USAID Government Accountability Initiative (GAI)

REQUEST FOR PROPOSALS (RFP)

Title	Development of the Žabalj Municipality Website
RFP Number	GAI-RFP-017
Contracting Authority	Checchi and Company Consulting, Inc. Representative Office, Belgrade

The USAID Serbia Government Accountability Initiative, implemented by Checchi and Company Consulting, Inc., is requesting proposals from qualified offerors to build a website for municipality of Žabalj.

Date Published	June 25, 2021
Submission Deadline	July 9, 2021
Point of Contact	Name: Uroš Čuljković Email: uculjkovic@checchiconsulting.com Tel: 381 11 4145 880

Background

The Government Accountability Initiative (GAI) is a four-year United States Agency for International Development-funded project with the overall objective to strengthen the capacities and connections of key Serbian stakeholders resulting in increased government accountability at the national and local levels. The project is structured around three components: Local Government Accountability, Independent Oversight Institutions, and Adjudication of Corruption Cases. GAI counterparts include the State Audit Institution (SAI), the Anti-Corruption Agency (ACA), local self-governments (LSGs), specialized anti-corruption courts, and civil society organizations.

Within Component 1 – Local Government Accountability – GAI supports efforts to increase public participation in local government decision making and oversight and enhance the transparency and accountability of LSGs operations. Technical assistance is provided to 25 counterpart LSGs that were selected through annual open calls for proposals.

Support provided to the Žabalj Municipality includes technical assistance for improvement of transparency of local government through development of a new municipal website.

The goal of the assignment is to design and develop the Žabalj Municipality website in accordance with requirements defined in the attached Scope of Work (Annex 1) and legal

requirements in Serbia[1].

The requirements have been specified through the work of GAI experts with representatives of the LSG, and GAI experts will continue to provide necessary expertise and oversight throughout the process of website development.

Purpose and objective

GAI seeks to procure the services of an independent and credible design and development company to build the Žabalj Municipality website.

The selected company will be responsible for **design**, **development**, and **initial content insertion** with the input of GAI and the Žabalj Municipality. The selected company will also be expected to deliver an initial technical training to municipal employees on information maintenance and functionality in coordination with GAI experts.

Eligibility

Offerors must have:

- Proven experience designing and developing websites that are responsive to users
- An approach to design and development that is iterative, seeks user feedback, and prioritizes and accounts for user needs and preferences
- Proven experience with visual and information design including the ability to create/distill content in a manner that is easily understood by non-expert users
- Full-stack development experience and the ability to develop an integrated front-end experience with back-end database
- Proven experience communicating with and training non-technical stakeholders to update and maintain information on websites
- Proven outstanding presentation and communication skills
- Experience developing websites that are appropriately scaled to the level of technical and content support resources available at client
- Experience in designing websites and other IT tools for public sector users is highly desired.

Submission of Proposals

Proposals should be submitted electronically to GAI Project Office in Belgrade, Serbia, to the email address: GAI-Belgrade@checchiconsulting.com, **no later than July 9, 2021, 5 p.m. (CET)**. Bidders should provide reference to the RFP number (in the subject line of the email). Any proposals that arrive after this time, will be considered at Checchi's discretion.

Questions and Clarifications

All questions and requests for clarification regarding this RFP should be submitted electronically

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[1] http://www.pravno-informacioni-sistem.rs/SlGlasnikPortal/eli/rep/sgrs/vlada/uredba/2018/104/5/reg

to GAI-Belgrade@checchiconsulting.com, **no later than July 2, 2021.** GAI will publish answers to questions and requests for clarifications that may be of interest to all potential bidders/interested parties on the website www.odgovornavlast.rs.
All correspondence must provide reference to the RFP number (in the subject).

