

No.	Section and page no. to which the question refers	Quote of the text to which the question refers	Question	Answers
Contract, budget, and price				
	Request for proposals	6. The Contract	It's mentioned that the first contract will have a duration of 12 months, from July 2023 until December 2023. This is six months. How should this be interpreted?	We have corrected the RfP as the contract indeed is for an initial period of 12 months. The budget of maximum EUR 150.000 is until December 2023. We would like for the Applicants to suggest what can be done out of the P1 Assignment within 2023.
	Request for proposals	6. The Contract	It's mentioned that the renewal of the contract would use the same hourly rates (as submitted). Does this include general/mild inflation and deflation? If not, would this include extreme cases of inflation and deflation (say, plus or minus 8% and higher)?	In principle the same hourly rates apply. If it would be unreasonable to maintain the hourly rates due to extreme cases of inflation and deflation (plus or minus 8% and higher), we may consider a correction at the renewal of the contract.



	3.2.5. General view on the basis requirements of the CWS page 10	A detailed list of the CWS requirements	What does IDH expect of the investment? Because an Agile approach with a certain fixed budget and no influence in the MVP progress might be a rough estimate.	The budget is fixed for a calendar year, not for the delivery of the Part 1 of the Assignment, i.e., the MVP release. Please be referred to the RfP, “A combined price in Euros (ex VAT and incl. VAT) is to be presented, with a maximum of 150.000 € (inc. VAT) for Part 1 of the Assignment, until the end of 2023 calendar year, inclusive of all travel and other expenses. In the new calendar year additional budget for the delivery of Part 1 and continuation of Part 2 will be considered.” The Consultant is invited to contribute to the decision-making in shaping the MVP. The MVP definition that comes out of the Discovery phase will cover the product vision and goals, the Value Propositions for the Target Audiences and the collection of the MVP requirements. The requirements will be discussed and prioritized together with the product team. The definition won't be covering how the product is shaped from the UX,
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				Content, and design perspectives – this is up to the Consultant to work out and define.
	10.2.3 – page 25	A combined price in euro's is to be presented, with a maximum of €150.000 for part 1 of the assignment.	Could you please specify in detail what the scope is for the budget of €150.000?	The budget is fixed for a calendar year. It is not fixed for the MVP delivery. Please, see the answer above.
	RFP, 4, p16		Can IDH provide us with a budget for monthly recurring costs? For example, hosting and CMS license costs?	These costs should be included in the indicated budget.
	RFP, 4, p16	Pricing and quotation	To make sure IDH receives Budget forms that can easily be compared amongst Applicants, we suggest providing a pricing sheet that includes all cost elements. Would you be willing to do so?	See chapter 4 of RfP. We will compare budgets based on the elements as reflected in said chapter.
Estimates				
	10.2.3 – page 25	A combined price in euro's is to be presented, with a maximum of	Could you give an estimate on the amount of page types on the new IDH website?	15 templates would be a very rough estimate.



		€150.000 for part 1 of the assignment.		
			You ask for a hourly estimate of the MVP, but is it correct that there is no definition of the MVP? How would the MVP relate to the content of the current website? Is 100% of the current website part of the MVP, or rather 50%?	The current wish of the project leads is that the IDH corporate website is slimmed down to a platform that successfully communicates the core IDH proposition and clear service offerings to the Audiences, supported by examples, like case studies. Some corporate pages, like About Us, Careers, News, etc. will stay. All in all, we see it to be a lean corporate website. However, this vision needs an internal reflection and alignment with other IDH stakeholders, as well as confirmation from our Target Audiences. Our very rough approximation is that it will not be more than 60% of the current website. ----- Amendment in the RfP is made (p. 10, Pricing and quotation section):



