



Website Redesign RFP

Instructions for submission

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1. General

1.1 Introduction to sportanddev

The International Platform on Sport and Development (Hereafter “sportanddev”) is the leading global hub for those using sport to achieve social, environmental and economic development objectives. Sport and development is defined as the intentional use of sport and physical activity as a tool for development and peace.

sportanddev has become the leading knowledge hub, learning resource and communications tool in the field. It boasts an annual reach of around 1.5 million page views and 430,000 unique visitors, and has a network of around 1,000 organisations and 10,000 individuals registered on the platform, catering to the public, non-profit and private sectors.

Further details can be found on our existing website: www.sportanddev.org

1.2 RFP purpose

- a) sportanddev invites the recipient of this document pack to respond to this RFP for the redesign of the sportanddev.org website.
- b) The combined documentation of this RFP sets out the scope of the services required, and the information requested in submissions. The purpose of this document is to solicit a detailed and standardised proposal from applicants wishing to carry out the services described. This will enable sportanddev to fairly complete an evaluation and identify a single solution as per its business criteria and interests.

1.3 Documentation

- a) This RFP consists of the following documents:
 - i. Instructions for submission
 - ii. Terms of reference
 - iii. Proposal summary template

1.4 Open process

- a) This is an open RFP process though several companies have been invited to participate based on their previous experience and/or sportanddev’s awareness of their services.

1.5 Points of contact

- a) Any communications, clarifications, or questions relating to this RFP or the accompanying documentation must be directed via email to the below address:
 - i. sportanddev.projects@sad.ch

1.6 Language of proposals

- a) The proposal and all correspondence and documents must be in English.

1.7 Questions and clarification requests

- a) Applicants are requested to email any questions regarding this RFP as soon as possible after the RFP publication date, but no later than the Clarification Deadline on 31st July 2020.
- b) Formal questions and clarification requests will only be accepted via email and must be sent to sportanddev.projects@sad.ch
- c) sportanddev are under no obligation to respond to a clarification request received after the Clarification Deadline.
- d) sportanddev reserve the right to anonymise and publicise all questions and clarifications received by applicants to ensure a transparent and fair RFP process.
- e) sportanddev may at any time request further information or demonstrations from applicants to verify or clarify any aspects of an applicant's RFP submissions.

1.8 Access to the existing website

- a) Applicants are advised to create accounts on the existing website to evaluate its features and functionality.
- b) It is possible for sportanddev to grant permissions to an applicant's registered account for them to see the administrator views of the existing website. Requests for this should be made through the standard means by emailing sportanddev.projects@sad.ch
- c) Read only access to the website's source code can also be requested by emailing sportanddev.projects@sad.ch

2. Timescales

- a) Proposals must be submitted to sportanddev.projects@sad.ch by the Submission Deadline on 14th August 2020.
- b) sportanddev reserve the right to modify the RFP timescales at any time. Any changes will be communicated to all applicants who have expressed an interest in or been in contact with sportanddev regarding this RFP.
- c) The below schedule of events will be followed for this RFP:

Event	Date
Publication of the RFP and relevant documents	17 th July 2020
Deadline for submitting questions or requests for clarifications (Clarification Deadline)	31 st July 2020 23:59 UTC
Publication of all questions and clarifications received	7 th August 2020
Deadline for submitting proposals (Submission Deadline)	14 th August 2020 23:59 UTC
Shortlisting of proposals, and invitations to present and demonstrate to the sportanddev team	28 th August 2020
Contract award and Project Initiation	September 2020

3. Submissions

- a) The proposal must be typed and dated.
- b) The proposal must be submitted electronically to sportanddev.projects@sad.ch
- c) The proposal must be sent no later than the Submission Deadline.
- d) The proposal must clearly state that it is valid for a 60-day period from the Submission Deadline.

4. Format of proposals

- a) The applicant must complete the 'Proposal summary template' in full and include this with their formal submission.
- b) An applicant's internal template for RFP submissions will be accepted, however, they should at least contain the below information regarding the technical proposal and the financial proposal.
- c) Technical proposals should meet the following minimum requirements:
 - i. Provide background of the individual or company including profile, location, affiliations and certifications, and number of employees.
 - ii. Evidence that the individual or company understands the project objectives, scope of work, and deliverables.
 - iii. Highlight experience in managing and implementing work of similar scope and requirements.
 - iv. Provide reference projects of similar prior work including URL addresses and high-level detail of the work carried out.
 - v. Describe in detail how the requirements in the Terms of Reference will be met and offer alternative solution options if multiple exist.
 - vi. Detail the proposed project management structure and approach.
 - vii. Provide a breakdown of the phases of work to be carried out.
 - viii. Describe the expected inputs and resources to be made available by sportanddev.
 - ix. Provide CVs for all members of staff that will be assigned to this project.
 - x. Specify which members of the team will be involved at what stage of the project.
- d) Financial proposals should meet the following minimum requirements:
 - i. Detail an estimated total cost for the full project based on the requirements documented in the Terms of Reference.
 - ii. Provide a breakdown of the total project cost per phase of work using the same structure as the technical proposal.
 - iii. Annual maintenance costs should be identified as separate charges.
 - iv. Hosting costs, if applicable, should be identified as separate charges.
 - v. All fees must be quoted in US Dollars.

5. Evaluation criteria

- a) Evaluations will be carried out based on the following criteria:
 - i. Meeting the requirements of the Terms of Reference.
 - ii. Evidence of capabilities in carrying out similar projects.
 - iii. The skills and experience of key staff assigned to the project.
 - iv. Support and ongoing maintenance provision.
 - v. Competitive commercial pricing and value adding components.

6. Shortlisting and presentation

- a) At the discretion of sportanddev, applicants may be selected for detailed discussions to enable comprehensive evaluation of proposals.
- b) sportanddev will provide as much notice as possible should these events be required and will detail an agenda and topics that they would like to see and discuss.

7. Terms and conditions

- a) Applicants must bear all costs associated with the preparation and submission of its proposal and sportanddev will not be responsible or liable for those costs, regardless of the outcome of this RFP.
- b) All documentation and information contained in this RFP are proprietary to sportanddev and must not be duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate them and respond to this RFP.
- c) sportanddev reserves the right to enter into negotiations regarding technical or commercial aspects of the proposal before awarding contract under this RFP.
- d) In issuing this RFP and entering into any communication with applicants, sportanddev is not bound in any way to enter into any contractual or other arrangement with an applicant.
- e) In the event that it becomes absolutely necessary to revise, change, modify, or cancel this RFP, or to provide additional information, an amendment will be issued to all applicants who have expressed an interest in or been in contact with sportanddev regarding this RFP.
- f) Applicants may withdraw a proposal at any time providing that written notice is given to sportanddev by emailing sportanddev.projects@sad.ch
- g) RFP submissions must remain open for acceptance by sportanddev for a period of 60 days from the Submission Deadline.
- h) By participating in this RFP process as per the schedule of events in Section 2, you (the applicant) acknowledge that you agree to the above terms and condition as lawful, just and reasonable.