

## **LAMH: Invitation to Tender for the Redevelopment of website** **(<https://www.activelink.ie/node/111818>)**



### **Invitation to Tender for the Redevelopment of the LAMH Website**

E: [info@lamh.org](mailto:info@lamh.org) (mailto:info@lamh.org) | W: [www.lamh.org](http://www.lamh.org) (http://www.lamh.org)

#### **Introduction and Description of Services**

Lámh (Communication Augmentation Signs System CLG) t/a Lámh. Lámh is the manual sign system used by children and adults with intellectual disability and communication needs in Ireland [www.lamh.org](http://www.lamh.org) (<http://www.lamh.org>). The Lámh organisation's key activities involve developing training courses for families and staff members, producing digital and printed materials to support learning and practicing Lámh signs, providing information to a variety of stakeholders and training Lámh Tutors. In recent years, the organisation has collaborated with production company Macalla Teo on the RTEjr TV series Dizzy Deliveries Series 1 & 2, with a third series beginning production shortly.

#### **Background**

There are 2 websites currently, [lamh.org](http://lamh.org) and [lamhsigns.org](http://lamhsigns.org).

[www.lamh.org](http://www.lamh.org) (<http://www.lamh.org>) was built 10 years ago and is the main website, focusing on information for a variety of stakeholders, news, videos, booking links for training courses and a shop.

[www.lamhsigns.org](http://www.lamhsigns.org) (<http://www.lamhsigns.org>) was built 11 years ago and is a membership website, hosting a library of approx. 700 signing videos (hosted on Vimeo) and a repository of downloadable materials for Lámh Tutors (Trainers). It currently has over 10,000 members.

*Through the site redevelopment, Lámh seeks to:*

- Merge the two sites
- Refresh the overall look
- Increase the number of users
- Ensure accessibility
- Showcase news and updates
- Organise and maximise the potential of our digital and printed offerings
- Provide pathways for different users e.g. families, general public, schools, professionals etc.
- Streamline the membership sign-up process
- Refresh the Lámh Tutor membership area

#### **Key target audiences:**

1. General public
2. Families of children and adults who may be using Lámh/for whom Lámh has been recommended
3. Schools
4. Voluntary and community-based organisations and service providers, e.g. Children's Disability Network Teams (HSE)
5. Policy-makers
6. Current and potential supporters (donors, funders)
7. Media (all forms)
8. Researchers/academics

9. Students
10. Lámh Tutors

## Required Features of the website:

### General:

1. Information on Lámh utilising video, text, audio, infographics
2. Pathways for different users e.g. families, general public, schools, professionals etc.
3. Different Training Courses explained
4. Published research about Lámh
5. News
6. Features e.g. Sign of the Week
7. Showcase and organise resources available, free and paid, including:
  - Social media content
  - Lámh -a-Song on Vimeo to be integrated
  - Book a Course on Eventbrite to be integrated
  - Dizzy Deliveries TV show on RTE Player
  - Lámh Time App
  - Buy posters
  - Download leaflets

## Resources and eCommerce:

### Membership area:

8. Include of a review and redesign of this area with the aim of:
  - Streamlining the membership area and process
  - Automating the registration process
  - Offering options for membership top ups
  - Migrating current users
9. Refresh the look and searchability of the video library, migrating all video links
10. Improve Tutor membership area.

### Basic requirements:

1. **User-friendly:** The interface should be intuitive, easily navigable, mobile-friendly and accessible, with key areas clearly sign-posted throughout.
2. **Design:** Contemporary and appealing in design, reflecting the current Lámh branding.
3. **CMS:** Staff should be able to manage all content updates, including imagery and navigation, without needing to revert to the developer.
4. **Accessibility:** The site should be fully accessible and comply with guidelines.
5. **Forms:** Forms should be easy to use.
6. **Payments:** The website must have an integrated, intuitive and simple to use payment mechanism.
7. **Multimedia:** Integration of YouTube, social media, audio/podcast, galleries, infographics and other non-text based info.
8. **Responsive:** The site should be fully responsive and work across all devices, mobile phones, tablets, desktops.
9. **SEO:** Searchable and accessible.
10. **Security:** The supplier must be able to make the site secure and in compliance with GDPR.

### Additional requirements:

1. **Graphic Design:** The design of the site should support our identity/branding/colour scheme.
2. **Media Centre:** Dynamic section providing contact information for the media, recent press releases and media coverage, multimedia functionality, and quick links to information in key topical areas.
3. **Advance Search:** The website should have a sophisticated advanced search function to enable users to quickly find the resources they need.
4. **Future-proof:** The site should be future-proofed to allow us or the developer make changes or updates to keep the website current.

The website URL and hosting will remain the same, and IP will be the property of Lámh. All website content, including images, videos, etc. will be provided by Lámh. Migration of current website content should be included in any tender submitted. An outline of content to be migrated will be provided by Lámh.

## Timeframe

The winning tender would be required to complete delivery of the website by **28th Feb 2025**.

The deadline for receipt of tenders is **13th November 2024**.

Shortlisted companies will be invited to pitch to Lámh on 26th November, with the expectation of the first project meeting taking place by the 12th December 2024.

As well as design and development work, please include in your quote:

- Training of Lámh Office staff in the use of the CMS
- Details of maintenance or support options & associated costs

Submissions will be scored with equal weight being given to each of the following:

- Experience and track record 25%
- An understanding of the brief and the needs 25%
- Suggested approach to the project 25%
- Value for Money 25%

**Please send tenders by email to [manager@lamh.org](mailto:manager@lamh.org) (<mailto:manager@lamh.org>)**

### Please note:

- Additional information may be sought at the assessment phase.
- Temporary access to our Membership area will be provided on request.
- Before final decision, a number of the most competitive tenders may be invited for further discussions on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding.
- Please include examples of previous work in your application.
- It may be useful to look to other sites e.g. [www.makaton.org](http://www.makaton.org) (<http://www.makaton.org>)
- Lámh shall not be liable for any costs and/or expenses incurred in respect of the preparation or the submission of any tender documents or associated materials.
- A valid Tax Clearance Certificate is to be supplied with the tender and is to be valid when invoice is being submitted for payment. Details of VAT registration are to be supplied with the tender.
- Lámh **reserves the right to reject any or all proposals submitted and will not be obliged to accept the lowest or any tender.**

If you have any questions or require any additional information in relation to this tender, please address them to Mary Cullen [manager@lamh.org](mailto:manager@lamh.org) (<mailto:manager@lamh.org>)

### Region

Carlow

### Date Entered/Updated

29th Oct, 2024

### Expiry Date

13th Nov, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/tenders/111818-lamh-invitation-to-tender-for-the-redevelopment-of-website>