				Total budget figure per suggested time needed to complete <u>the Part 1 of the Assignment</u>; The rate card that mentions the hourly rate per expertise.
Tender procedure and schedule				
			Could you clarify the reasoning behind the chosen type of tender procedure?	We assessed the assignment and concluded that the content of it is quite straight-forward and clear. The aim is to give all market participants a chance and select a consultant on a non-discriminatory and objective basis.
	Request for proposals	8.3. References	How much client references are required?	It is not a requirement to provide references, but we would appreciate 2 or 3 max.
	Document: Request for Proposals IDH CWS development services for design and maintenance, Page 12, Section 3.2.7. General	"Requirements on the general company profile therefore relate to:"	Can we apply for this tender as a main contractor to meet the consultant profile requirements? Meaning we work together with a fixed partner on specific sub themes mentioned in this tender?	We are not opposed to working with a consortium, however we would like to reemphasize that "the continuous availability of agreed capacity and resources for the assignment (...) and working with the same product team and the availability of additional competent and skilled resources to hand- and



	company requirements			takeover responsibilities in case of need from the assigned team is important”.
	RFP, 7.3, p19	Tender schedule	We can imagine that new information provided with the Answers to these questions, could possibly raise new questions. Would IDH be open to scheduling a second round of questions?	No, we will not open a second round of questions. We believe that the assignment is not of such a complicated nature that the timelines are unreasonable and the additionally provided information in this information notice should be sufficient to prepare a Proposal. We have however, updated the timetable in the RfP to correct an apparent slip of the pen. See uploaded RfP.
The Assignment				
	Request for proposals	5. Assignment schedule	What is the formal deadline of Part 1 of this assignment?	Not defined. The Consultant’s product team together with the Product Manager and the project responsible IDH stakeholder will be defining the reasonable MVP delivery timeline together.



	Request for proposals	5. Assignment schedule	What does 'Delivering on the Assignment at full capacity and speed' mean?	The Product team is functioning as an independent unit delivering the task per suggested plan of approach and can meet the defined milestones.
			What time Is needed to accept the proposed designs?	The IDH design review team will be small and we do not expect too long turn arounds.
	Request for proposals	3.2.6. The Assignment	Is there an estimate of how frequently to meet at locations, this in relation to the inclusive price? Are these the four specified in 3.2.7?	The mentioned four times are the minimum.
	3.2.3. – page 8	The product team can consist of the core members and be expanded for certain tasks.	Is it in this case allowed to make use of our flexible pool? And do you expect us to include the expanded team in our proposal?	You can make use of the flexible pool of the people who are not continuously allocated to the project.
CWS: current state				
	RFP	New features and functionality are developed based on isolated needs.	Who is developing these now?	We work together with our existing web-provider when the need arises, however this has not happened in the last calendar year.



			How many Business Unit websites currently exist? Which ones are integrated with the IDH website?	We do not have an overview of our digital ecosystem. This is something we strive to make clearer in the development of the MVP. We do not expect that all existing websites should be integrated in the MVP.
			What technology or CMS is used for the websites of the business units?	It varies depending on the needs of the platform and the recommendations of previous service providers.
	RFP		Can IDH share their current ecosystem/technology stack (integrations/ email marketing system/other)?	A basic requirement is to integrate with our Mailchimp mailing system, we do not have an additional technology stack.
Discovery: execution, resources, and budget estimation				
			When we are included in the discovery work, what would be our role, as compared to the internal IDH team?	As it is mentioned in the RfP, “In case the Discovery phase is not finalized when the Consultant comes on board, and support is needed at the end of its execution, the UX strategist or strategic designer is expected to be a partner to the CWS Product Manager for relevant tasks .”



				We do not envision having “internal” and “external” teams once the Consultant is hired. The vision for this Assignment is to form one strong product team with the IDH Product Manager and the Consultant’s people. For the Discovery tasks specifically, we do not foresee strategic tasks that an experience or product strategist cannot execute. This team member, for example, might help with the MVP requirements, preparing the requirements’ prioritization activities, and the product roadmap – all based on the research outcomes (internal stakeholders and Target Audiences) that would be synthesized beforehand by the Product Manager.
	3.2.4. – page 9	It is envisioned that the discovery phase will be in its final stages by the time the consultant’s product team joins the project.	Since it is unclear whether the discovery phase is completed when the consultant’s team starts. Does IDH expect that we allocate resources and budget in the plan of action?	For the possible Discovery work include the hourly rates of the UX strategist / strategic designer and/or any other expert you advise to include.



