Appendix 1: LPCD - Request for Proposal – LPCD post-delivery changes

The document below was produced for initial discussion with CTI Digital and forms the basis of the final requirements which will be drawn up in consultation with the development team.

Request for Proposal

13th June 2018

To: CTI Digital
FAO: Katie Pointon and Steve Gale

Contract Reference: ICT 12445
Project Reference: LPCD – London Plan Consultation Database
Desired Timescales: Work to commence as soon as is practicably possible

Summary of Request

The GLA would welcome a proposal from CTI under the above call-off contract reference for the following work.

Enhancements to Search Functionality

Background

In 2017 the GLA's Planning Unit led the development of an online consultation response system for the Draft New London Plan. The first phase of this project focussed on the functionality for users to submit comments on the plan. This phase was successfully delivered in time for the launch of the consultation period on 2nd December 2017.

Subsequent development phases were carried out between January and April 2018 which focussed on:
- The 'back-end' functionality to allow GLA planners to analyse and respond to the comments received
- The public search so stakeholders outside the GLA and interested members of the public can view the comments online.

The GLA's Need

Following the completion of these development phases, the GLA Planning Unit has identified some essential changes that are needed before the public-facing search can be put live. The indicative requirements below have been prepared to obtain an early estimate of the cost of implementing the required changes and enhancements. Based on the estimates, acceptance criteria in Jira will be used to define a precise cost.

Proposed approach to requirements definition and cost estimation

Without delaying or compromising the primary approach, an initial, high-level estimate for each of the requirements below, based solely on the notes provided would be useful. However, this would solely be used to help determine the scope of work and principally whether any individual requirement is insufficiently cost-effective to pursue. This can be provided informally if preferred.

The primary approach however would be to hold an onsite discovery session to review each of the indicative requirements below. For each of these, a Jira story or stories would be produced along with agreed acceptance criteria. An estimate for each of the requirements should then be provided, and areas of potential risk should be flagged along with the estimates.

The timescale for delivery of these enhancements is short and the functionality indicated in this document is expected to be completed by the end of August 2018 at the very latest.

Indicative Requirements

Search Enhancements

Req. No.	Description	Notes
1	The user's name on the comments search should act as a link to the comments for that person	Clicking on the name should open the comments search screen with the results for that user in a new tab
2	Provide a link at the top of the page to the Comment Search page filtered to the page you are viewing (e.g. the policy). The link should say View all xx comments about ". followed by the page name, e.g. Policy H2 Small sites	This could be a text link or a button, depending on what looks best. The count should match the number of comments in the csv export specified in 8 below
3	By each link to a book page, there should be a count of the total number of comments in that page and any sub-pages (child pages) in brackets after	
4	General comments about this page' should be consistently located at the top of the page on both chapter and policy pages	They are currently found at the foot of the Policy pages
5	Add 'Search public comments' as a large button on the home page	The Comment Search page should be easily accessible from the Home page.
6	The PDF download button should be provided at the top of the page. It should be much more prominent than the current button and clearly labelled.	Text above should say "Download these comments as a file" followed by the number of comments in brackets. The export should include all comments based on the selected filter, including any Set Responses. 'Duplicate' comments are excluded if the list is filtered by user name, but not if filtered by page (policy)
7	The 'Page' search box on the Comments search page should auto-complete (same functionality as used on the Policy response analysis page).	At present it is a free text search. Users arriving at this page may not know what they need to type to get the results they want

Req. No.	Description	Notes
8	Add help text below the 'Page' search field on the Comments search page as follows: Enter a page name, for example a Policy or chapter name, e.g. D1 or Chapter 3"	
9	Include all set responses in all relevant searches and search results	Each set response is a valid comment. A search for the user should find their response. When set responses are found, they should all be grouped together at the end of the relevant search results