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REQUEST FOR PROPOSALS

For

Website Support

PROPOSALS DUE BY: July 30th, 2009 at 11:00 am

Question and Answer Period: July 27-28th, 2009

Date Issued: July 14, 2009

International Women's Media Foundation
RFP for Computer/Server Maintenance & Support

Invitation

The IWMF solicits proposals from qualified firms to support the back end of its website, and develop additional code as needed. Resource services needed include: real time support for our website; advising, consulting and trouble shooting with our Website manager; and developing additional portions of our website.

The requirements for the submittal and content of proposals, the timetable for this procurement, and performance requirements are detailed in this Request for Proposal.

The terms "proposal", "Invitation for Bid", "IFB", "proposal", "Request for Proposals", "RFP", "bidder", "proposer", "contractor" and the like are used interchangeably throughout this IFB/RFP. Similarly, the terms "IWMF", "buyer", "purchaser" and "Authority" are used interchangeably. All terms, including "his" and "his/her", are used in a gender-neutral manner.

1.0 Organizational Overview

The International Women's Media Foundation (IWMF) is a vibrant global network dedicated to strengthening the role of women in the news media worldwide as a means to further press freedom. We focus upon:

- Cultivating leadership among our peers
- Honoring the courage of women who report under difficult and dangerous circumstances
- Creating opportunities for women to participate more fully in the news media worldwide
- Pioneering change in the world through innovative approaches to reporting on global issues.

Information technology is a vital component to the IWMF's international focus and mission. We have a large network all around the world with a variety of technical expertise that accesses our website using a range of technical devices (including cellular phones).

In 2008 the IWMF underwent a rebranding and also developed a new website based on that rebranding. The IWMF intends to significantly increase the membership of its global network, so exploiting the full potential of our website and ensuring that the

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forms that connect to our MS CRM software database are as robust as possible will be critical in the upcoming fiscal year.

Due Date and Location

Unit price proposals are due in the IWMF's offices by: July 30, 2009 at 11:00 am.

Proposals received after that date and time will not be accepted.

IWMF's offices are located at 1625 K Street, NW, Suite 1275 Washington, D.C. 20006.

Proposals shall be in a sealed envelope.

Schedule

The following schedule will be followed for this procurement:

Date: July 14, 2009 Issuance of RFP

Date: July 27-28, 2009 Question and Answer Period

Date: July 30, 2009 Proposals Due - 11:00 am

Number of Copies and Delivery

One (1) original plus four (4) copies of Proposer's proposal must be submitted.

Question and Answer Period

The Q & A period will be held from July 27-28, 2009 **between the hours of 10:00 am – 3:00 pm**. All questions pertaining to this RFP should be directed to Tiffany Brooks at (202) 496-1992, or tbrooks@iwmf.org. Discussion of this RFP with any other person at IWMF will compromise the procurement process and render your proposal void.

Consideration of Proposal

No information will be released about any Proposer or proposal until a contract award is made.

Rejection or Acceptance of Proposal

The IWMF reserves the right to accept or reject any or all proposals, and any parts of any proposal. In awarding a contract, The IWMF reserves the right to consider all elements entering into the question of determining the responsibility of the Proposer. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the proposal. In case of any discrepancy between the price written in the proposal and that given in figures for any item, the price in writing will be considered as the proposal.

Award of Contract

Award will be made to the responsive and responsible offerer whose proposal is most advantageous to the IWMF, according to the criteria listed in the RFP. A responsive proposal is one which complies with the terms, conditions and specifications of this RFP. A responsible proposal is one submitted by a company or joint venture possessing the capability and capacities to perform as required by this RFP.

The IWMF reserves the right to award one, more than one or no contracts as the IWMF deems to be in its best interests. If an RFP, the IWMF further reserves the right to make an award on the basis of an original proposal(s) without any negotiating with any offerer.

Cost of Preparation

All costs incurred by any Proposer prior to notice-to-proceed will not be reimbursed by the IWMF.

Additional Information, Rejection

The IWMF reserves the right to request additional information from any Proposer, or none. It also reserves the right to reject any and all proposals without prior notice; to waive informalities and technicalities; to extend deadlines without notice; to negotiate directly with only those respondents deemed to be qualified according to the criteria on this RFP; and to enter

into one, more than one, or no contracts as it shall deem to be in its best interests.

IWMF's Office Staff and Information Technology Partners

The IWMF consists of 10 full time staff members, one part time staffer, and several contract workers. We contract with OutSource IT to maintain our servers, workstations, laptops, and overall IT network. We house information about our donors, program applicants and network contacts in a MS CRM database maintained by Dynlink.

Scope of Work

Primary function is to maintain the backend of our website (especially the CMS) which was built using a .NET Framework (C#). We are particularly concerned with individual form functionality, integrating 3rd party programs onto our website and into the CMS, and making sure website forms sync with our MS CRM solution.

The Proposer awarded the contract will work primarily with Tiffany Brooks, our Website Manager to write code, troubleshoot issues and provide consultation as needed. There is also a possibility (based on grant funding) of developing further areas of or adding additional functionality to our website.

Proposal Requirements

- Provide an organization chart with your proposal, showing key personnel that would be involved with the execution of this work. Also include resumes for key personnel proposed for this contract.
- Provide three references of similar projects (See Attachment I.)
- Provide a response to the questions below. Responses should include your understanding of IWMF's needs as outline in this RFP.
 1. What makes your company unique from other companies providing the same services?
 2. How is this uniqueness a benefit to IWMF in satisfying the needs of this RFP?
 3. Describe the approach your company will use in handling error messages when the only information we have to go on is from what a disgruntled potential donor (who we cannot call back and ask him/her to further describe the problem).

4. What is the process your company uses when approached by a client to develop a new application?
5. How long do you keep logs before they are overwritten?
6. Do you find project plans useful? If so, why? (Include a sample project plan if available.)
7. How would your company document, implement and execute a project plan?
8. How does a client's budget factor into your response to a client expansion and maintenance needs?
9. What do you consider a timely response frame if we email you during normal business hours with a question about the website?
10. Do you have a variety of pricing structures? If so, can you please explain each one?

Evaluation Criteria

- Key Personnel and Project Organization - evaluation shall include quality and experience of proposed staff; project functional organization and availability of appropriate personnel in a timely fashion for specific tasks.
- Response to Scope of Work - evaluation shall include comprehension of the proposed functional requirements, their interrelationship, and the ability to respond to requirements.
- Experience on Similar Projects - evaluation shall include the firm's experience in successfully completing similar projects; management approach to completing the project within the specified time frame and within budget; the level, complexity and quality of work performed.

ATTACHMENT I
LIST OF REFERENCES

Company Name _____

Street Address _____

City, State, Zip _____

Contact Name _____

Area Code/phone # _____

Company Name _____

Street Address _____

City, State, Zip _____

Contact Name _____

Area Code/phone # _____

Company Name _____

Street Address _____

City, State, Zip _____

Contact Name _____

Area Code/phone # _____

ATTACHMENT II

THE IWMF PROPOSAL FORM Website Support

I/we hereby propose to furnish Website Support for The IWMF, in full compliance with the Request for Proposals which is attached hereto and made a part hereof as follows:

Name of Firm: _____

Name of Authorized Individual: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Cost for Monthly Maintenance \$ _____

Cost for Emergency Response during non-work hours (per hour) \$ _____

What hours you consider non-work hours _____

One original and five (5) copies of your bid must be submitted per Section 1.6. Bids shall be good for 120 days after bid opening. Pricing is based on payment of net 30 days.

The undersigned understands that terms and conditions demanded other than those in this RFP will render the proposal unresponsive.

Execute Here!

Signature: _____

Date: _____

The IWMF reserves the right to award a unit price contract for the best, responsive and responsible proposal that The IWMF deems is in its best interests. The IWMF further reserves the right to award one, more than one or no contracts as may be in its best interests.