			You mention that the consultant might or might not be included in the discovery phase. Do you want us to include a budget for this discovery work?	Yes, please give an indication. See the answer above.
	3.2.3. Setting up the project, page 8	The product manager	Is the product manager an employee or hired professional?	Hired professional.
	3.2.4. Discovery Phase 9	The discovery phase will be in its final stages by the time the consultants product team joins the project	What is the reason to the start the discovery phase without the knowledge and expertise of your future digital partner? You might imagine what the advance and disadvantages are. Furthermore when the partner is boarding, a professional agency will give you real feedback which might have a serious impact in the making, timeframe, budget of the corporate site. and so on...	The Discovery phase will be launched before the execution partner comes on board to prepare a strategic foundation for the choices that need to be made together with the Consultant. This choice is made primarily for the sake of time efficiency. The project set up and the product strategy definition will involve diverse IDH stakeholders and therefore has a high level of complexity and dependencies, which impact the time frame for the website execution. It is our decision to cover the strategic foundation for the MVP definition, which includes, very importantly, clearing the dependencies and reaching a consensus



				among the IDH stakeholders, before the Consultant is on board.
	RFP, 3.2.4, p9		Who is carrying out the Discovery phase, and will they be available at the start of the project for questions etc.?	The Discovery phase will be carried out by the Product Manager. The Product Manager will be fully available to and working together with the product team provided by the Contractor. The information gathered during the Discovery phase will be open to the product team.
			Would IDH be open to the idea to right after contracting include product team members in the Discovery phase?	Yes, we may.
	RFP	MVP	What does IDH mean with MVP? When is the MVP successful for IDH?	Please, find the MVP definition in the Definition section of the RfP. The vision for and goals of the website are to be defined collectively with the multiple IDH stakeholders during the Discovery phase.
	RFP	User research	How is user research included in this project?	Primary research will be with the three major Target Audiences selected for the MVP.



				The research, however, will be more of a market study of the Audiences' general needs, challenges, and requests when working with IDH (and how these can be resolved with the website) and not so much the usability topics. If UX-led usability research and testing will be needed, we will try to facilitate this according to the plan of the UX team member. We see the UX strategist / strategic designer to own and lead on this topic. The Product Manager is there to facilitate and support such requests.
	RFP	Users	How are users involved in the discovery phase?	Please see above.
No- / low-code tool and CMS				
	3.2.5 – page 10	No code CMS that allows for easy management by no tech and -design-savvy IDH stakeholder.	Could you please specify what is meant in this case by 'No code'?	Low to no necessity to write a code when executing the website with customized design.
	3.2.5 – page 10	No code CMS that allows for easy management by	Could you please specify what is meant in this case by 'no tech and - design- savvy'?	Ultimately IDH employees who do not have design or technical knowledge will need to be able to perform content creation (templates



		no tech and -design-savvy IDH stakeholder.		population), modification, and publishing on the new website.
	3.2.5 – page 11	IDH specifically urges the applicant to include the Webflow in such an overview and analysis.	What are you missing in WordPress now that you do expect to find in Webflow?	Flexibility of customized design solutions, incl. animation, without a necessity to write code.
	Page 10	General View	Regarding to the 'webflow' tool, can we conclude that you are looking for a low-code platform in general to replace Wordpress?	We do not exclude any tool or platform, including WordPress. Repeating what is in the RfP: "IDH requests Applicant's to include vision and recommendation with the reasoning for the no-code website builder and CMS"
	Request for proposals	3.2.5. General view on the basic requirements of the CWS - Basic content requirements	Could you explain the reasoning why IDH specifically urges Applicant to include Webflow?	See above.
			Is there a specific reason to the request to look at Webflow as alternative for Wordpress?	Flexibility of customized design solutions, incl. animation, without a necessity to write a code. Creative freedom for design solutions without a necessity to modify existing templates with additional code.



