



TECHNICAL SPECIFICATION

For procurement under Article 9 of the Public Procurement Law

"Information technology services for the project 'Participation budget Process Development in the Baltic Sea Region (EmPaci)'"

Procurement Identification No VPR/2020/03/EmPaci

1. **Client** - Vidzeme Planning Region, Bērzaines 5, Cēsis, Cēsis region, LV-4101.
2. **General description of the service**
 Vidzeme Planning Region has been implementing the project "Development of Participatory Budgeting Process in the Baltic Sea Region (EmPaci)" funded by the INTERREG Baltic Sea Region Transnational Cooperation Programme 2014-2020 since 2019, hereinafter referred to as the project.
 The project aims to strengthen cooperation between local authorities and different groups in society and to promote participatory processes, including in the budget allocation process. The **project will implement a pilot project to promote participatory budgeting. Participatory budgeting** is a democratic decision-making process in which members of the public are involved in shaping public funding, including deciding how to spend part of it.
 Within the framework of the pilot activity, the website ***balso.vidzeme.lv*** has been developed to provide citizens with the opportunity to vote for the cultural projects submitted to the competition "Vidzeme Culture Programme", as well as to provide transparent information on the submitted projects.
3. **Subject of procurement** - Information technology services for the project "Development of Participatory Budgeting Process in the Baltic Sea Region (EmPaci)" for the development of an electronic project application form, integration into the existing internet voting site *balso.vidzeme.lv*, and improvements to the functionality of the internet voting site *balso.vidzeme.lv*.
4. **Scheduled time of delivery** - within **2 (two)** months of the conclusion of the contract. If the procurement contract is concluded later than 12 December 2020, the contract period shall be set at a maximum of **12 February 2021**.
5. For a quality service it is important to be familiar with the existing information, materials and documents that have been made and/or prepared in relation to the development of participatory budgeting in Vidzeme and Latvia.
 The applicant must provide for:

- 5.1. to get acquainted with the web voting site *balso.vidzeme.lv* developed by the EmPaci project and the solution used for its development (content management system Drupal), the [voting rules for the Vidzeme Culture Programme project initiatives](#), as well as [the regulations for](#) the public voting for the Vidzeme Culture Programme 2020 projects.

I. TECHNICAL SPECIFICATION REQUIREMENTS

6. Tasks for the service provider to carry out the work

6.1. Development of an electronic project application form:

- 6.1.1. The Contractor shall develop an easy-to-use electronic project application form to be integrated into the online voting site *balso.vidzeme.lv*.
- 6.1.2. The electronic project application form applies to the following user environments:
 - The Applicant Environment, which can be accessed by registered (authorised) applicants to fill in the application form and to attach an unlimited number of required annexes: documents, photos in accordance with the Call for Proposals (e.g. *.jpg; *.xlsx; *.xls; *.doc; *.docx; *.pdf; *.edoc; etc. formats, if required), electronically signed documents;
 - Administrator environment, which is accessed by *balso.vidzeme.lv* administrators to view all submitted project applications and their attachments, check compliance with the administrative criteria, download the submitted project application (generated document format - pdf.), approve the submitted projects for publication in the public part of the site, and provide other site functionality;
 - The Project Expert (Evaluator) Environment, which project experts can access during the evaluation process by logging in to view submitted projects in read-only mode, as well as to download them with their annexes;
 - Public (including voting) Environment, which displays the data related to the project application and approved by the administrator.
- 6.1.3. The electronic project application form on the online voting site *balso.vidzeme.lv* is available in the public area of the site for project applicants who have confirmed their identity with one of the authentication tools of the Single Application Module (hereinafter - SAPM) portal *www.latvija.lv*. The project applicant gives his/her consent to the processing of his/her personal data for the purpose of the submission of the project application; if the consent is not granted, the submission of the project application is not possible.
- 6.1.4. The electronic project application form shall include information fields and content in accordance with Annex 1 and Annex 2 to the Technical Specification, including the possibility to define publishable and non-publishable content, mandatory fields, fields to be filled in from a predefined menu, including project budget estimates, uploading of documents, as well as character limits for the fields to be filled in, the possibility for the administrator to edit the information and descriptions of the fields to be filled in, and other requirements in accordance with Annex 1 and Annex 2.
- 6.1.5. The electronic project application form must allow the user to see all fields to be filled in at the time of completion and to re-edit them by keeping a draft until the application is submitted.
- 6.1.6. The electronic project application form should allow for the definition of a deadline for the submission of projects, to the nearest minute, after which the submission of projects is excluded.
- 6.1.7. The electronic project application form must stipulate that it cannot be edited by the applicant once it has been submitted.
- 6.1.8. The electronic project application form should allow the applicant to download in PDF format the drafts or drafts submitted.
- 6.1.9. The functionality of the website should allow one person to submit several project applications.

