



*Scotland's Festival of New Music
22 October-9 November 2015*

REQUEST FOR WEBSITE TENDER PROPOSALS

Introduction

Organisation overview

sound is an innovative festival of new music established in 2004. From contemporary classical to electro-acoustic, improvised, experimental and jazz music, the festival brings together a wide range of musical styles in a variety of concerts, workshops, installations and talks across North East Scotland. **sound** encourages audiences to discover new sounds and expect the unexpected.

sound is a registered Scottish charity, and a not-for-profit company, limited by guarantee.

Project overview

Suitably qualified organisations or individuals are invited to tender for the contract to design a website for **sound**.

The primary function of the website is to share information on the festival, its events, associated artists and composers, workshops, talks, projects, news and resources.

Without wishing to be too prescriptive at this stage, **sound** would like the site to be easy to navigate, attractive and accessible. We would like to encourage greater visitor interaction with the website, and repeat visits.

Requirements

Functionality

The website will incorporate a variety of functions to support information sharing, including: an events calendar; video/media player; photographs; social media and newsletter integration; RSS feeds; blogs; a discussion forum; online surveys, and visitor analytics.

The website should have a comprehensive content management system to support a variety of users. It should allow the administrator to create user roles. Primarily, the content management system should be straightforward to use.

There should be flexibility to modify the design when a major event has to be published.

Design should be flexible to accommodate new/additional pages.

Ideally, we would like the website to be able to accommodate any future functionality requirements without requiring any rebuild.

The finished website must comply with legal requirements, and should be accessible to people with visual impairments.

Design

The organisation works with a graphic designer, and we would wish for the design to be integrated throughout the site to maintain brand consistency.

Tender submission information and deadlines

Please submit a tender proposal that includes the following:

- One A4 page that explains why you would like to be involved in the project and what your credentials are in delivering similar work.
- Examples of previous work and relevant experience, including websites, references and testimonials.
- A detailed budget which should include costs for hosting, commissioning costs, any 3rd party costs, and ongoing support.
- A proposed schedule of work. *

Here are examples of websites we feel reflect the organisation's needs well:

www.spitalfieldsmusic.org.uk/

www.bcmg.org.uk/

Timescale

Deadline for submissions: Monday 11 May @ 5pm

Interview date: Monday 18 May @ Woodend Barn, Banchory AB31 5QA

****Please note, the new site needs to go live by end July for this year's festival.***

Budget

The project does not have a fixed budget but we wish to seek the best value possible. We would not expect the total costs of the site to exceed £8,000 unless strong justification could be given to the additional investment suggested.

All prices quoted shall be inclusive of all costs. Please indicate applicable VAT rates.

Please submit proposals via e-mail to:

Susan Whyte, Marketing Manager

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