Content of the Proposals

Proposal must include:

1. **Technical Proposal Form**: proposed technical approach, relevant previous experience of the organization in the field and professional/organizational capacities (including the key project team members and relevant experts that will directly work on design, development, or content creation (Annex II). The selected offeror must describe how it will address requirements listed in this RFP; provide a detailed description of the activities, reporting and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.
2. **Financial Proposal Form:** costs presented in Excel, developed by offeror: (Annex III).
3. **Proposal Submission Form** (Annex IV).

Selection Criteria for Award

Proposals will be ranked based on the criteria given in the Evaluation table below:

Table 1 - Evaluation table

No.	Evaluated Area of Proposal	Maximum Points	
1	**Technical proposal**	**Total**	**70**
1.1	Quality of Methodology		30
1.2	Previous relevant experience		20
1.3	Organizational capacities and qualifications		20
2	**Cost**	**Total**	**30**
		Total Points	**100**

ANNEX I

Scope of Work

Development of the Žabalj Municipality Website

Purpose and Objectives

The purpose of this assignment is to design and develop the Žabalj Municipality Website. As a local self-government unit and a public administration body, the municipality is obligated to build, maintain, and update its website under the conditions prescribed by *Regulation on detailed conditions for creating and maintaining public administration bodies' websites*[2]. The standards prescribed by this Regulation relate to:

- Accuracy, completeness, and up-to-dateness of the website content,
- Availability of services provided by the public administration body,
- Adequate technical solution, functionality, accessibility, language and script, graphic solution, design, navigation, usability, availability, security, domain determination, maintenance, updating, and other issues related to the development of websites.

The website shall enable two-way communication and data exchange with users, i.e. be in compliance with the *List of interoperability standards 2.1* made by the Office for Information Technology and Electronic Administration of the Government of the Republic of Serbia. The standards are described in detail in documents available in a machine-readable format on the Open Data Portal[3]:

- *Specification - access and presentation*
- *Security specification*
- *Web services specification*
- *Specification - accessibility and presentation for people with disabilities*
- *Specification - business services*
- *Specification - data integration*
- *Specification - network protocols*

The website is the official website of all public administration bodies of the municipality. The website is an essential avenue for providing the public with the information on the work of the public administration bodies and communication between bodies of the municipality and service users. Ensuring transparency implies the obligation to publish on the website all the information made public in nother ways provided by the Statute (bulletins, newsletters, information published in the media, official gazettes, data on public hearings, etc.).

By this website, the authorities of the Žabalj Municipality provide access to electronic services, i.e. to special portals for the provision of electronic services, as well as two-way communication between the municipality and all users and stakeholders, including citizens and businesses exercising their rights and obligations in the municipality, business entities that intend to operate on the territory of the municipality, media that cover the events on the territory of the municipality, associations registered or operating in the territory of the municipality, as well as other state bodies, organizations, institutions and services, which can use the website as a comprehensive electronic database. The website shall provide simple and easy accessibility of information to users and content tailored to their needs and interests. The municipality

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[2] Official Gazette of RS, no. 104/2018, dated 27 December 2018
[3] https://data.gov.rs/en/datasets/lista-standarda-interoperabilnosti/

guarantees the accuracy, completeness and up-to-dateness of the data published on the website.

Detailed specification of requirements for building the website

I. GENERAL REQUIREMENTS

1) **Format and access.** For easier access and content updating, the website shall be developed as **Content Management System** (**CMS**) that allows users in the LSG to add new content to the website every day, quickly and easily. The CMS may be implemented in one of the existing, equivalent CMS technologies (Oracle UCM, Wordpress, Drupal, Umbraco, etc.) or as **an original solution**, coded from the ground up. Regardless of the chosen technology, the development of the website shall not be based on templates for creating general type sites, with minimal customizations, but shall be a custom designed platform that will incorporate all the requirements that an LSG website implies. The website shall be coded in line with professional standards and in accordance with the accepted standards listed in the *Regulation,* so as to enable the direct input of accurate and complete content.

   The selected contractor shall enable the functionality of editing certain segments of the site by various employees of the client, in accordance with specific requirements. For each website segment, in the Contacts section and at the bottom of the page, it shall be possible to specify the person in charge of data entry and content control of the corresponding segment.