- 6.1.10. The functionality of the website should ensure that part of the submitted project application sections are publicly available information on *balso.vidzeme.lv* after review and approval by the website administrator (publicly available sections are defined in Annex 1).
- 6.1.11. The website must ensure that the project applicant does not see the rest of the server content (photos and any other information posted by other project applicants) when filling in the project submission form.
- 6.1.12. The functionality of the site should be able to cope with a high volume (around 200) of simultaneous users in the project applicant environment.
- 6.1.13. The functionality of the site should allow the project **administrator** to view the submitted project applications **in the project administrator environment** and, if necessary, to download the project application in PDF format as well as the annexes one by one or all together in a ZIP file, where the annexes are structured in folders containing the name of the field of the project application form.
- 6.1.14. The functionality of the site should allow the editing of the field names and explanatory parts defined in the project application form in the administrator environment.
- 6.1.15. The functionality of the site should allow for the editing of submitted project applications in the administrator environment, including changes to the map location, photos, title and other sections.
- 6.1.16. The functionality of the site should allow only projects to be approved for publication on the public part of the site in the Project Administrator environment, thus being put to a public vote.
- 6.1.17. The site should provide user management, allowing the administrator to create new access rights for administrators, experts and users of the live voting module.
- 6.1.18. The website solution should allow the administrator to sort (filter) project applications into categories (draft, submitted and published, submitted and rejected).
- 6.1.19. The functionality of the site should allow the administrator to delete drafts of project applications (un-submitted projects) as well as any of the submitted projects.
- 6.1.20. The functionality of the website should allow the **members of the project panel** to access the submitted projects in a closed environment for reading, to download the project application in PDF format and the annexes one by one or all together in a ZIP file, where the annexes are structured in folders containing the name of the field of the project application form.
- 6.1.21. The functionality of the electronic project application form must work across Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Edge and mobile devices (stable functionality in the last three current versions of each browser).
- 6.1.22. The design of the electronic project application form should take into account the design already developed for the online voting site *balso.vidzeme.lv*. The visual design must be consistent with the Vidzeme Planning Region's nominated logo and its colour tones. Prototypes of any sections to be developed must be agreed with the Customer.

6.2. **Improvements and additions to the functionality of the online voting site *balso.vidzeme.lv* in existing user environments:**

6.2.1. Public (including voting) Environment:

- The technical design of the site must ensure that all the new features are integrated into the existing design in the project description and other sections (additional content fields and changes to their display with the new technical design);
- The site should also allow citizens to vote after the changes to the functions, by allowing them to authenticate with *www.latvija.lv*. It should be possible to define a voting mechanism for each programme, specifying the maximum number of votes that can be cast per voter, as well as the minimum number of votes without which a vote is not accepted. In the public part of the site, the user should be shown by notices and other

indications what the voting procedure is, how many votes still need to be cast for the vote to be accepted. Once voting on projects is closed, any announcements on the voting order that are no longer relevant should be hidden;

- The interactive map already developed for the site should allow a single project applicant to indicate several different implementation sites instead of the current single one;
- The interactive map should be complemented with additional functionality so that it is possible to view all the projects listed in a particular location, where each project can also be expanded for viewing;
- The functionality of the site should allow the project applicant to specify project areas from a predefined menu. As a result, the public part of the site will allow filtering of projects by the specified fields;
- The functionality of the site should allow the project applicant to specify the centring and size of the image when uploading it, which is visible in the public "Projects" section of the site.
- Technical improvements and additions to the website must not affect the functionality of the existing website, unless this is the subject of a contract.

