

**SPECIFICATION**  
**Website Revamping Project**  
**for the College of Nursing, Hong Kong**

**Background and Objective**

The existing website (<http://www.cnhk.org.hk>) of College of Nursing, Hong Kong (CNHK) has been established 10 years ago. With improvement of technology and new business needs nowadays, the website has to be revamped to support new business requirements.

1. The objectives of this project are i) facelift the existing website to adopt new Response Website Design (RWD) layout ii) create and migrate exiting static website into a Database driven Content Management System (CMS) iii) create new functions for online membership management, course application system etc. iv) provide online payment system such as PayPal.

**Scope of Project**

2. The Contractor shall provide i) **“Website Revamping Service plus 3 months FREE Nursing period”** ii) **“Website Maintenance Service”** for 24-month period.

3. The Contractor shall coordinate and collaborate with relevant parties including but not limited to the third party vendor of Website Hosting Service Provider (WHSP), Online Payment Service Provider (OPSP) and Security Risk Assessment and Audit vendor (SRAA).

4. The Contractor shall follow Security Guidelines (G3) from HKSARG.

5. The Contractor shall exercise care to avoid security vulnerabilities in programming code.

6. The Contractor shall provide sufficient licenses for software mentioned in this specification and responsible for bug fixing and addressing issues caused by the Services.

7. The CNHK has a perpetual and royalty-free license to use, modify and replicate the deliverables. Issues on intellectual property and royalties shall be cleared by the Contractor and not be borne by the CNHK.

## **Requirement of the Website Revamping Service**

### **Layout requirements**

8. The Contractor shall design 3 new layouts for the website by adopting RWD approach with details below:

- Desktop layout – screen width resolution 600px or below
- Tablet layout – screen width resolution between 600px-900px
- Mobile layout – screen width resolution 900px or above

Remark: backend CMS requires desktop layout version only

9. The Contractor shall design the Website for three languages in English, Traditional Chinese and Simplified Chinese.

10. The Contractor shall provide the menu bar with at least 2 levels.

11. The Contractor shall enable the social network “Like” and “Share” functions on each webpage for Facebook, Twitter and WeChat.

12. The Contractor shall provide member login section for members.

13. The Contractor shall implement the website complied with HTML5 and CSS3 standard.

### **CMS requirements**

14. The Contractor shall design and create Database schema for storage all webpages’ content and other functions such as membership member, course application etc.

15. The Contractor shall design and implement a user friendliness CMS adopting “preview-approve” approach for the function below:

- Webpage content update
- Staff team content update
- Photo and video album update
- What’s new, hot topic and special announcement update
- Membership manage (*refer pt.16*)
- Course application (*refer pt.17*)

## Membership and Course Enrollment System requirements

16. The Contractor shall implement a membership management system with functions below:

- For members -
  - Member login
  - Member profile review / edit
  - Membership apply / review / renew (work with online payment system)
  - Membership activities view / enroll
  
- For administrators -
  - Admin login
  - Member account management – create / edit / approve / disable / review profile
  - Member activities management – create / edit / delete / view enroll status / export enroll data to Excel
  - Member online payment management
  - Deliver member announcement in member login sector and send announcement emails

17. The Contractor shall implement a course enrollment management system with functions below:

- For members -
  - View course list and view course details
  - Enroll course and pay course fee by online payment
  - Review enrolled courses calendar
  
- For administrators -
  - Create / update / delete courses
  - View course enroll status
  - Export enrollment data to Excel

18. The Contractor shall provide the Site Map page updated dynamic by CMS's content update.

19. The Contractor shall adopt SSL Certification provided by CNHK to the Website for providing secure channel between website and clients.

20. The Contractor shall implement logging mechanism for transactions such as membership, course enrollment and online payment system.

#### Online Payment System requirements

21. The Contractor shall create online payment function for membership system and course enrollment system using PayPal.

22. The Contractor shall assist CNHK to apply, configure and integrate PayPal account with the Website.

23. The Contractor shall create the summary and detailed auditing reports for online payment transactions.

#### Other requirements

24. The Contractor shall provide detailed website hosting requirement to CNHK for acquiring web hosting service contractor such as operation system, web / application server, database server etc.