   Information about the main administrator of the website who is in charge of its maintenance (name, position held, telephone number and e-mail address) shall be present in the "Contacts" section and at the bottom of the home page.

2) **Open content.** Open content implies the option to enter data and documents in accordance with the standards prescribed in *the Interoperability Standard specification on accessibility and presentation*[4]. Whenever possible, the information and documents that are posted on the website shall be in **machine readable** form, in order to make the data available in a usable format (electronic databases, xls, xlsx, csv, json, etc.)

3) **Website security.** The client (Žabalj Municipality) will ensure the hosting of the website on a secure server in the Republic of Serbia, and domain name and SSL certificate protection (https) for a higher level of security. All e-mail addresses that appear on the website shall be protected from automatic reading by programs intended to collect e-mail addresses for the purpose of spamming (spiders).

   In agreement with the client, the contractor shall define the procedures and access levels when working on the website. When creating the website of the Žabalj Municipality, the contractor shall be guided by the accepted and recommended security standards from *the List of operability standards (Appendix 3: Security specification).*

   The client will check the security of the website at least once a year as a primary measure of prevention and protection against security risks in the information and communication system.

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[4] https://data.gov.rs/en/datasets/lista-standarda-interoperabilnosti/

4) **Graphic solution and design.** In cooperation with the Žabalj Municipality, the contractor shall design an appropriate graphic solution, suitable for a public administration body:
- Dominant colors in the palette shall be **the colors of the flag of the Republic of Serbia** and the heading shall include the coat of arms of the municipality, as well as the coat of arms and the flag of the Republic of Serbia[5]. The favicon at the top of the web browser tab when the site is loaded shall represent the coat of arms of the municipality.
- The visual presentation of the text, as well as the images of the text, must, apart from the text in the logo, have a minimum **contrast to background ratio of 4.5:1**.
- Banner posting shall be enabled on the website homepage, in a set, one below the other; the municipal administration of the Žabalj Municipality will provide the contractor with appropriate logos, illustrations and links. The number of banners, as well as their graphic solutions and size, shall be such that they do not interfere with the primary informative function of the website.
- Text alignment shall be "Justified".
- The underlined text format shall be for links only.
- The appropriate font and font size shall be suggested,
- Icons for access to verified accounts, e.g., municipal accounts on social networks, shall be clearly visible on all devices, in the header of the site.
- The user contact with the local self-government unit shall be enabled through the appropriate contact form, with the possibility of choosing which department or service the message is intended for.

5) **Navigation.** The contractor shall enable functional use of the website and navigation by using the following functions:
- Horizontal menu, namely: upper (main) and lower, which is positioned at the bottom of the page;
- Vertical menu, on the left side of the presentation;
- Address bar, which is positioned below the page title so as to make it easier for the user to track the position within the website structure;
- Quick links that highlight important content on the homepage and allow the most requested pages to come to the fore;
- Sitemap, which gives an overview of the entire structure of the website in one place;
- Page navigation, by creating a bookmark for the first news item on the news list page,
- Navigation within long pages, the contents of which does not fit in a single screen, etc.;
- Navigation to sub-domain pages, via banners;

6) **Language and script of the website.** The contractor shall develop the website so as to enable the selection of versions in several languages and scripts, given the obligation of the Žabalj Municipality to provide access to content in both Serbian (Cyrillic and Latin) and Ruthenian (Rusyn), in accordance with the regulations governing official use of language and script[6], so that it can be displayed in translation, in another foreign language, for example English. The client will provide official version of text in different lanuages..

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[5] In accordance with the Law on the appearance and use of the coat of arms, flag, and anthem (Official Gazette of RS, No. 36/2009)

[6] Official Gazette of RS, no. 45/1991-1802, 53/1993-2467 (other law), 67/1993-3111 (other law), 48/1994-1497 (other law), 101/2005-28 (other law), 30/2010-141, 47/2018-26, 48/2018-3 (correction)

7) **Search.** Fast and efficient search of the website is of special importance. The contractor will enable the search:
- In Serbian Cyrillic and Latin script as well as in Ruthenian (Rusyn);
- In English;
- By keyword;
- By date.

