

Official Website Development Agreement between Public Service College of Oromia and Batu City Administration

Public Service college of Oromia ICT Development Directorate

 Website and Enterprise Application Development and ICT Team

January 2016

**Website Development Agreement between PSCO and Batu City Administration**

This agreement is entered into between PSCO located in Batu/Ziway and Batu City Administration located in Batu/Ziway. It is aimed to develop and deliver Official Website for Batu City Administration using state of the art content management system, Drupal 7.39. The parties hereby agree to the following terms and conditions.

**Article 1- Scope of the project**

The main objective of this project agreement is to create a communication media between Batu/Ziway City and the rest of the world via an Official website, since the City became one of the transformation and reform led city of Oromia region it is a way of introducing itself and show what it has for the investment, tourisms, industrial and agricultural development, for whom willing to invest on it. On top of this the Administrative and management staff will get a basic training on how to use the site properly as information and communication media meanwhile they will update their capacity and knowledge as a result it can be considered as a capacity building.

**Task to be done in the project area**

* 1. **Design and develop Official Website for Batu City Administration Under this task the following items will be developed:**

**1. Home page:** information conveying and welcoming clients or visitors to the city website.

**2. About Us:** generic information about the city and description of, Batu city administration communication affair staff profile, its establishment, mission, vision, duties and responsibilities, success stories, detail of what the city can provide to the society, addresses and contact persons.

**3. Government portal:** has all information to be included in government bureau

* 1. Educational bureau:-
	2. Government Communication affair bureau:-
	3. Health bureau:-
	4. Civil Service bureau:-
	5. Justice, security and legal affair:-
	6. Construction and municipal service bureau:-
	7. Finance and economic development bureau:-
	8. Trade, industry and investment bureau:-
	9. Agriculture, water mines and energy bureau:-
	10. Women , children and youth affair bureau:-
	11. Land management and development bureau:-
	12. Kebele 01 Administration:-
	13. Kebele 02 Administration:-
1. **News and Upcoming Events:** This link provides a steady supply of news or links to news sites providing recent developments or information related to the city. The news and advertisements will be frequent enough to provide enough reason for the visitor return to the site. This link can also provide information on any upcoming events, celebration and other related issue in the city. Past events will also be archived.
2. **Slideshow, Embedding Video:** This will guide the visitors how the city is promoting itself for the Governmental or non-government organization to see the geographical landscape and how it is comfortable in any way to invest on it.
3. **Download page:** latest electronic publication, documentation and others information related to the city and open to public are made available here.
4. **Contacts:** Here, information will be posted at the website that will allow the Visitor to contact the different bureau of the city. We suggest you give us contact person’s names, position, telephone, fax number, E-mail address, we want to have the contacts of city mayor or assistance/secretary who will be able to take immediate and correct action/response to the client’s or the visitor enquiry.
5. **Feedback (optional):** customers use customized forms to send comments.
6. **Resources:** like glossaries and FAQ`s
7. **Other important Links to related sites (optional)** Links to related websites. These other organizations also provide supplementary or other critical information that may or may not be contained or considered relevant for the city administration website. Links to these web sites is offered. We believe that link exchanges also improve search engine ranking and popularity for any website.
8. **Social bookmarking:** if the city administration promotes itself using social websites like Facebook and Twitter, there could be some follow us link to involve in that too.
9. **City map:** visitor can find out the geographical structure of the city
10. **User Counter:** to know how many visitor are visited the website.
11. **Multi language:** allow the visitor to visit the site in different language, it will increase the accessibility of the website and it is going to address local, regional and international visitor (Amharic, Afan Oromo, and English).

