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| ANNEX M |
| **CMS requirements list and fit-gap reply form** | |

The contractor must propose only one CMS that is the most suitable to fulfil these requirements. All the requirements are mandatory.

The proposals that do not cover all the requirements will be rejected.

In the column “contractor’s fit / gap reply”, the contractor must give a short description of how the proposed system meets each requirement.

The reply must contain the type of solution (“out-of-the-box” / additional modules / configuration / development), practical examples or past experience from other installations.

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| **Proposed CMS** | | | |
| **ID** | **Requested information** | **Tenderer’s reply** | **Reserved for Cedefop** |
| 1. | Name, version of the proposed CMS with a list of additional needed modules and components (own or 3rd party). |  |  |
| 2. | Brief description  (1 – 2 pages) of the proposed solution and why it is appropriate for the Cedefop needs. |  |  |
| **CMS reliability, continuity over time and ecosystem around it** | | | |
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| 3. | **Large installation base**  We are looking for an established CMS used by a large number of websites (more than 50,000), in order to ensure:   * minimum level of bugs * large user community and users/developers groups. |  |  |
| 4. | **Platform maturity**  A mature product that is in the “productivity” phase of its lifecycle, with websites running since at least 3 full years at the deadline for tender submission. |  |  |
| 5. | **Extendable / Modular**  Availability of own and 3rd party, free and paid modules that can be easily added to the CMS to enhance its functionality and its features.  E.g. module for data visualisation in the form of an interactive map. |  |  |
| 6. | **Interoperability with other popular systems**  Possible examples:  - retrieve data from other databases or systems, e.g. Microsoft CRM, CSV files, RSS feeds, etc.  - interact with external media and file services. |  |  |
| 7. | **Security**  Is security compliant to the Open Web Application Security Project (OWASP) Top 10 guidelines (<https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project>)  Regular releasing of stability and security patches. |  |  |
| 8. | **Hosting portability**  The system should be easily portable from one host to another. |  |  |
| **Multilingualism** | | | |
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| 9. | **Multilingual website with capability to support all EU official languages**  Cedefop has an obligation to provide some information in all the official languages of the EU: therefore, Cedefop Web portal and web applications should fully support multilingualism (see Tender Specifications, point 2.3 Multilingualism).  The main language is English. For example news items will be created mainly in English. But they must also appear in the news lists of the other language variants of the website. See example of this mixture of languages in the French variant: news are shown in English because there is no French translation of them.  <http://www.cedefop.europa.eu/FR/news.aspx> |  |  |
| 10. | **Multilingual Translation workflow**  A CMS function to "send a content item for translation". A translation workflow will then assign the task to different users.  Ability to follow up on what has been translated in which language, and ability to identify the missing translations. |  |  |
| **Advanced functionalities** | | | |
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| 11. | **Rich functionality out-of-the-box**  To reduce the needs for customizations the out-of-the-box CMS (including a number of ready modules) should cover functionalities like for following:  Blog, FAQ, image/video galleries, registered users, user groups, restricted areas, news/articles, calendar of events, print this page, contact forms, etc. |  |  |
| 12. | **Virtual community capabilities**  Ability to configure (if out-of-the-box or using existing module) or easily develop virtual communities:  - closed user group collaboration spaces  - mainly share documents organised in folder hierarchies  - announcements, news  - invite function  - email alerts for new content  - community administrators/moderators |  |  |
| **Variety of content types and functionalities** | | | |
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| 13. | **Template based content editing forms**  Each content type should have its template form that allows the user to create and edit items by filling-in the relevant fields. |  |  |
| 14. | **Configurable / extendable content types**  Ability to implement new content types or extend the existing ones by simple configuration of the system.  E.g. to add another date field in the “Event” content type.  Our current content types are:  News,  Articles, Events,  Public Procurement,  Job vacancies,  Publications,  Bibliographies,  Image and video galleries,  Projects, Themes, Networks,  Links,  Downloadable files,  Institutions/Persons/Contact details,  Html pages,  Html promotional banners,  Image banners,  Generic HTML pages. |  |  |
| 15. | **Metadata, tags and Taxonomies**  The CMS editors should be able to create custom lists using taxonomies, tags, and metadata and use them to describe the content.  On the public website, visitors should be able to browse content by tags and search by metadata. |  |  |
| 16. | **Document downloading**  The public website shall enable downloading of the various documents produced by Cedefop. The file formats include office documents, PDFs, eBook formats, ZIP files, etc.  The download URLs should be stable to allow direct linking to the files. |  |  |
| 17. | **Content permissions**  Ability to apply restrictions to certain content items, so that only specific groups of registered website visitors can access them on the public website. |  |  |
| 18. | **File and media asset manager**  A way to manage uploaded files and media. |  |  |
| **Productivity for CMS editors/administrators** | | | |
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| 19. | **CMS login**  Content editors have secure access to the CMS from any location. |  |  |
| 20. | **Simple content editing**  A WYSIWYG editor component must exist to allow CMS editors to add web content without any knowledge of HTML. |  |  |