8) **Usability and availability of the website via a web browser and on a mobile phone.** The contractor will provide:
- Identical display of the website / website pages in the most common web browsers (Mozilla Firefox, Internet Explorer, Chrome, Safari, Opera);
- Optimization of the website, visibility and high ranking in internet searches (search engines such as Google, Bing, Yahoo, etc.), by key terms, for easy search by keywords and when the exact address of the website is not known;
- Responsive web design and easy accessibility via mobile phones.

9) **Content sharing via social networks.** For the purpose of sharing the content of the website that is shared on social networks (Facebook, Twitter, YouTube, etc.), it is necessary to enable RSS (Really Simple Syndication) web feed format. This feed can be used by both Android and iOS applications if a decision is made on their development.

10) **Website accessibility for people with disabilities.** The contractor shall incorporate into the website the options that will support the use of assistive technologies by persons with disabilities, and in particular to enable:
- **Navigation through the entire website using <Tab> keys**, which is visually prominent;
- **Navigation via drop-down lists** which cannot be reached using the keyboard;
- **Download and upload of documents** in several readable formats (.pdf, .doc, .docx, .odt) and tabular (.xlsx, .ods);
- **Entering relevant text as an alternative to the non-textual content of the web page** (picture, photograph, sound recordings, etc.);
- **Proportional font size increase** (font size must be relatively defined), as well as parts of the website (taking into account scalability) in proportion to the size of the screen, i.e. to allow a minimum font size increase of 18 points (18-point text);
- **Links customized for the eAccessibility standard** which clearly depict the segments/sections of the content of the website, so that the screen reader (for the blind and vision impaired) can "read" them in the correct way;
- **A dedicated page that lists the elements that ensure the accessibility of the website** with contact information for questions regarding the accessibility of the website and published documents;
- Adding subtitles and/or transcripts in the form of text documents that can be downloaded via all media in non-textual format, i.e. the description of the video content;
- **Posting all types of documents in an accessible form** (for example, text entry fields, check boxes, etc.), which can only be filled in by the keyboard, in particular for electronic services;
- **High contrast option** for the background color and the font color of the website (from light to dark);
- **Setting up accessible form elements** (for example, text entry fields, check boxes, etc.) on the page, which can be filled in by keyboard only, in particular for electronic services;
- **Easy and simple control over graphic and audio elements**, with published control procedure;
- Using tools such as TTS (text-to-speech) or screen reader;

- Use of a confirmation code (CAPTCHA[7] system) (adapted for the blind and vision impaired), so that speech is intelligible.
- **Code validation in the context of eAccessibility** using W3C *Unicorn* validator that combines the HTML and CSS validation, where the validator should check the entire content of the website.

A detailed specification of how to provide access and presentation for people with disabilities is given in *the Interoperatbility Standard specification on accessibility and presentation for persons with disabilities[8]*.

WEBSITE STRUCTURE

1) **Website structure.** The website will consist of the following key sections, which are placed on the homepage, as a horizontal and vertical menu):
   - Homepage
   - About the Municipality
   - Local self-government
   - News / Current events
   - Services
   - Projects
   - Documents
   - Archive
   - Contacts
   - Sitemap
2) **Homepage structure.** The homepage shall contain:
   - Markings of the Municipality and the Republic of Serbia
   - Header
   - Main menu
   - Central text
   - Sidebar (left - vertical menu, right - banners)
   - Footer

When designing the website, the contractor can be guided by the attached website map (*Appendix 1: Sitemap*), where the elements of each of the mentioned segments are listed.