## **To successfully accomplish the development of the system, the following tasks will be conducted:**

1. Gathering Technical System Design 6. Content import and migration

2. Design the Layout 7. Implementation

3. Graphical Interface design 8. Testing

4. Content management & publishing 9. Training and documentation

5. Embedding Social media tools 10. Deployment and hosting

**Required resource (Optional: - if the city administration is able to facilitate those resource either we use ethio Telecom data center.)**

* Human resource
* Network Connectivity
* High speed server
* Desktop computer

**Training on Content Management System (CMS) using Drupal**

Under this task the following topics will covered:

* Introduction
* The usage of web based application to one organization
* Basic usage of website and web application
* How to use the website
* Basic pages and navigations

**Article 2- Responsibility of Public Service College of Oromia**

* 1. PSCO shall assign the required professionals to complete the project described in Article 1 for the duration of the project.
	2. PSCO may assign additional professionals and/or replace the already assigned professionals if it is deemed necessary.
	3. PSCO staff shall get confirmation on all gathered requirements before starting development of the official website.
	4. If an identified requirement is missed from the initial specification, PSCO will include the requirements into it without any additional cost.
	5. PSCO, shall perform the following activities:
		1. Develop the official website
		2. Train professionals based on the schedule
		3. Provide onsite support and update for a period of one year not more than twice per month.

**Article 3 Responsibility of Batu city administration**

* 1. Batu city administration shall procure required items for the project prior to the project implementation
	2. Batu city administration may replace the already selected professional if it is deemed necessary.
	3. Batu city administration shall assign the right employee to provide information, requirements and resources (images, photos, texts, etc) about the website to be developed. If some requirements of a system are missed due to lack of collaboration or miscommunication from Batu city administration staff, the assigned staff or his/her unit will take the full responsibility.
	4. Batu city administration shall assign a team to confirm all requirements gathered through the development process.
	5. Professionals selected from Batu city administration shall involve in the following activities:
		1. Attend Trainings offered by Public Service College of Oromia ICT professionals
		2. Supervise every progresses of the project
	6. Batu city administration shall make the premises ready for the project
	7. Batu city administration shall not transfer the design and the source code of the developed website to any third party in any form. Breaching this agreement will result in a fine of Birr 2, 000, 000.00 (two Million Birr) to be paid to Public Service College of Oromia.

**Article 4- Deployment plan**

4.1 The Development shall be carried out according to the following action plan:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Description | Start Date | End Date | Output/Outcome |
| Sign Agreement |  | January 2016 | Signed agreement |
| Official Website Development | Cf. Article 1.1 |  |  | A fully functional official website |
| How to use the website training  | Cf. Article 1.2 |  |  | Know how to use the site as a communication media  |
| Project Completion |  |  | Access the website through search engines  |

**Article 5- project budget**

* 1. The overall project budget (excluding equipment cost and VAT) is Birr 127,000.00 Details are given in Annex
	2. The budget does not include cost of equipment.
	3. The budget does not include Value Added Tax (VAT)

**Article 6- Schedule of payment**

* 1. The first 60% of the payment (Article 5.1 above) shall be transferred upon signing of the agreement
	2. 30% of the payment (Article 5.1 above) shall be transferred upon completion of the activities mentioned on 1.1 in Article I.
	3. The remaining 10% of the total payment (Article 5.2 above) shall be transferred upon completion of the training as per Article I and sub Article 1.2
	4. Payment of the project fee shall be made to Commercial Bank of Ethiopia, Batu/Ziway Main Branch, Public Service College of Oromia Finance A/C no. 1000018470369.

|  |
| --- |
| Annex Price listing |
| **No** | **Work package** | **Duration (Number of Days)** | **Budget/ Amount** | **Remark** |
| 1.  | Determine user requirements (Elicitation)  | 7 | 25,000.00 |  |
| 2.  | Data Analysis  | 7 | 10,000.00 |  |
| 3.  | Database Optimization  | 7 | 10,000.00 |  |
| 4. | Initial data entry  | 7 | 11,000.00 |  |
| 5.  | Web site development/implementation/Coding  | 21 | 40,000.00 |  |
| 6. | Multi language Development  | 10 | 25,000.00 |  |
|  7. | User training  | 5 | 500.00 |  |
| 8.  | User guide(manual) development  | 7  | 500.00 |  |
| 9. | Testing and lunching  | 8 | 5,000.00 |  |
|  **127,000.00 Birr** |   |

## Article 7- Amendment

* 1. This Agreement is subject to be amended as per the agreement of the two parties (Batu city administration and Public Service College of Oromia)

In Witness, hereof, the parties have duly signed this agreement on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Batu/Ziway, Ethiopia.

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| --- | --- |
| For Public Service college of Oromia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | For Batu City Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| Witnesses1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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