| 21. | **Productivity tools**  It would be considered as a benefit if the following functionalities are also provided by the system:  **a. HTML Formatting restrictions**  Ability to restrict some types of formatting (e.g. do not allow the CMS editor to change font type or font size).  **b. Content duplication (copy or clone function)**  A CMS user should be able to duplicate a content item to create a new one. This allows any content item to be used as a template to speed-up content creation and reduce data entry.  Metadata and other sub items must also be copied (if applicable).  **c. Easily link one content to another**  Most content types will have a "links" section with links to other related pages. Therefore, linking between content items should be done easily, in a user friendly way.  E.g. when creating a link the user can start typing the name of the target page and an autocomplete AJAX field could suggest matching link targets on the fly. |  |  |
| 22. | **Audit trail for each content item.**  CMS users should be able to easily see who created or edited each item and when.  It will be considered as a benefit if the system provides reports of newly created content. |  |  |
| 23. | **Version control of each content item**  CMS users should be able to easily see the previous versions of a content item and restore them if needed. |  |  |
| 24. | **Approval workflow**  An approval workflow will be needed for certain content types and/or for the content of special pages (e.g. approval of content on the homepage). |  |  |
| 25. | **HTML Metadata and friendly URL addresses**  Ability to set the page's title, keywords, description and URL alias.  A system generated default value for these fields would be a benefit. |  |  |
| 26. | **Content in draft status (Editable in the CMS but not visible in public)**  More than one user may need to edit the same content before it is released online. The CMS must provide the capability to edit an item in draft status. Items in draft status should not appear on the public site. |  |  |
| 27. | **Email notifications for CMS editors and CMS administrators**  Automatic email notifications for newly published content sent to certain CMS user groups. |  |  |
| **Registered users** | | | |
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| 28. | **Personal data protection**  As the portal will contain few thousands of registered users, the contractor and any hosting subcontractors must comply with the EU legislation on personal data protection.  Optional functionality: ability to keep the user accounts database inside Cedefop while the Webportal will connect to the internal database to authenticate user logins or allow users edit their profile. |  |  |
| 29. | **Automated user registration procedure**  User self-registration with confirmation email and forgotten password function. |  |  |
| 30. | **Alternative Login with social media accounts**  Connection to other user login systems (Facebook, LinkedIn, twitter, OpenID, etc.) will be a benefit.  This will allow website visitors login to the Cedefop portal using their existing social media accounts.  E.g. “login with your Facebook account”. |  |  |
| 31. | **User account and preferences / settings per user**  A user account should contain additional data like user’s organisation, profession, postal address, etc.  Editable user profile, user interests and email subscriptions settings. |  |  |
| 32. | **User groups**  The administrators should be able to create groups of users and add/remove users to them. The user groups will be used to control access to restricted content. |  |  |
| 33. | **Database of registered users of the public website**  The CMS must have a database of registered users or be able to connect and store the user accounts to an external user database like LDAP.  The CMS must have a web interface that allows CMS administrators of Cedefop manage the accounts of the registered users. |  |  |
| 34. | **Email alerts/notifications to registered users**  Users may decide via their “My account” page to subscribe to receive emails when new content is created, e.g. on new publications, job vacancies, etc. |  |  |
| 35. | **Mass mailings to users groups**  Ability to send mass emails to specific user groups. E.g. send newsletter to newsletter subscribers, send promotional messages to users according filters e.g. newly subscribed, inactive accounts, etc. |  |  |
| **Flexible presentation layer** | | | |
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| 36. | **Presentation should be controlled by a “Themes/layout template” system**  Separation of content from the presentation layer.  Easy change of the style and the layout.  Ability to create interface that “scales to fit” different devices.  Auto-detect for devices and serve-up the appropriate interface so that the experience with the public website is smooth whether a laptop, smartphone or tablet is used. |  |  |
| 37. | **Content mash-ups**  Support for pages that gather and re-organise existing content into a new view.  Examples:   * the homepage is composed of different parts each one gathering different types of information, * the Cedefop newsletter which is a collection of articles, publications and events * the features news or the upcoming events lists that automatically show a list of items according to some predefined parameters. |  |  |
| 38. | **Automatic menu and breadcrumb creation**  With ability to include/exclude specific pages from the menus. |  |  |
| 39. | **Standards**  Adherence to standards of HTML, CSS, W3C, ISO. |  |  |
| 40. | **Accessibility**  Level A Web Content Accessibility Guidelines 1.0 |  |  |
| 41. | **Data visualisation (Tables, charts, interactive maps)**  Ready data visualisation modules must exist. (free or paid, own or 3rd party) |  |  |
| 42. | **Sorting of lists**  Capabilities for automatic or manual sorting of a list. Automatic sorting by a date field. Examples of date fields:  - deadline field for Job Vacancies  - Start Date field of an event item  - publication date for a publication  Manual sorting of a list by moving the contained items up/down. |  |  |
| 43. | **On site Search**  The tenderer should propose to use an existing out-of-the-box search functionality OR install a ready 3rd party solution.  Permissions must apply to search results: the content that has permission restrictions to certain group of registered users should not be in the search results of non-authorised users. |  |  |
| 44. | **RSS feeds**  Automatic RSS feeds for the different content types. |  |  |