3) **Content archiving.** The website must enable adequate archiving and availability of all obsolete content on request/query, including a link to the previous website, in a visible position, to archived news, current events and documents. Access to archived content is provided through an efficient search tool in all languages and scripts used, by keyword and date.

WEBSITE CONTENT

Clear logical segments need to include data and information created during the course of local public administration bodies operation, **in accordance with the specification of the content of each segment** (*Annex 1: Detailed content of the website).* The contents are provided by the client and delivered to the contractor.

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[7] Completely Automated Public Turing Test to Tell Computers and Humans Apart
[8] https://data.gov.rs/en/datasets/lista-standarda-interoperabilnosti/

The contractor will provide a technical framework for displaying the following content:

1) The **homepage** contains:
   - **Markings** of the Žabalj Municipality (coat of arms) and the Republic of Serbia (coat of arms and flag).
   - **Header** (cover photo, main menu, language and font selection and search tool. The main menu contains segments as stated in the section *Website structure.*
   - Central text, which contains the latest news and current events, announcements of competitions, events and public hearings, current public procurement, calendar of events and electronic bulletin board (published decisions, with name, date and link to download documents). The contractor shall offer an adequate solution for the design of the electronic bulletin board[9].
   - **Banners**, on the right, in a vertical set, leading to key information, documents or subdomain pages (for example, for local economic development). During the development of the website, the client will submit a list and content of the banners. Banners shall be coded so that they are changeable and can be changed by the persons in charge of updating.
   - **Footer** contains: address, telephone number, e-mail and working hours of the local self-government unit, contact details of the web administrator and persons in charge of individual segments, data on the website (copyright, year of creation), site map and, optionally, links to social networks (icons shall already be given in the header of the homepage).

Each sub-element of the segment is linked to the sub-pages in the main menu. For example, in the drop-down menu *Local self-government,* a list of all organs is given, and each of them has a separate page.

2) **About the Municipality.** From this page, users will access data in the following areas:
   - General data on the Žabalj Municipality (geographical, historical, demographic, socio-economic data),
   - Data on economy, agriculture and tourism
   - Data on health, education, culture, sports and recreation
   - Data on media, citizens' associations, religious communities
   - Cooperation and partnerships

3) **Local self-government**
   - Data on municipal bodies (the President of the Municipality, Municipal Assembly, Municipal Council, Municipal Administration),
   - Description of organizational units with an overview of their competencies (a separate page is opened for each organizational unit. Typically, the site contains information about employees, contact person, e-mail and telephone, working hours with clients, links to services from the purview of the presented organizational units, links to relevant documents from the section *Documents*),
   - Data on councils, working bodies and commissions
   - Data on municipal attorney's office, budget inspection and internal audit
   - Data on the work of public companies and public institutions
   - Data on local communities (name, address, contact person, e-mail and telephone, working hours)
   - Data on partner institutions (institutions, donors, NGOs)

4) **News and current events**, represent a dynamic segment, which contains the following parts:

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[9] Example of the city of Kragujevac: https://www.kragujevac.rs/e-usluge/oglasna-tabla/

- Electronic bulletin board,
- Daily news,
- Various announcements,
- Public service information,
- Competitions and public invitations, by categories,
- Current public procurement,
- Budget execution,
- Public hearings and review,
- Advertising of public property that is to be sold,
- Data on current elections or state of emergency.

The client can add new segments, during the creation of the website and later, during the maintenance. In this part, the contractor will develop specific tools, within the web presentation, that will ensure two-way communication and interaction with users. For example, in the **news and announcements** segment, user comments shall be enabled, provided that comments are not published automatically, but only after the approval of the moderator (person in charge of PR and communication).

5) **Services.** In a specially marked part of the website - titled "Services", direct connection is enabled with the eGovernment portal enabling direct access to the services of the local self-government unit offered on the portal, in accordance with the Law on Electronic Government[10], via a banner on the homepage or in another visible way. In this part, direct access shall be provided to central databases, portals through which the Žabalj Municipality offers services (for example, to the voter list, Unified Procedure for Issuing Building Permits, Local Tax Administration Portal, Open Data Portal and other available electronic services for citizens at the local level (see site map).

