

Okinawa Institute of Science and Technology Graduate University
Proposal competition of OIST Main Website Redesign and Development
Implementation Outline

● Overview :

Okinawa Institute of Science and Technology (OIST) is an interdisciplinary graduate university founded by the Japanese government to attract researchers from Japan and abroad to conduct high-quality research and develop a research hub for technology transfer and industrial innovation in Okinawa. Half of faculty and students are recruited from outside Japan, and research and education are conducted in English.

When the university's Japanese-English bilingual Drupal 7 website was built in 2011, OIST was only a few hundred employees in two buildings. Now OIST has over a thousand employees and a full campus featuring an auditorium, conference center, dormitories, faculty housing, stores, gym, and four lab buildings. The fifth lab building is under construction, and a second residential campus will open soon.

The university has outgrown the website, and we would like help in redesigning for the future, upgrading the CMS, and updating the design of the website.

1. Subject

OIST Main Website Redesign and Development

2. Period

From the date of contract to March 31, 2022.

3. Location

The contractor will work offsite. No on-site meetings are necessary.

4. Qualifications Required to Participate in Proposal Competition

- (1) Must not fall under the provisions of Article 2 of the Contract Management Stipulations of the Okinawa Institute of Science and Technology School Corporation.
- (2) Must not have filed a petition for commencement of rehabilitation proceedings based on the Corporate Reorganization Act, and not filed a petition for commencement of rehabilitation proceedings based on the Civil Rehabilitation Act.
- (3) Must not be an entity that has received an exclusion request from the national government or police authority as an entity effectively controlled by a criminal group member or those are equivalent thereto, and an entity for which such state has continued.
- (4) Must be in good financial condition. To prove this, the participant must submit a copy of financial statements for the preceding two fiscal years or an equivalent document to OIST and be certified by OIST
- (5) Those who would like to participate in this Proposal Competition must submit (4) to OIST with proposal by the deadline.

● For reference: Contract Management Stipulations

Article 2 (Requirements for Competition Participants)

1. The Corporation may not allow parties to compete in the vendor selection process of the Procurement Cases if any of the following apply.
 - (1) Parties that lack the ability to conduct the concerned Procurement Case
 - (2) Parties that are bankrupt and have not been rehabilitated
 - (3) Parties that are eligible to each item of Paragraph 1, Article 32 of the Act on Prevention of

Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991)

2. The Corporation may prohibit the parties to which any of the followings would be deemed to apply from the competition for a period of two years after the concerned facts. This also applies to those who use said parties as their representatives, managers, or employees.
 - (1) Parties that have intentionally committed a shoddy construction or production in the performance of a contract, or that have committed illegitimate acts concerning the quality or quantity of items
 - (2) Parties that have obstructed the performance of fair competition or colluded to impair fair pricing or earn illicit gains
 - (3) Parties that have hindered the successful bidders from concluding contracts or hindered the contractors from performing their contracts
 - (4) Parties that have obstructed the operation duties of the Corporation's persons in charge of the implementing investigations or inspections
 - (5) Parties that have failed to perform their contracts without just cause
 - (6) Parties that have used other parties as representatives, managers, or employees for the performance of contracts within two years after said other parties committed any of the above-specified items
3. The Corporation may prohibit the parties that use any of the parties specified in the previous paragraph as bidding agents from participating in competition.

5. How to receive "The IA Research Project Report and other materials."

Complete and send the NDA(oist-www-dev-fy2021-nda.docx) to tender@oist.jp

Once we receive the NDA, we will reply to your email to confirm receipt of your request.

6. Schedule

- Public Announcement : October 1, 2021(JST)
- Due date for questions regarding specifications : Friday October 15, 2021 by 5:00 pm(JST)
Should there be any questions regarding the specifications and/or outline, please send an email with your questions to the address below. In principle, the University will respond by email only.
(E-mail address) tender@oist.jp
(Subject) Questions about "OIST Main Website Redesign and Development"
(Required information) Company name, Name of the questioner, Title, Contact, Questions
(Replies to all questions) Will be posted on the University website by October 19, 2021.(JST)
<https://www.oist.jp/procurement/article>
- Proposal due date : October 22, 2021 by 5:00 (JST)(Late submission will not be accepted)
- Screening: Screening (by submitted proposal) : October 25, 2021 to October 29, 2021
- Result of the screening: Result of the screening will be notified to all respective participants in writing. The successful applicant will be announced on the University website.

*Schedule

Expected Date (JST)	Steps
October 1, 2021	Public Announcement
October 15, 2021 by 5:00 pm	Due date for questions regarding specifications
October 22, 2021 by 5:00 pm	Submission deadline of Proposal and video presentation
October 25, 2021 to October 29, 2021	Screening (by submitted proposal)
November 5, 2021	Notice of determination

7. Documents to Submit

(1) Participants are required to prepare as follows;

- ① Proposal (Please include every evaluation standard, which is described in score sheet)
- ② Video presentation
- ③ Company Profile (Please fill in the form 1)
- ④ Financial statement (BS and PL for last 2 years) or document which show your financial status

(2) Submission deadline/method

- ① Deadline: October 22, 2021 by 5:00 pm (JST)
- ② Delivery: All documents must be submitted as a PDF file by E-mail.
Video presentation must be sent to tender@oist.jp with the link to download.
- ③ Language: English

(3) Submission/Inquires

Nakamura, Procurement and Supplies Section
Okinawa Institute of Science and Technology Graduate University
1919-1, Tancha, Onna-son, Kunigami-gun, Okinawa
E-mail; tender@oist.jp

8. Budget

The budget is 20,000,000JPY.
All costs must be within the budget.

9. Examination

The examination of proposal competition will be made by the University's Proposal Examinations Committee based upon the proposal submitted by the competition participants. The result will be published on the University's website on November 5, 2021 and notified to all respective participants in writing.

10. Examination Criteria

The Proposal Examinations Committee will examine and score each proposal based on the attached score sheet.

11. Contract

(1) The University will enter into a negotiated contract with the contractor selected in the

screening process.

- (2) If the contractor declines or does not enter into an agreement with the University, by the date specified, without any valid reason, the University will cancel the contract designation. The University, by selecting one party from the candidates, will enter into contract accordingly.

12. Others

- (1) Contract: Required
Language and Currency to be used in the procedures.
 - ① Language: English
 - ② Currency: Japanese yen
- (2) The costs required for the participation in the proposal competition process will be borne by the respective participants.
- (3) The submitted proposal will not be returned to participants.
- (4) Throughout the period (from the election of the committee members until the notification of the candidates designation), any parties who intend to participate in preparing for the proposal competition are prohibited from behaving in ways to advantage themselves to disadvantage other competitors. Any violation of this requirement will result in the applicant being disqualified, and the University may take further steps if necessary.
- (5) Should any matters not covered above arise in the proposal competition process, the Chair of the committee will notify the proposed participant after consulting with the committee.
- (6) Final specifications and content will be decided in discussion between the University and the contractor, based upon the submitted plan.

Attachment:

Please refer to "1.oist-www-dev-fy2021-01-index"