6.2.2. Live voting acceptance module:

- The existing live voting acceptance module should develop voting mechanism protection constraints to ensure that the live voter votes as the voting mechanism of the programme requires in each situation. If the constraints of the voting mechanism of the software are not respected in the live voting, the vote cannot be cast;
- If necessary, the existing live voting module should provide notifications to the user of the module and in the automatic voting registration form generated by the system, according to the voting principle (how many projects to vote on and other variables) in the specific situation.

7. **Technical requirements**

7.1. **Analysis of attendance**

The website provides the possibility to include the code for the analysis tools. The website uses the Google Analytics statistics solution.

7.2. **Responsiveness or adapting to screen sizes**

The electronic project application form integrated in the website should be developed as a single responsive design, responsible for simultaneous display on smartphones, tablets, laptops and ultra-wide monitors.

7.3. **Security**

The electronic project application form integrated in the website must be secured against unauthorised modification or malicious interference. Project applicants must not access server files in the input forms, nor perform actions that may cause damage to the server software or the website.

7.4. **Hosting the electronic project application form website**

The Customer shall provide accommodation for the production environment, the Contractor shall provide accommodation and maintenance for the test environment.

7.5. **Documentation and training (consultancy)**

The Contractor shall create an Administrator's Manual. The Contractor shall prepare and agree with the Client training material for administrators based on the content of the agreed Administrator's Manual.

The Contractor shall provide training (consultancy) to 1 (one) group of administrators. The number of people to be trained will not exceed 3 (three). The training facilities shall be provided by the Client and the training environment shall be provided by the Contractor. The training shall be carried out before the website is submitted for acceptance. The Developer shall also provide, where necessary, advice to the Customer in support of issues relating to the functionality of the website. Assistance and advice may be provided via the following communication channels: telephone, Skype, Zoom, email and face-to-face.

7.6. Warranty

The Developer shall provide a warranty period of at least 1 (one) year for the developed electronic project application form and the functional improvements made to the website, starting from the date of signature of the instrument of acceptance. During the warranty period, the Developer shall be obliged to carry out, free of charge, the Customer's applications, including settings, configuration parameters and software modifications to the supplied software, in order to eliminate errors and data corruption resulting from the Developer's deliberate or unintentional actions and which make it difficult to use the website in accordance with the technical specifications of the website as it was when the website was commissioned (this requirement applies to all applications carried out during the website warranty period).

N.p.k.	Fields to be provided in the electronic project application form	mandatory fields	fields to be filled in from the given menu (mandatory)	the part to be published	field for adding a document	character limit (approx.)
1	NAME OF THE PROJECT	x		x		100
2	PROJECT APPLICANT (name and legal status)	x		x		
	Taxpayer registration No.	x				
	Legal address	x				
	Actual address	x				
	Phone	x				
	E-mail	x				
	Bank details					
	Name of bank	x				
	Code	x				
	Account	x				
3	PROJECT MANAGER (authenticate with www.latvija.lv to confirm your identity)				x	
	Name, surname	x				
	Position	x				
	Phone	x				
	E-mail	x				
	CV	x			x	
4	PROJECT IMPLEMENTATION DEADLINES					
	Start date (calendar field to tick, time no earlier than the date of the NCCF decision + 1 working day)	x	x			
	Closing date (calendar field for ticking, date no later than 15 December of the current year)	x	x			
5	PROJECT SUMMARY (description)	x		x		1500
6	PROJECT OBJECTIVE (description)	x		x		500
7	PROJECT OBJECTIVES (description)	x		x		2000
8	PROJECT END PRODUCT (e.g. book, concert, festival, masterclass, etc.) / allows the user to tick up to three categories, with a mandatory annex for specific categories	x	x	x	x	
	Other option (description)			x		20
9	PROJECT'S RESPONSIBILITY TO NCP PRIORITIES (allow up to one priority)	x				
	PRIORITY 1		x	x		
	PRIORITY 2		x	x		