The electronic register is to be integrated within the item *Register of administrative procedures and forms.* The electronic register contains search functionality by organizational unit, by areas within which procedures are conducted, by the name of the service. Also publishing template forms in PDF format is to be enabled. The platform needs to support the Standing Conference of Towns and Municipalities (SCTM) software solution for the register of administrative procedures and forms (*Annex 2: Technical specifications for integration of the registry with the website*).

On the page Electronic Registers, access to various data is enabled via links, databases or in a machine-readable format (csv, xlx, xlsx, json, etc.).

Enable citizens to rate their satisfaction with the service and leave a comment online.

6) **Projects.** This section presents capital investment projects, donor projects and data on projects financed from the budget of the local self-government unit through the allocation of grants, incentives, etc. (conducted by civil society organizations, the media, business entities and farmers). Allow for all related documents to be accessed via the linked project name (from the announcement of the competition to the report).

The Good Governance item will consist of a series of sub-pages, which the client can create independently, including access to information of public importance, reporting a utility service problem or other community problem, reporting corruption, harassment,

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[10] Official Gazette of RS, no. 27/2018

a page for people with disabilities, a page for emergencies, citizen surveys, electronic participation in a public hearing or public review, etc.

7) **Documents**, enable the display of documents in their entirety, which the client will be able to form independently. Enable downloading of documents for each section, via a link or by publishing documents. In the form of banners, select key documents (for example, Newsletter with the Information on Operation, strategic documents, budget, public procurement, as well as data by bodies, areas or topics, etc.)

8) **Archive.** Enable display and search of archived data by areas: news archive, budget archive, public procurement archive, etc.) Enable search for each area separately by keyword and year. Post a link to the previous web presentation of the municipality of Žabalj.

9) **Contacts.** In this section, list all key contacts, as specified in *Annex 1*. Enable online contacts - email masking, by clicking on the address. Enable online reporting of problems by clicking on the banner, which leads to the electronic form. This page shall also contain a list of all reported problems, with the date, status of the resolution and the competent institution.

Since the same data, information, or documents can be repeated on a large number of pages, it is important to ensure cross-linking and linking in an adequate way (for example, **bulletin board** also appears on **homepage**, in the central text, and in the **News / Current events.** It shall also be possible to access the services that are primarily in the part *Services* from the section on organizational units in the section *About us / Local self-government.* Cross-links can be clearly seen by viewing the site map (*Annex 1*).

Cooperation with LSG

The contractor will closely cooperate and exchange information with the Žabalj Municipality, as the client, and GAI experts in all segments of website design and give a proposal of form, structure, and visual identity. The Žabalj Municipality and GAI will review the proposed solution and make proposals for amendment before accepting the final layout of the website.

The contractor is also obliged to enter the initial contents (texts, documents, photographs), which will be delivered to him in a timely manner by the client.

After the delivery and acceptance of the website by the Žabalj Municipality, the contractor shall conduct training for web administrators and all employees who have a role in updating the content of the website, in order to enable them to enter data independently.

The contractor undertakes to create and submit detailed instructions for updating the content of the website.

Maintenance Services
After the technical acceptance of the site and commissioning, the website provider is obliged to provide services of regular maintenance of the website during the first three months, including:
- Corrections of subsequently noticed deficiencies and errors in the functioning of the website as soon as possible,
- Changes in the structure of the site, according to the agreement with the client, in accordance with the needs and according to the agreed dynamics,

- Technical support to the web administrator and persons in charge of updating the content of the website,
- If necessary, publishing content, if for any reason the persons in charge of updating are unable to do so,

Obligations of the the Žabalj Municipality as a user of the site:
- Cooperation with the hosting company, in order to ensure the security of the website (protection against hacker attacks, power outages, hardware failures and other accidents), renewal of the SSL certificates on an annual basis and daily backup of the database and files that make up the website
- Regular updating of the website with new content
- Timely submission of specific technical maintenance requests
- Providing a new SSL certificate every year
- Domain registration renewal
- At least once a year, conducting a self-assessment procedure and analysis of the compliance of the website with the conditions established *by the Regulation on detailed conditions for creating and maintaining public administration bodies websites*
- At least once a year, website security technical assessment, in accordance with *the Regulation*.

