

Request For Proposals (RFP): Website Design, Development, and Content Migration for the International Sociological Association

I. Introduction and Context

The International Sociological Association (ISA) invites qualified vendors to submit proposals for the design, development, and migration of content for a new ISA website, to replace its current site:

<https://www.isa-sociology.org/en>.

Founded in 1949 under the auspices of UNESCO and holding NGO consultative status with the United Nations ECOSOC, ISA is a globally recognized scholarly association dedicated to promoting sociological research and dialogue across continents. With over 6,000 members and dozens of active research networks, ISA's website plays a critical role in showcasing the association's activities, informing a global academic audience, and supporting members in over 120 countries.

ISA is seeking a modern, user-friendly, and accessible website, built on an open-source content management system (CMS) that prioritizes usability and streamlines content updates. It provides access to both historical and dynamic content.

II. Project Scope

The selected vendor will be responsible for the following deliverables:

1. Discovery and Strategy
 - a. Propose a method to understand ISA's organizational goals, content structure, and user needs
 - b. Deliver insights into audience personas and user journeys
 - c. Provide a recommended information architecture and sitemap strategy
2. Design and Development
 - a. Fully responsive, mobile-optimized design (desktop-first with lightweight mobile support)
 - b. Modular component-based layout using open-source CMS (e.g., WordPress, Drupal)
 - c. UX-focused narrative layout emphasizing ISA's value proposition
 - d. Subtle visual enhancements (animations, micro-interactions) without increasing load time
3. Content Migration
 - a. Manual or semi-automated migration of all content from the current proprietary CMS
 - b. Archiving of historical materials while maintaining accessibility for end-users
4. Functional Requirements
 - a. Dedicated editable sections ("microsites") for each of ISA's 57 Research Committees, 7 Working Groups, and 5 Thematic Groups, including optional blog-style updates and newsletters

- b. Public access for general audiences and members-only sections via Single Sign-On (SSO) integration with ISA Member Portal
 - c. The working language is English; ISA provides all content.
 - d. Basic event display functionality, with past and upcoming events searchable and filterable
 - e. Structured content types for publications, people, news, events, opportunities, etc.
 - f. Integration-ready layout for data visualizations (e.g., Infogram, Prezi)
- 5. Compliance and Accessibility
 - a. Full GDPR compliance, including data retention, cookie consent, privacy policies, and right-to-be-forgotten workflows.
 - b. WCAG 2.2 AA accessibility compliance
 - c. EU-based hosting or storage with encryption and regular backups

III. Desired Timeline

- Proposal Submission Deadline: 26 August 2025
- Vendor Notification: 16 September 2025
- Project Kick-Off: Late September 2025
- Completion Goal: Proposed by vendor (must include detailed timeline and intermediate milestones)
- Penalty Clause: 5% of the total contract per month for missed final delivery without cause.

IV. Submission Guidelines

Proposals should include the following sections (see annex for reference):

1. Company Profile
 - a. Size, location(s), team structure, years of experience
 - b. Core services and technology stack expertise.
2. Relevant Experience
 - a. At least three examples of comparable projects (preferably for academic, nonprofit, or membership organizations)
 - b. URLs, project scope, client references
3. Approach and Methodology
 - a. Description of the discovery, design, and development process
 - b. Stakeholder engagement strategy
 - c. CMS recommendation and rationale
 - d. Approach to accessibility, data privacy, and user training
4. Technical Overview
 - a. CMS and hosting setup
 - b. SSO and integrations
 - c. SEO strategy, analytics, and page speed optimization
 - d. Accessibility testing
5. Maintenance and Support
 - a. Post-launch support model

- b. Annual hosting and support packages are required (ISA does not have an in-house team)
 - c. Training for staff and documentation
- 6. Detailed Timeline and Milestones
 - a. Proposed project calendar, broken into phases (e.g., discovery, design, build, QA, migration, launch).
- 7. Pricing
 - a. Line-by-line breakdown of costs (design, development, migration, integrations, optional extras)
 - b. Annual hosting and support
 - c. VAT must be included and shown separately.

V. Evaluation Criteria

- Demonstrated understanding of ISA's mission and audiences
- Experience with large content and academic sites
- UX and accessibility credentials
- Data privacy and compliance strategy
- Quality of proposal and value for cost

VI. Legal & Contractual Terms

- Governing Law: Spain (ISA HQ)
- Data Handling: All vendors must process personal data in compliance with the EU General Data Protection Regulation (GDPR). Vendors should include their data protection protocols and privacy policies.

VII. Payment Terms:

- 20% upon contract signature
- 50% linked to milestone progress (e.g., CMS implementation, migration readiness)
- 30% post-launch, subject to final delivery and SLA compliance
- Penalty Clause: 5% deduction per missed month of delivery beyond the agreed final date

VII. Contact Information

All questions and submissions should be sent to:

Cecilia Delgado-Molina

Executive Secretary

International Sociological Association

Email: cecilia-delgado@isa-sociology.org

Website: <https://www.isa-sociology.org>