Request for Proposal (RFP) – Association of IT & ITES Professionals Website Development

Introduction

The Association of IT & ITes Professionals (AIITP) is a non-profit organization (Under Registration) dedicated to advocacy and fostering professional growth of IT professionals and collaboration within the IT industry. With a commitment to advancing the field of information technology and providing a platform for community, networking, and knowledge sharing, AIITP is seeking a qualified web development vendor to assist us in creating an impactful online presence.

Project Scope

Website Development

AIITP aims to build a dynamic and user-friendly website that effectively represents our mission and values. The website should provide a seamless experience for visitors and should include the following components:

1.1 Home Page

- An engaging and visually appealing homepage with compelling imagery and content that resonates with our target audience.
- Clear and intuitive navigation to facilitate easy exploration of the website.

1.2 About Us

- A dedicated section providing information about AIITP's mission, vision, and values.
- Showcase our team and leadership.

1.3 Our Members

- An interactive directory featuring our members (IT Professionals), their profiles, and areas of expertise.
- A login portal for members to access exclusive content and resources
- Logs of activities and certifications if earned from participation
- Queries and concerns members raised with association and status details
- Payment history and invoice for any activity/event participated

1.4 Contact Us

- A contact form and relevant contact details for inquiries and feedback.
- Interactive maps to display our physical locations if applicable.

1.5 Become a Member

- A user-friendly membership sign-up form with secure data handling.
- Information on membership benefits and levels
- Membership package and payment (Paypal as of now are in approval of getting the other two platforms)
- Donate now to Page and Button

1.6 Event, Webinars, Blog, and Resources

- Event calendar and Upcoming webinar or previous (Open for integration with gotowebinar, airmeet, or any other platform suggestions)
- A section for sharing publications, articles, and resources related to the IT industry.
- Integration of a blog for regular updates and informative content.

1.6 Email Newsletter

- Event and Upcoming webinar email letter & newsletter integration for members (Brevo)

Content Management System (CMS)

We prefer a Content Management System (CMS) such as WordPress, Drupal, or Squarespace for easy content updates and management by our team.

Visual Identity

- Development of a cohesive visual design that aligns with our organization's identity and values.
- Use of high-quality images, graphics, and videos to effectively convey our mission.

Vendor Qualifications

We invite experienced and creative web development vendors with a proven track record in the following areas

- Website development and design, with expertise in user experience and responsive design.
- Proficiency in working with CMS platforms, preferably WordPress, Drupal, or Squarespace.
- SEO strategy implementation to improve search visibility.
- Integration of secure and user-friendly online forms for membership sign-ups and inquiries.

References:

https://www.itpa.org.au/about-itpa/ (Membership Component)
https://gesia.org/about-us/management(Contact Us)
https://rtp-aitp.org/(Events)
https://www.nastd.org/home(About Us)
https://www.aaitp.org/(Home page)
https://www.itaa.org/(Integration with social media)

Timeline and Deliverables

4.1 Timeline

RFP Issuance: 22nd Sep 2023
Proposal Submission Deadline: 6th Oct 2023
Vendor Selection: 1 week after deadline
Project Kick-off: 2 weeks after deadline
Website Completion and Launch: Within 3 months of the start date

4.2 Deliverables

A fully functional and visually appealing website that meets the outlined criteria.
Integration of secure and user-friendly online forms.
Implementation of SEO best practices for improved search visibility.
Visual assets, images, and graphics that align with our organization's mission.

Proposal Submission

Interested web development vendors are requested to submit a detailed proposal that includes the following:

- ➢ Approach to website development, including the choice of CMS and design strategy. Relevant experience and portfolio showcasing similar projects.
- ➢ Estimated project timeline with key milestones.
- ➢ Cost breakdown, including any ongoing maintenance or support fees.
- ➢ Please submit your proposals to [info.itassociation@gmail.com] no later than [6th Oct 2023 11.59 PM EST time].
- ➢ While we are growing and developing associations with like-minded people from remote locations all over the globe, we are open to considering proposals from web development companies worldwide, based on pricing and offerings that align with our needs. Our funding comes from the members as of now and is limited with a 15K USD budget for this year.
- ➢ We look forward to partnering with a skilled web development vendor who can help us achieve our mission of advancing the IT industry and supporting IT professionals.