this in mind, your brief is to design an informative, attractive, fit for purpose and easy to use website from a user perspective, that can be maintained, managed and updated by Town Council staff on an in-house basis, easily and time efficiently.

As the information on our current website needs to be retained and publicly accessible, any new website would need to incorporate this information or provide a direct link to the old website and its historic material.

In so far as is possible we would want the successful contractor to demonstrate how they would endeavour to "future proof" the new website.

We would expect the website including any staff training of the Council's two members to be completed within 8 weeks of the contract being awarded.

**The expressions of interested submitted will be used to inform the Council as to their budgetary requirements for the creation of their new website. It should be noted that only those companies who submit an expression of interest will be invited to formally tender for the contract, although the Council reserves the right not to invite all companies who express an interest to formally tender for the work.**

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**Essential information required from those expressing an interest in undertaking this work on behalf of Prudhoe Town Council.**

**PLEASE READ CAREFULLY TO ENSURE ALL REQUIREMENTS ARE MET**

Those Companies who wish to express an interest in designing a new website for Prudhoe Town Council need to submit their expressions of interest in writing in a letter or email clearly marked "Website Expressions of Interest" to Sarah Eden, Town Clerk, Prudhoe Town Council, Spetchells Centre, 58 Front Street, Prudhoe Northumberland NE42 5AA or to [info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk) by Noon on Wednesday 6th February 2019

**All expressions of interest should include indicative examples of website design work that could be undertaken on our behalf by your company, together with your pricing structure and a GANNT chart setting out your indicative project timetable, to include any necessary staff training for two members of staff.**

**The Town Council also require the contact details and website details of four previous similar clients to enable us to take up confidential references from them regarding all aspects of the quality and delivery of your work.**

**All expressions of interest must include full details of your current professional indemnity insurance.**

**Expressions of Interest that do not include details of every aspect required will not be considered.**

**Any enquiries regarding this invitation to express an interest should be addressed to the Town Clerk at [info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk)**

*The council is asked to approve this expression of interest for publication on the Town Council's website and via social media.*

*Following the closing date for expressions of interest, the February PCW's Committee will review what is submitted, agree a budget for the design and build of a new and improved Town Council website and agree those companies that should be invited to formally tender.*