Data confidentiality. The contractor, as a maintenance service provider, may have access to confidential data of the local self-government unit. The contractor undertakes to use the data responsibly and to keep it confidential at all times.

Deliverables
The following are the main expected deliverables. The offerors may suggest additional or interim deliverables based on the proposed methodology.
1. Workplan for design, content creation, and development with defined touchpoints for GAI and the Žabalj Municipality representatives
2. Initial site design, wireframes, and proposed content submitted for the approval by representatives of the Žabalj Municipality and GAI
3. Back-end database architecture and proposed employee interface
4. Municipal employee training instructions for content and data updates
5. Beta test site
6. Posting of final website (all associated code shall be prepared and delivered to client in electronic format)
7. Provide troubleshooting support for the period of three months, but not to extend beyond January 15, 2022 that inludes:
   - corrections of identified mistakes or deficiencies in website functions in the shortest possible period,
   - changes in website structure, as requested by GAI and the Žabalj Municipality, and in accordance with agreed dynamics.
   - technical support provided to web administrator

Expected duration
Estimated start date: July 15, 2021.
Estimated end date October 30, 2021.

МАПА ВЕБ ПРЕЗЕНТАЦИЈЕ ОПШТИНЕ ЖАБАЉ

1. О општини	2. Локална самоуправа	3. Актуелности	4. Услуге	5. Пројекти	6. Документи	7. Контакти	8. Архива
1.1. Географија, демографски подаци и инфраструктура	2.1. Председник општине	3.1. Електронска огласна табла	4.1. Електронске услуге	5.1. Капиталне инвестиције	6.1 Статут општине	7.1 Органи ЛС	2020
1.2. Историјат општине	2.2. Скупштина општине	3.2. Сервисне информације	4.2. Регистар административних поступака и образаца	5.2. Донаторски пројекти	6.2 Информатор о раду	7.2 Јавна предузећа	2019
1.3. Туризам	2.3. Општинско веће	3.3. Дневне вести и саопштења	4.3. Електронски регистри	5.3. Пројекти подршке привреди	6.3 Службени листови	7.3 Хитне службе	2018
1.4. Привреда	2.4. Општинска управа	3.4. Најаве	4.4. Добра управа	5.4. Пројекти у области пољопривреде и руралног развоја	6.4 Стратешка документа	7.4 Јавне установе	2017
1.5. Инвестирајте у Жабаљ	2.5. Савети, радна тела и комисије	3.5. Јавне расправе и јавни увиди		5.5. Финансирање пројеката организација цивилног друштва	6.5 Буџет		
1.6. Пољопривреда	2.6. Јавна предузећа и установе	3.6. Јавни позиви и конкурси		5.6. Финансирање медија	6.6 Јавне набавке		
1.7. Образовање	2.7. Правобранилаштво општине	3.7. Оглашавање јавне својине која се отуђује			6.7 Конкурси		
1.8. Здравство	2.8. Буџетска инспекција	3.8. Избори			6.8 Документи Скупштине		
1.9. Култура	2.9. Интерна ревизија	3.9. COVID-19			6.9 Документи већа		
1.10. Спорт и рекреација	2.10. Месне заједнице				6.10 Документи Општинске управе		
1.11. Медији и удружења грађана					6.11 Урбанизам		
1.12. Верске заједнице					6.12 Финансије		
1.13. Сарадње и партнерства					6.13 ЛПА		

