Invitation for
Expressions of Interest
from Potential Website Designer for

[iuisonline.org]

Official Website for the International Union of Immunological Societies (IUIS)
INTRODUCTION/PROJECT OVERVIEW
The following document is an informational packet describing the request for website design, implementation, maintenance and development proposals for iuisonline.org, the official website of the International Union of Immunological Societies (IUIS).

The development and implementation budget is set at 20,000 USD with an annual maintenance/development budget of ca. 5,000 USD.

The deadline for reception of all proposals is September 3, 2018.

A. GENERAL INFORMATION ABOUT THE IUIS
IUIS is an umbrella organization for many of the regional and national societies of immunology throughout the world. As articulated in its Constitution, the objectives of IUIS are:

- To organize international co-operation in immunology and to promote communication between the various branches of immunology and allied subjects
- To encourage within each scientifically independent territory co-operation between the Societies that represent the interests of immunology
- To contribute to the advancement of immunology in all its aspects

There are currently 73 Member Societies of IUIS, many of which belong to one of four Regional Federations encompassing Europe (EFIS), Latin America (ALAI), Africa (FAIS) and Asia-Oceania (FIMSA). Links with other international scientific bodies are promoted through the International Affiliate Members of IUIS, membership of the International Council for Science (ICSU) and formal liaison with the World Health Organization.

Activities of IUIS are overseen by the Officers and Council, who are elected at the triennial General Assembly and are broadly representative of the interests and geographical
distribution of member societies. Several Committees have also been established to conduct activities of ongoing interest to IUIS, currently in the areas of clinical immunology (CIC), education (EDU), gender equality and career development (GEC), inborn errors of immunity (IEI), immunotherapy (ITH), nomenclature (NOM), quality assessment and standardization (QAS), publications (PUB) vaccines (VAC) and veterinary immunology (VIC).

Apart from its international congress, the IUIS also contributes to the staging and calendar coordination of regular congresses and conferences by each of the four Regional Federations and to various educational activities in immunology.

B. WEBSITE AUDIENCE
The primary audience of the IUIS website is for basic, transitional and clinical scientists with a focus on or relation to immunology. At present, most people come to the webpage searching for information on the society and its committees, opportunities for funding, contacts and career information.

C. NEW WEBSITE OBJECTIVES
1. Improve IUIS visibility
2. Enable exchange and active participation through communication tools
3. Increase financial resource potential for IUIS and its educational activities

D. CURRENT WEBSITE
1. Based on Joomla software
2. The primary function is to inform the general public of the society, a basic overview of its members, partners, committees, as well as give information on upcoming immunology-related meetings, courses and opportunities throughout the world.
3. Basic content website with the following pages
   a. About IUIS
   b. Member Benefits
   c. Committees
   d. News
   e. Activities
   f. Events
   g. Resources
   h. Contact
4. Types of webpages are:
   a. Majority are article format, allowing images, text and embedded links
   b. Some pages are archive lists of links to various articles and relevant webpages
   c. One section is a calendar of events, which allow details for name, date, location, organizers, description, images and embedded links and is displayed in chronological order

E. NEW WEBSITE FUNCTIONALITY REQUIREMENTS
These are essential to the new website and must be part of any bid.
1. Transition to Wordpress software
2. Restructure menu navigation and layout (flowcharts, etc.)
3. Create templates for posted content on webpages that allow for an organized display of content that we currently offer. Regularly updated content:
   i. News
   ii. Events
   iii. Member details
   iv. Committee Activities
   v. Sponsor Acknowledgement Channel
   vi. Special Features (e.g. Day of Immunology)
4. Ability to easily post images, documents and video
5. Events calendar with IUIS events and other immunology events
6. Group Webpage function (on frontend) – e.g. allowing each Committee Chair to manage their own web contents at any time
7. Edit from anywhere in the world, with three layers of access:
   a. Primary webmaster
   b. Administrative editor – able to add new modules, forms and content
   c. Basic editor – able to update content
8. Option to have the primary content in multiple languages
9. Mobile-friendly
10. Search Engine Optimization: e.g. keyword research, meta-definition, onpage optimization
11. Cookies Notification
12. Google Analytics Tracking
13. Social Media Buttons

F. NEW WEBSITE WISH LIST
These are functionalities that we would like to include, depending on the budget. It would be best that if the items are outside the budget parameters, it would be possible to integrate them into the website later.