N.p.k.	Expected fields of the application form	mandatory fields	fields to be filled in from the given menu (mandatory)	the part to be published	field for adding a document	character limit (approx.)
	PRIORITY 3		x	x		
	PRIORITY 4		x	x		
	Description (explanation)			x		500
10	PROJECT SITE (by entering one or more addresses that appear textually in the project description and on the map)	x	x	x		
11	PROJECT ACTIVITIES FIT TO A CALENDAR SCHEDULE (The solution should provide the possibility to enter, mark planned activities (what, where, when, why will be done) in a calendar (full months), creating a summary of what is planned each month)	x	x			2000
12	THOSE INVOLVED IN THE PROJECT:					
	THE PROJECT TEAM (names/project contribution)	x				
	EXPERTS, ARTISTS, CONSULTANTS (names, providing the possibility to upload a CV and a written confirmation (Annex NR1.) of participation in the project)	x			x	
	PARTICIPANTS, INCL. FUN, "MASS PARTICIPANTS", those participating in the project (description)					500
	BENEFICIARIES or target audience (WHO WILL BENEFIT, visitors, listeners, viewers, etc. (Description))	x		x		500
13	PROJECT APPLICANT'S ABILITY TO IMPLEMENT THE PROJECT (description of previous years' experience, description of annual event, achievements, etc.)	x				2000
14	PROJECT PUBLICITY (description of where, how, how much and how often it is planned to inform about project events)	x				1500
15	PROJECT RESULTS (numerical and qualitative indicators, what and who will benefit, what will change)	x		x		2000
16	PROJECT BUDGET (DETAILED FIGURE) in accordance with Annex 2 to the Technical Specification;	x	x			
	REQUESTED FROM SCCF (max amount 5% of total project budget)	x		x		
	FUNDING from other sources (description)			x		200
17	PHOTOGRAPHY (Attested by the author's name. Photo uploaded at least 5 MB in different file formats, png, gif, jpg, jpeg)	x		x		
18	OTHER INFORMATION (at the discretion of the applicant)		x		x	500
19	RESPONSIBLE AMATEUR (certifies the project application as a whole by uploading an electronically signed supporting document).	x			x	

Budget for the project "PROJECT TITLE"						
Activity	Number of units	Unit cost, EUR	Explanation	Funding requested from Special Climate Change Fund (SCCF), EUR	Co-financing, EUR	Source of co-financing ("own funding" or "other funder" (if other, indicate funder))
Text field <i>Example. Making a book layout</i>	Numeric value field <i>Example: 20</i>	Numeric value field (figure to two decimal places) <i>Example: 10,00</i>	Text field <i>Example. Artist 20 hours x 10,00 EUR/hr.</i>	Numeric value field with formula <i>Example: =20*10,00</i>	Numeric value field (figure to two decimal places) <i>Example: 70,00</i>	Text field
Text field <i>Example. Printing costs</i>	Numeric value field <i>Example: 1 000</i>	Numeric value field (figure to two decimal places) <i>Example. 4,72</i>	Text field <i>Example: 1 000 Ex. x 4,72 eur/pc.</i>	Numeric value field with formula <i>Example =1 000*4.72</i>	Numeric value field (figure to two decimal places) <i>Example: 30,00</i>	Text field
<i>Option to add new sections</i>						
Total:	X	X	X	Σ	Σ	X
%				Numeric value field with formula <i>The formula calculates the % of the total amount (funding requested from the Natural Capital Financing Facility (NCCF) + co-financing)</i>	Numeric value field with formula <i>The formula calculates the % of the total amount (funding requested from the NCCF + co-financing)</i>	