Background information

EuropaBio represents corporate and associate members across sectors, plus national and regional biotechnology associations which, in turn, represent over 2600 biotech companies, 2300 out of them are SMEs. EuropaBio has a Board of Management made up of representatives of member companies. The board is supported by the EuropaBio team who carry out day to day activities and is managed by a Director General.

Scope of Work

EuropaBio requires **website maintenance** and **development services** of the following websites:

- EuropaBio website: https://www.europabio.org/
- EuropaBio Anniversary website: https://europabio25.org/
- European Biotech Week website: https://biotechweek.org/
- EuropaBio Industrial Biotech Forum website: https://efibforum.com/

The Websites of EuropaBio are operational in English and are being hosted on the independent server of a third party.

I. Website maintenance services

Expected activities as part of a monthly maintenance contract: this is to ensure the smooth and un-interrupted operation of the websites listed above, to maximise their lifespan and ensure that they are up to date and fully functional at all times. That includes:

1. Testing all websites annually
2. Checking and implementing for updates monthly, including security updates for site and all modules
3. Creation of back up schedule
4. Reviewing key metrics
5. Maintenance & regular check up for broken links of static pages
6. Testing website speed
7. Implementing changes to the functionality, templates, style sheets
8. Support set up of website forms as required
9. Finding and Fixing bugs
10. Checking for missing content, e.g. images
11. Checking for missing browser titles.
12. Checking for missing metadata
13. Checking for browsers', plugins compatibilities
14. Checking that the Website Design standard is maintained
15. User access issues
16. Interface with hosting service to resolve issues as required
17. Support and advice to team for generating materials for optimum website use
18. Ensure that all functionalities are measurable and trackable via Google Analytics and providing periodical reports
19. Periodical testing for dead links

20. Testing browser and plugin compatibilities
21. Detection, notification, and (possibly & mostly automated) fixing of vulnerabilities that would make the website prone to hack attacks, as long as those vulnerabilities are not as result of user error (like leaking the admin password).
22. Advice and implementation (the latter for a fee because that is usually not part of a maintenance contract) of new functionality.
23. Advice, if so desired, about better ways to implement existing functionality (e.g. a better plugin that accomplishes the same).

II. Website development
1. Static/ Dynamic information update
2. Alteration or re-design of pages or other requested structural changes
3. Support in website expansion and evolution (including new plug ins to enable additional interaction with site)
4. Adding new functionalities (when requested)

Application

Please send your application that includes:

WEBSITE MAINTENANCE	WEBSITE DEVELOPMENT
• Confirmation of capability (not sub-contracted) from applicant • Description of work i) undertaken proactively by contractor and ii) tasks in response to EuropaBio request • Suggestion of additional maintenance services for consideration • Proposed monthly hours and fee schedule for maintenance • Proposed format for managing maintenance requests from EuropaBio (e.g. ticket system, response times etc).	• Confirmation of capability (Wordpress) and example websites • Proposed format for development projects • Proposed fee schedule for development projects

The applicant should also provide reference contact details from 2 clients for EuropaBio.

The application should be sent to Mrs Majken Ekam-Nielsen (m.ekam-nielsen@europabio.org) by 31 August 2021. For more information related to the services, please contact Ms Dovile Sandaraite (communications@europabio.org).