About GNI
GNI is a multistakeholder initiative that brings together leading information and communication technology (ICT) companies, civil society organizations, academics, and investors, collaborating around a shared framework for the protection of freedom of expression and privacy in the ICT sector.

Target Audience
The portal will be accessed by GNI’s diverse, globally situated members through which they can easily access information about GNI’s past work, and ongoing activities, engage with other members, and up-to-date internal information such as media releases, policy outputs, annual reports, and additional resources.

Overview and Objectives
The purpose of this Request for Proposal is as follows:

- To invite qualified vendors to provide information about products that are currently available and meet our need for data hosting and exploration, including user interfaces
- To obtain a high-level indication of vendor capability to provide an appropriate the technical solution for GNI
- To enhance our understanding of the costs associated with this project

We are seeking responses from vendors who can design and build an appropriate web portal that meets the requirements laid out below, with the possibility of ongoing work developing the portal further once user engagement and additional requirements can be assessed.

The objective is to develop a functioning online portal for GNI’s diverse, globally situated members through which they can easily access information about GNI’s past work, ongoing activities, and up-to-date information about other members with a possibility for members to connect and communicate with each other.

Governance
The GNI staff will have administrative access to the entire portal. The portal will also have levels of graded access for GNI staff, GNI Board members, and constituency (groups)-based access to certain content. The entire portal will have login/password-based access.
REQUEST FOR PROPOSAL: Member Portal

Scope & Required Features

- A Member Directory - containing contact details of all members (capacity of 500+ names and 20 variables in each name) (with Airtable integration)
- Links to information hosted on GNI’s public website including:
  - Past GNI Statements - sorted by dates and topics with the search feature
  - GNI Research - sorted by topics with the search feature
  - Public Assessment Reports - sorted by dates with the search feature
- GNI Events Calendar - with the ability for members to filter events and add events with tiered access levels.
- GNI Updates space - to have up-to-date information about what initiatives GNI is a part of and other relevant info with search functionality.
- Hosting of documents with tiered access levels as appropriate including:
  - Onboarding Materials
  - Governing Documents and Board Selection info
  - Meeting Agendas, Minutes, and Notes
- Lists of Working Groups/Committees - with their details and sign-up link to join them (Airtable integration)
- Basic accessibility features like keyboard-only navigation, contrast mode, and page translation using Google Translate integration
- Two communication channels or message boards

Timeline and Deliverables

- RFP Release: Jul 5, 2023
- Responses to Questions: Jul 14, 2023
- RFP responses due: Jul 20, 2023
- Discussion with shortlisted vendors: Jul 28, 2023
- Finalization of Contract: Aug 4, 2023
- Preliminary Start Date: Aug 7, 2023
- Back End Review / Progress Report: Sep 5, 2023
- Finalizing Portal and Testing: Sep 22, 2023
- Staff Training on Using Portal: Sep 29, 2023
- Launch of functioning portal to board and members: Oct 2, 2023
REQUEST FOR PROPOSAL: Member Portal

Assumptions and Requirements
It is required that the portal has the highest possible interoperability with all members, allowing maximum usability and functionality, along with the highest possible privacy and security standards. The portal must also be future-proof with room for expansion and GNI’s future work.

It is preferable that the portal can integrate with Google Workplace and AirTable which GNI uses extensively.

Terms of Contract
Contract terms will be negotiated upon award of the contract.

Proposal Submission
Interested bidders are requested to submit their proposals no later than July 20, 2023, via email to Setu Bandh Upadhyay at supadhyay@globalnetworkinitiative.org and Ramsha Jahangir at rjahangir@globalnetworkinitiative.org

The proposal should include the following:

1. Company Profile: Provide a brief overview of your company, including your experience in web development and examples of similar projects.
2. Approach and Methodology: Describe your proposed approach, methodology, and timeline for the project.
3. Team and Expertise: Outline the qualifications and expertise of the team members who will be working on the project, including their roles and responsibilities.
4. Portfolio: Present a portfolio of relevant portal projects you have completed, highlighting the key features and functionalities.
5. Cost Proposal: Provide a detailed breakdown of the estimated costs for the project, including any additional revamp services or ongoing maintenance packages if applicable.

Selection Process
Proposals will be evaluated based on the following criteria:
1. Demonstrated experience and expertise in similar projects.
2. Quality and creativity of proposed design concepts.
3. Technical capabilities and understanding of best practices.
4. Timeliness and feasibility of the proposed timeline.
5. Cost-effectiveness of the proposed solution.

Please note that GNI reserves the right to accept or reject any proposal and to request additional information or clarification from bidders if necessary.

**Inquiries**

We encourage inquiries regarding this RFP and welcome the opportunity to answer questions from potential applicants. Vendors will review the information posted and communicate any requested changes or updates in writing. Please direct your questions to supadhyay@globalnetworkinitiative.org and include the words "RFP: Inquiry" in the subject line. All questions from all vendors will be consolidated and answered in writing by 30 June 2023.