1. Membership Management
   a. Allow National Member Societies to update their own profiles
   b. Include public and restricted display of member profiles, e.g.:
      i. Public: name, executive committee, website, number of members, General Assembly representatives
      ii. Restricted: Annual member dues, actual balance
   c. Database of society members, points of contact, opt-in email contact datasets by member nation and region
   d. Member-Only access to:
      i. Information Aggregator for Immunologists
      ii. Information for Immunologists to use for outreach

2. Interactive Forms
   a. Application for officers and council members
   b. Applications for membership
   c. Applications for funding
   d. Applications for awards
   e. Application for other types of support

3. Dynamic interface with
   a. Frontiers (official journal) and the IUIS-sponsored Research Topics
b. Immunopaedia (IUIS official online educational database used for rotating educational courses)
c. Webinar platforms
d. Other online databases, toolkits and reference material
e. Bookkeeping software

4. Elections/Voting tool
   a. New member societies are elected by the General Assembly
   b. IUIS proposals are approved by Council
   c. Optional Officer Elections

5. Log-in area
   a. Users
      i. Executive Committee (ExCo) – Officers of the IUIS (5)
      ii. Council Members (CMs) – Elected representatives (16)
      iii. General Assembly – ExCo, CMs, delegates of the Regular members (1-4/member society), Regional Federations and North America (5) and standing committees (10)
      iv. Committees and Sub-committees
   b. Collaborative workspace
      i. Idea board
      ii. Shared documents
      iii. Contact info
      iv. Calendar with benchmarks and deadlines

G. ECOMMERCE DETAILS
Offer ability for website and various webpages to be sponsored with reserved space for acknowledgment.

H. BUDGET DETAILS
The development and implementation budget is set at 20,000 USD with an annual maintenance/development budget of ca. 5,000 USD.

I. PROPOSAL REQUIREMENTS
The proposals need to include the following:

1. Overview of company/individual making the proposal, including examples of past work and recommendations from previous or current customers
2. Visuals of new layout (website mockup)
3. Layout should show an example of the functionality requirements as listed in Section E.
4. Description of how wish list items could be implemented, which:
   a. Fit in the current budget
   b. Are outside the current budget, but could be implemented over a long-term period within the project annual maintenance budget range
5. Description of how to use the website for sponsor opportunities
6. Description of how the website will be GDPR compliant
7. Give a detailed budget with line items relating to the requested specifications
8. Give a projected timeline for design, implementation, maintenance and development. Include:
a. designated contact/s for design, implementation, maintenance and development  
b. support options for maintenance  
c. approach for development

### J. RFP & PROJECT TIMELINE DETAILS

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Stage 1</td>
<td>RFP made public</td>
<td>July 23, 2018</td>
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<tr>
<td></td>
<td>RFP deadline</td>
<td>September 3, 2018</td>
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<tr>
<td>Stage 2</td>
<td>Shortlist made by IUIS Executive Committee</td>
<td>October 1, 2018</td>
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<tr>
<td></td>
<td>Shortlist circulated among the Council and Committee Chairs for 1-5 ranking of Proposal Requirements as indicated in Section I for final selection</td>
<td>October 29, 2018</td>
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<td>Stage 3</td>
<td>Implementation</td>
<td>November-December 2018</td>
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<td></td>
<td>Launch</td>
<td>Early 2019</td>
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<td>Stage 4</td>
<td>Maintenance</td>
<td>Ongoing</td>
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<td>Stage 5</td>
<td>Development</td>
<td>From 2019 on</td>
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Please send your official bid by e-mail to:

Secretary-General of IUIS
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and e-mail a copy to the IUIS Central Office:

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We look forward to hearing from you.

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