25. The Contractor shall migrate the existing website Domain Name to new web hosting site.

26. The Contractor shall migrate the existing web content including textual information, image & video and PDFs to CMS of the new Website.

27. The Contractor shall provide the documents for the Website such as System Analysis and Design (SA&D) report, Operation Manual and User Manual.

28. The Contractor shall conduct user training during UAT and after website launching.

#### **Requirement of the Website Maintenance Service**

29. The Contractor shall provide 24-month maintenance service after the new Website launch to production.

30. The Contractor shall provide monthly health check for the Website.

31. The Contractor shall provide website problem diagnosis and bug fix for the Website.

32. The Contractor shall provide a support hotline within office hours.

33. The Contractor shall provide minor program enhancement service with the charge and period agreed by CNHK.

### **Schedule of Project**

34. The Contractor shall follow the project schedule as follows:

<b>Task</b>	<b>Work - days</b>	<b>Tentative complete date</b>	<b>Action taken by</b>
Calling for tender	-	13 November 2017	CNHK
Close tender	30	22 December 2017	CNHK
Tender award	-	26 February 2018	CNHK
SA&D	20	26 March 2018	Contractor
Implementation	40	28 May 2018	Contractor
UAT	30	11 July 2018	Contractor / CNHK
SRAA	5	18 July 2018	Contractor / SRAA
Website Launching	6	26 July 2018	Contractor
3 months FREE Nursing period	60	23 October 2018	Contractor

### **Payment Terms**

35. The Contractor shall follow the payment terms of “Website Revamping Service plus 3 months FREE Nursing period” as follows:

<b>Key deliverables</b>	<b>Amount payable (%)</b>
Upon the successful launching of the Website	70%
Upon the completion of 3 months FREE Nursing period	30%

36. The Contractor shall follow the payment terms of “Website Maintenance Service” as follows:

<b>Key deliverables</b>	<b>Amount payable (%)</b>
Upon the completion of 12 months Website Maintenance Service	50%
Upon the completion of 24 months Website Maintenance Service	50%

### **Tender Information**

37. The bidder shall submit the tender proposal to CNHK not later than 12:00 noon 21 December 2017 at the address 13/F, Hyde Centre 223 Gloucester Road, Wanchai, Hong Kong or by email at admin\_4@cnhk.org.hk.

38. The bidder should provide the following information in the tender proposal as the mandatory requirements.

#### Professional Staff Team Structure

<b>Functional Title</b>	<b>Minimum experience required</b>	<b>Quantity</b>
Project Manager	Possess 6 years in IT development experience Possess 2 years in IT project manage experience	1
Web Developer	Possess 2 year in web development experience	1
Graphic Designer	Possess 2 year in web graphic design experience	1

#### Layout Design and CMS Workflow Design

<b>Item</b>	<b>Quantity</b>
Homepage - desktop version layout sample	1
Homepage - tablet version layout sample	1
Homepage - mobile version layout sample	1
Content page - desktop version layout sample	1
Content page - tablet version layout sample	1
Content page - mobile version layout sample	1
Member login section - desktop version layout sample	1
Member login section - tablet version layout sample	1
Member login section - mobile version layout sample	1
Backend CMS layout sample (desktop version only)	1
Backend CMS workflow diagram	1

Price Quotation

Service	Item	Quotation Price (HK\$)	Unit Quantity	Sub-total (HK\$)
Website Revamping Service plus 3 months FREE Nursing period	Project Manger	(a)	(b)	(c)=(a)x(b)
	Web Developer	(d)	(e)	(f)=(d)x(f)
	Graphic Designer	(g)	(h)	(i)=(g)x(h)
Website Maintenance Service	Monthly Maintenance Fee	(j)	24 (k)	(k)=(i)x(j)
<b>Total (HK\$)</b>				(m)=(c)+(f)+(i)+(k)

**Tender Evaluation**

39. The submitted tender proposals will be evaluated by the rating table as follows:

Item	Percentage (%)
I. Professional Staff Team Structure	10
II. Layout Design and CMS Workflow Design	30
III. Price Quotation	60
<b>Total</b>	100