	Request for proposals	3.2.5. General view on the basic requirements of the CWS - Basic content requirements	How did IDH determine that Webflow is a benefit for the CWS?	We do not determine anything at this stage. See answer above.
	Request for proposals	3.2.5 General view on the basic requirements of the CWS (subject to change)	"A decision on the CMS will be made from a technical functional perspective" - Which considerations are in this technical functional perspective?	Functional: Impressive solutions for customized design. Creative opportunities. Technical: Low necessity for complex development. Subsequent ease of use for the IDH internal stakeholders. Please, also see the answer above.
	3.2.5. General view on the basis requirements of the CWS, page 10	No code CMS	No-code CMS is mentioned in the basic requirements. Are you aware that a good CMS/DXP, that is implemented according to it's best practices, also gives you the freedom to edit and build up your pages by using components? Are you open to suggestions on other CMS/DXP platforms that create a better fit, without the use of Webflow?	See the answers above.



			Why do you suggest to use no-code development for this project? Which problem are you trying to solve with no-code?	Please, also see the answers above.
	3.2.5. General view on the basis requirements of the CWS, page 10	No code CMS	Based upon the information you have given so far, what is the idea of a closed no-code solution like Webflow?	Please, see the answers above.
	RFP		Did IDH consider any open source or headless CMS solutions?	Please, see the answers above.
	3. assign information page 6	First and second part of the assignment	Why do you want to go live with the Corporate website without a working cms environent and implement this after golive? This is to us not a logical responsible approach of the realization of such an professional digital environment.	We do not intend to go live without a working CMS.
	3.3.7. Part 2 content management page 13	website content management beyond the MVP	Could you please elaborate this decision to move the CMS implementation to phase 2? It is very rare, even never experience	We do not mention CMS implementation within Content Management tasks. CMS



			this before, and we are already for long time familiar in this market that this not part of go live.	implementation belongs to the Part 1 of the Assignment.
	General	General	Is IDH planning to have additional sites next to the corporate site? (Multi-site setup)	Yes. It is not the case, however, that we will be migrating multiple websites under that CMS within this specific Assignment.
			Are there any other sites who can be managed by a CMS, for instance https://www.farmfitintelligence.org/ and is this a future request?	Yes. See above.
Hosting				
			Who is responsible for hosting?	Many tools already have a hosting solution. However, if you suggest a self-hosted solution, please, feel free to outline where you advise to self-host the website. Please, note that in this case the website development, run/maintain/support contract, and hosting are three individually parts.



				We expect the offers to provide recommendations for hosting, possible configurations and/or minimum requirements. But we don't expect the offer to include the hosting as in general this is something that would be outsourced to a hosting provider/platform such as AWS. The contract between e.g. AWS and IDH could be a direct contract, as that would enable IDH to take advantage of non-profit rates at the hosting provider that would otherwise not be possible. When designing for e.g. AWS, the offer should include the desired configuration for the hosting package. For technical configuration and day to day management, admin access to the hosting package would of course be available to the contracted party.
			Is hosting part of the assignment so yes what are the requirements, or do you like our advise?	See the answer above. Hosting requirements: should be scalable and hosting should be possible to do from regular cloud hosting providers, such as AWS.