					6.14 Заштита животне средине		
					6.15 Стамбено-комуналне делатности		
					6.16 Друштвене делатности		
					6.17 Имовина општине		
					6.18 Привреда		
					6.19 Инспекцијски надзор		
					6.20 Пољопривред а		
					6.21 Ванредне ситуације		
					6.22 Избори		
					6.23 Буџетска инспекција		
					6.24 Интерна ревизија		
					6.25 Закони који се примењују у локалној самоуправи		

2.4. Општинска управа	Начелник Општинске управе
кликом на наслов појављује се опис надлежности ОУ и наслови наведени у десним колонама	Одељење за финансије и буџет
	Одељење за Општу у праву и друштвене делатности
	Одељење за имовинске, стамбено-комуналне послове и заштиту животне средине
	Одељење за локални економски развој и привреду
	Одељење за урбанизам, грађевинарство, озакоњење и саобраћај
	Одељење за инспекцијске послове
	Одељење за локалну пореску администрацију
	Одељење за заједничке стручне послове
	Одељење за помоћно-техничке послове
	Одељење за послове органа општине

2.2. Скупштина општине	Акта Скупштине општине
кликом на наслов појављује се опис надлежности СО и наслови наведени у десним колонама	Председник Скупштине општине
	Одборници Скупштине општине
	Седнице Скупштине општине

-

Php od verzije 5.4 do 7.2

Mysql od 5.7.2 na vise

Verzija na kojoj baza sigurno radi:

Server: Localhost via UNIX socket

Server type: MySQL

Server connection: SSL is not being used

Server version: 8.0.18 - MySQL Community Server - GPL

Protocol version: 10

User: root@localhost

Server charset: UTF-8 Unicode (utf8mb4)

To je MYSQL koji radi

Apache/2.4.6 (CentOS) OpenSSU1.0.2k-fips mod_fcgid/2.3.9 PHP/7.3.12

Databaseclient version: libmysql- mysqlnd 5.0.12-dev - 20150407 - $Id: 7cc7cc96e675f6d72e5cf0f267f48e 167c2abb23 $

PHP extension: mysqli curl mbstring

PHP version: 7.3.12

PART II
The Žabalj Municipality Website

ANNEX II

Technical Proposal Form

1. Methodology

Description of the proposed methodology for designing and developing the Žabalj Municipality website.

2. Previous experiences

Previous experiences with designing and developing websites with similar requirements as outlined in Annex 1 Scope of Work

Please provide information on work completed in previous 5 years. Add rows as necessary.

Project/ Website Name	URL	Project Description	Methodology Description	Identify Applicable Experience Components (front-end development, back-end development, mobile responsive, UX/UI design, information design, content creation, user training)

3. Capacities and qualifications

Please provide information on the positions and experience of primary personnel responsible for designing and developing the website. **For the listed personnel, please provide CVs.** The combined qualifications of personnel listed should indicated ability to meet all requirements and expectations outlined in this SOW. Please add additional tables if needed.

3.1 Proposed Core Team

Position 1

Name and surname, proposed position	Professional background (occupation, degree of education)	Number of years of professional experience

Position 2

Name and surname, proposed position	Professional background (occupation, degree of education)	Number of years of professional experience

Position 3

Name and surname, proposed position	Professional background (occupation, degree of education)	Number of years of professional experience

Position 4

Name and surname, proposed position	Professional background (occupation, degree of education)	Number of years of professional experience

ANNEX III

Financial Proposal Form

For Financial Submission Form (budget proposal) please use separate excel form.

Please, break down budget for all estimated types of costs in USD.

ANNEX IV
Proposal Submission Form

[Please insert logo of your organization/company]

Dear Sir/Madam,

We, the undersigned, hereby offer to provide professional services for GAI with the aim to design and develop the Žabalj Municipality website, in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes the Technical Submission Form and Financial Submission Form.

We hereby declare that:

a)   All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;

c)   We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP.

We fully understand and recognize that GAI is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that GAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Sincerely,

Authorized Signature:

Name and Title of Signatory:
Name of Firm:

Contact Details: