



Request for Proposal

Indian Olympic Association (IOA) Website Design & Development

Date:

31/03/2023



Introduction

IOA is looking for a professional and experienced website development company to design, develop and launch a new website for our association. The website should be user-friendly, modern, and engaging to attract new members and promote IOA sports, athletes, events, tournaments and achievements etc.

Background

IOA has been active for several years and topmost sports body in India. However, we currently lack an effective online presence that can showcase our activities, provide information to our sports, athletes and spread awareness for pan India. Therefore, we are looking for a website development company that can help us design and develop a website that meets our needs and requirements.

Scope of Work

The website development company will be responsible for the following tasks:

- Design and develop a new website that is modern, responsive, and user-friendly.
- Create an intuitive navigation system that is easy to use for all users, including those with disabilities.
- Develop a content management system (CMS) that enables our team to easily update and manage the website's content, such as sports, athletes, events, news, tournaments, and team information.



- Integrate social media platforms such as Facebook, Twitter, Instagram, and YouTube to help promote our association and engage with our audience.
- Optimize the website for search engines (SEO) to improve our visibility and attract more visitors.
- Provide training and support to our team on how to use the website and its CMS.
- Ensure that the website is secure and protected from potential security threats.
- Website should have Search feature which can allow to search across the site for specific information
- It should have module which provides feature to search by sports and detail information about each sport.
- It should have module which provides features to search by athletes and detail information about each athlete.
- It should have module which provides features to search and browser through past Olympics
- It should support multi language feature.
- Following pages are planned for website
 - History
 - Organization
 - Executive council
 - Search
 - Committee
 - Individual Committee Page
 - Members
 - Associate member unit
 - Elections page
 - Documents
 - Olympians page - (counter widget, filter/sort/search section, featured Olympians section)
 - RTI
 - Sports page - Summer/Winter tab section with grid



- Sport Detail page
- Olympic channel page
- International games page - types of games with tabs filter
- National games page - Summer/winter games with tabs presented in timeline chart
- Solidarity page
- Anti-doping page
- News page - List view with pagination and newsletter listing
- Photo-gallery page - gallery details in grid view
- Gallery-detail page - images grid
- Athletes hub page
- Schedule and result page
- Medals page
- Top news page - news details in list view and newsletter listing
- Latest gallery page – grid
- Sitemap page
- Player details page

Timeline

The website development company should provide a detailed timeline that includes the following milestones:

- Design and development phase: 10-12 weeks
- Content creation and integration: 2-4 weeks
- Testing and optimization: 2-3 weeks
- Launch and training: 1 week



Proposal Submission

Interested website development companies are requested to submit their proposals by email to the following address: ioa@olympic.ind.in, no later than 15/04/2023.

The proposal should include the following information:

- A brief introduction and overview of the company's experience and qualifications in website development.
- A detailed breakdown of the proposed work, including the scope of work, Technical Architecture, Delivery Process, deliverables, and timeline.
- A proposed budget for the project, including costs associated with the design, development, and launch of the website. (Hosting cost would be taken care by IOA). Indicate any third-party cost integration cost involved.
- Examples of previous work, including websites developed for similar clients.

Evaluation Criteria

The evaluation of the proposals will be based on the following criteria:

- Experience and qualifications of the website development company.
- Quality of proposed work, including design, functionality, and user experience.
- Compliance with the proposed timeline and budget.
- Financial stability and Size of development company.
- Ability to provide training and support to our team.
- Cost-effectiveness of the proposed solution.



Vendor Eligibility Criteria

The following vendor eligibility criteria must be met by any vendor or agency interested in submitting a proposal in response to the Indian Olympic Association (IOA) website redesign RFP:

- **Experience:** The vendor or agency must have a minimum of 3 years of experience in website design and development.
- **Qualifications:** The vendor or agency must have a team of qualified and experienced professionals in website design and development, including project managers, designers, developers, content creators, and quality assurance testers.
- **References:** The vendor or agency must provide at least 2 references for similar website redesign projects completed in the past 2 year.
- **Legal and Financial Standing:** The vendor or agency must be a legally registered business entity and be in good financial standing.
- **Compliance:** The vendor or agency must comply with all relevant laws, regulations, and standards related to website design and development, including data privacy and security laws.

The IOA reserves the right to disqualify any vendor or agency that does not meet the above eligibility criteria or fails to provide the required information or documentation.



Conclusion

We look forward to receiving your proposals and working with a website development company that can help us achieve our goals and objectives. If you have any questions or need further information, please do not hesitate to contact us. Thank you for your interest in this project.

Sincerely,

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