			Is hosting part of the given budget?	Yes.
IT, maintenance				
	Page 9	Note on IT-support	Are there any additional requirements from an IT perspective regarding the implementation and CMS selection? (like hosting requirements, license vs open source, etc)	No.
	RFP, 3.3.6, p13	Maintenance and support, including service desk activities	What kind of service desk activities are expected here? Does this include 1 st line service desk, 2 nd line and/or 3 rd line support?	This is not fully clear at this stage. We expect that the “user stories” for service and support would need to be defined by the Consultant in collaboration with IDH.
Basic requirements				
	Request for proposals	3.2.5 General view on the basic requirements of the CWS (subject to change)	It states that it's subject to change, is this going to be finalized in the discovery phase? Do you expect major requirement changes?	The basic requirements are mentioned in the RfP. We do not expect anything ground-breaking.
			We support the way IDH wants to approach the development of the website (incremental/ iterative) and	Please see the answer above.



			want to check if the basic requirements can all be altered or deprioritised if this makes sense based on outcomes of the Discovery? In other words, does IDH see any Must-haves?	The must-haves will be defined based on the research done during the Discovery phase.
	Section:3.2.5 Page:10	Calendar (Internal): The calendar needs to display upcoming community, speaking engagements, workshops, events, etc. This area must be easily updatable by staff and designated users.	The feature in itself is clear; however, it would be great if you could clarify who would be the users of this calendar. Would this calendar be visible to any user of the website or would it be restricted to only internal staff at IDH?	The calendar function will be included in the MVP, however we assume it will be visible to all audiences as internal audiences are not the priority.
	Section:3.2.5 Page:10	Opportunity to display information in a visually rich way: Graphs, data visualisation, maps.	Would you be so kind to provide some examples of the type of visualisation that you would like to see? Especially with regards to data visualisation (i.e. Graphs & Maps are more straightforward)	The first one is a very aspirational example. The second one is an interesting way, in our opinions. We will see how far we can go: https://www.ju.st/learn https://projects.storyworks.digital/hiv/
	Request for proposals	3.2.5. General view on the basic requirements of the	It's mentioned that the website must support 'all' content formats. What is	Yes.



		CWS - Basic content requirements	meant with all? Could this be interpreted as the 'all general content formats'?	
		P 11	P 11 mentions sectioning by geography: is this like the map on the homepage?	It is about tagging the content – e.g., IDHs work is being executed globally. The pages that describe our work, such as case studies, could be tagged to show geographic relevance. Ultimately this feature, whatever the execution, helps users to navigate the content by filtering it.
	Request for proposals	3.2.5 General view on the basic requirements of the CWS (subject to change)	Is the website going to be multi language?	No, the MVP will be in English.
			The current site is in English, are there needs to have sites in other languages than English?	See the answer above.
			The current website is available in English, would that also be the case for the new website or do we need to	See the answer above.



			take a multilingual approach into account?	
	3.2.5. General view on the basis requirements of the CWS, page 10	E-newsletter	What is used to send the e-news letters?	Mailchimp
	3.2.5. General view on the basis requirements of the CWS, page 10	Marketing features	Is there a wish or requirement in het (near) future to start using marketing features like Marketing Automation, personalization or A/B testing on the website?	Unlikely for marketing automation. Possible personalization is a good topic to discuss for the Product Roadmap, considering we have 7 Target Audiences in total (for the MVP we selected three). A/B testing – possibly, specifically for the UX testing as per the product team needs and requirements. Feel free to consult with your team UX expert on their project-related testing needs.
			Are there needs to serve content based upon site visits by the visitor?	Probably not on the Corporate Website. At the moment we cannot see the immediate use case for such a user journey.
			Are there needs to serve content behind a closed login environment (extranet)?	Not in the MVP.



	RFP, 3.2.5, p 10		What are the minimum requirements of backwards compatibility concerning devices and browsers?	We would want to support at least all supported Operating Systems, mobile platforms, and all already “officially unsupported” platforms that are still a substantial part of the visitor base.
	Annex 2. IDH Brand Book 2022		We question if the used colour scheme meets the contrast accessibility standard AA. Does accessibility of the website have a higher priority over the brand book?	We support using accessibility standard and would like to adhere to the brand guidelines whenever possible.
Content, incl. migration and content management				
	Request for proposals	3.3.3. Website content strategy and execution	Is it interpreted correctly that the Applicant's role in the Discovery phase is to co-determine whether the current content's quality suffices or that parts must be re-written? Or does this mean that Applicant must co-create content as well?	The Discovery phase will not be dealing with the topic of content. Delivering complete content strategy, incl. the audit and recommendations on the content iterations, is the Consultant's task (the relevant outcomes and materials of the Discovery research will be available and in open access). We don't expect co-creation of Applicant in phase 1 but this may change in the course of the project.



	General	https://www.idhsustainabletrade.com/living-wage-platform/salary-matrix/	IDH salary matrix, is this part of the scope as well?	No.
	Request for proposals	3.2.5 General view on the basic requirements of the CWS (subject to change)	Migration: Which version of WordPress? Is the current provider willing to cooperate in this?	WordPress 6.1.1. The current provider will cooperate in this process.
	3.2.5. General view on the basis requirements of the CWS, page 10	Content migration from wordpress	How many pages approximately?	It is not clear yet how many pages of the current site will be migrated, but we estimate around 60%.
	Request for proposals	3.2.5. General view on the basic requirements of the CWS - Basic content requirements	It's mentioned that the new CMS and website must contain a no-code builder. Does this mean that, from IDH's perspective, it must be possible to use the CMS to create pages by using templates or does this mean that IDH wants to be able to create their own templates without using code? If both definitions do not	IDH does not have an ambition to create their own templates. We trust the Consultant with this. Ultimately it must be possible for the IDH stakeholders to create pages by using the prepared templates. The templates are expected to be created and delivered as a part of the Assignment within



			match the needs/wishes of IDH, could this be elaborated, please?	the Design and Visual (Web-) development scope of work.
	RFP	Content management	What type of resources does IDH expect to need? Updating content provided by IDH, optimising current content or re-writing, creating new content?	Might be the two mentioned cases: (1) Updating content provided by IDH; (2) Optimising current content and re-writing (in accordance with the Product Roadmap development or per immediate needs). We do not see the necessity for creating new content by the Consultant.
		Content management	Same for content management: you ask us to estimate the work, in addition to resources provided by IDH. But if the amount of content and the availability of IDH resources are both unclear, how can we come up with an estimate?	We specify in the RfP that no resources will be available within IDH for the content management task when it comes to launching the MVP and sometime beyond that (due to the fact that internal stakeholders will need to be onboarded with the CMS and internal ops frameworks will need to be created for the content management processes). Therefore, we ask Applicants to provide the indication of availability of their experts and hourly rates of these experts for the content



				management tasks, i.e., creation (templates population), iteration, publishing. Please also see the answer above.
	Page 13	Content management	During the MVP content creation is owned by the Consultant. What do you mean exactly? Content creation is typically something owned by the client or in cooperation with Consultant.	We mean that the population of the pages' templates with the content for the MVP will be done by the Consultant.
			How many editors work with the cms?	Currently around 30, but as the website will be scaled down in scope this will most likely be reduced.
			How many editors needs CMS training?	See above.
	RFP, 3.3.7, p13	Content management	Is the onboarding of IDH Stakeholders part of the MVP to the proposal? If yes, how many users and what roles do they have?	We would like the support of the Consultant in onboarding IDH staff. Please include cost in the proposal within the Content management component (2B). See above for number of users.
Analytics				



	General	General	What are the yearly pageviews and visitors on the current platform?	2022 pageviews: 944,774. 2022 users (visitors): 323,091.
	Page 14	Website analytics	How are you measuring website performance with regards to your KPI's and what are they in general for measuring success?	At the moment, as mentioned in the RfP, the website analytics is done sporadically. The objectives or goals of the website that KPIs and metrics can be matched to will be defined during the Discovery phase.
			Could IDH share metrics about the performance of the website?	Please see the answer above.
			What would be a good end-result regarding website analytics? For example, standard reports based on set KPI's, user training, or continuous monitoring?	Standard reports seem to be sufficient at this point, incl. for the MVP testing.
Other				
	Request for proposals	3.4. Proposal guideline	Are there any other style guidelines for the documents besides the font guidelines (10 points)?	No.



		10.3 Presentation	If the presentations are not part of the assessment, we request to delete this from the tender.	We have removed the optional presentations from the RfP. See uploaded updated document in track changes.
			Could you provide a Word version of the request for proposal document so we can copy-paste sections from it? In the document you have provided, all text is locked.	We have added the RfP document in word and track changes to reflect some updates to the RfP.
	3.3.1. part 1 project management or product ownership page 12	IDH Miro account	We are familiar with Miro, but who is responsible for the subscription and access to it, concerning the amount of users?	IDH is responsible. At the moment, after a consultation with the IDH IT, it was decided to use the Basic version, which allows to create three boards and invite unlimited number of users to participate. If and once the team's and project's needs will go above what Basic version can offer, IDH is open to upgrade to the Business version.
		TenderNed	Could you clarify why TenderNed indicates that the assignment is divided into lots and the tender guidelines do not make reference to different lots?	Per 15 February 2023 the TenderNed platform requires the contracting authority to indicate how many lots the assignment contain. This assignment is one lot.





Amendments to the Request for proposals: IDH Corporate website development and maintenance

As a result of the questions, the following amendments have been made, as reflected in the Word document uploaded in track changes together with this Information Notice:

1. Section 10.3 has been removed from the RfP in its entirety: no presentations will be requested from Applicants.
2. Section 7.3 on page 19 will be replaced in full, and read as follows:

7.3. Tender schedule

This tender procedure is based on the following schedule:

1	Publication on TenderNed	28 April 2023
2	Deadline submission of questions by Applicants	5 May 2023 (5:00 PM CET)
3	Publication of Answers to questions	12 May 2023
4	Deadline submission of Proposals by Applicants	9 June 2023 (5:00 PM CET)
5	Provisional award of the Contract Final award of the Contract	23 June 2023 16 July 2023



6	Signing of the Agreement	16 July 2023
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The dates specified above at 2, and 4 shall be construed as a deadline. Questions that are not submitted before the deadline will not be considered unless this is in the interest of this tender procedure and at the discretion of IDH. Proposals submitted after the deadline will be returned and will not be considered in this tender procedure.

3. In the Section 3.2.5. General view on the basic requirements of the CWS (subject to change), p. 10, for more clarity one of the 'Basic functionality requirements' is changed from "No-code CMS" to "No- to low-code CMS." The same change is applied to a paragraph on the p. 11 and in the Section 10.2.2. Step 2 - Evaluating quality, p. 26.

4. In the Chapter 4. Pricing and quotation, p. 16, the following paragraph:

"The Applicant must submit a budget that is **split out as stated in the component table above (tasks related to the MVP release (1A); tasks related to the website maintenance(1B))**, a **total budget figure per suggested time needed to complete the whole of the Assignment, and the rate card that mentions the hourly rate per expertise**. We also need **an indication of costs for the web analytics and content management services to be carried out in Part 2**. The budget must be submitted in euros (€) and show costs with and without VAT. Any currency risk is borne by the Applicant."

is replaced and read as follows:

The Applicant must submit a budget that is **split out as stated in the component table above (tasks related to the MVP release (1A); tasks related to the website maintenance(1B))**, a **total budget figure per suggested time needed to complete the Part 1 of the Assignment, and the rate card that mentions the hourly rate per expertise**. We also need **an indication of costs for the web analytics and content management services to be carried out in Part 2**. The



budget must be submitted in euros (€) and show costs with and without VAT. Any currency risk is borne by the Applicant.

5. In the Chapter 6. The Contract, p. 17, first sentence is updated and amended and will read as follows: The Assignment is envisioned to start in July 2023 and the first contract will end in July 2024.