

INTER-AMERICAN SCIENTIFIC JOURNALISM PROGRAM

REQUEST FOR EXPRESSIONS OF INTEREST FOR SERVICE CONTRACT

- Project:** Inter-American Scientific Journalism Program (IASJP)
- Activity:** Proposal for the design and implementation of *Web Portal*
- Deliverable:** Web Portal finished according to Terms of Reference (TORs), ready to receive content.
- Estimated Starting Date:** December 7, 2009
- Estimated End Date:** March 15, 2010
- Final Date for Presentation of Expressions of Interest:** November 27, 2009
- Contracting Agency:** Executive Secretariat for Integral Development / Organization of American States (SEDI/OAS)

BACKGROUND

Within the framework of the initiatives undertaken by the Office of Science, Technology and Innovation under Summit and Ministerial mandates to promote the popularization of science and technology necessary to advance the establishment and consolidation of a scientific culture in the region; and stimulate the development of science and technology for regional connectivity through information and communications technologies essential for building knowledge-based societies, and with the support of the Canadian International Development Agency (CIDA), the contracting firm will provide services aimed at the design and development of a Web Portal for the creation of an Inter-American Scientific Journalism virtual network.

Inter-American Network of Scientific Journalism

The Program is comprised by four distinct components: 1. specific needs assessment on scientific journalism by sub-region, 2. effective training of selected journalists, scientists, policy makers and media through sub-regional seminars, 3. the establishment of one national sustainable mechanism for dissemination by sub-region and 4. the creation of the Inter-American Scientific Journalism virtual network using an interactive Web interface.

The fourth component of the Inter-American Scientific Journalism Program (IASJP) consists on the creation and establishment of an Inter-American Virtual Network of Scientific Journalism through the development of an interactive Web Portal. The Web Portal will help establish a virtual network of practitioners and collaborate in developing a hemispheric scientific journalism community. Membership to this virtual network, through the Web platform, will promote the exchange of contacts, mutual collaboration, science, technology and innovation (STI) research information on best practices

narrowed down to topic of interest and country (perhaps even at the more local level as the Program grows), sustainable mechanisms and capacity building training opportunities, starting with those considered in the IASJP program (e.g. situation studies, sub-regional trainings, contests, events, collaborative agreements, forums, videos and on-line courses) and those organized by stakeholders. The platform will grow from contributors of each participating country to serve as a primary resource of comprehensive and relevant STI articles for media publishers, policy makers and society to facilitate the appropriation of STI issues.

REQUIRED ACTIVITIES

The Office of Science, Technology and Innovation of SEDI/OAS is soliciting expressions of interest from qualified firms to design and develop **Web 2.0 Portal** with interfaces in the OAS 4 official languages (Spanish, English, Portuguese and French), **ready to receive uploaded content from multiple points in the hemisphere**, that accomplish specifications explained in Terms of Reference (TORs), Appendix I.

EXPRESSION OF INTEREST REQUIREMENTS

For the presentation of expressions of interest, it is required to be a consultant or firm, with proven technical background and relevant service experience as software / web portal developer.

The expressions of interest shall include: a detailed Technical Proposal in accordance with the Terms of Reference (TORs), Appendix I, information on the consultant or firm with respect to expertise, client reference and technology use (proprietary or not); and preliminary proposal including budget, method of payment (see note below) and delivery schedule.

METHOD OF PAYMENT

Each interested company should submit its suggestions for payment schedule in its proposal. Final payment schedule and methodology for the contract will be subject to negotiations between the selected consultant/company and SEDI/OAS.

SUBMISSION OF ELECTRONIC PROPOSALS

Receipt of electronic proposals must be sent to attention Jorge Duran, e-mail: jduran@oas.org, cc Violeta Gutierrez, e-mail: vgutierrez@oas.org no later than close of business ("COB") **5:30 p.m. EST, on Friday, November 27, 2009.**

APPENDIX I

TERMS OF REFERENCE (TORs)

Interested consultants or firms will be required to include in their expressions of interest detailed technical specifications including the following minimum requirements:

Item	Requirement	Comply (Y/N)	Comments on how requirement is accomplished
FUNCTIONAL REQUIREMENTS			
FR-1	Interface should be capable of incorporating:		
FR-1.1	Web 2.0 interactive concepts		
FR-1.2	Web interface design includes 4 language presentation		
FR-1.3	Web Interface design and layout should be ready to receive content and updates		
FR-1.4	4 language support and specific language character storage		
FR-1.5	Spam and virus protection		
FR-1.6	Registration system		
FR-1.7	Identity security		
FR-1.8	User password assignment		
FR-1.9	Users/members are able to design their own portal through the use of widgets		
FR-1.10	Automatically generated directories, through new entry registrations.		
FR-1.11	Search engine for key word recognition		
FR-1.12	Filtering and sorting capabilities		
FR-1.13	Seamless interface to facebook, twitter, linked-in and other social/professional networks		
FR-1.14	Emails		
FR-1.15	Blogs		
FR-1.16	Member connections (social networking)		
FR-1.17	Virtual meeting places		
FR-1.18	Interactive discussion forums capabilities		
FR-1.19	Document upload and download of documents, audio and video files (for authorized/member users)		
FR-1.20	Streaming of audio and video files		
FR-1.21	Support the use of handling mashups		
FR-1.22	Video conferencing		
FR-1.23	On-line courses delivery capabilities		
FR-1.24	RSS feed		
FR-1.25	Virtual library capability for uploading, storing and downloading information, courses, presentations and access to specialized libraries		
FR-2	Management tools such as:		
FR-2.1	Traffic recording and statistics		

FR-2.2	Support for multiple databases and applications including institutions, projects, news, statistics, best practices, legal frameworks, etc.		
FR-2.3	Creation and administration of groups and sub-networks		
FR-2.4	Administrators should not need the vendor in order to change the "look and feel" of the application and should be provided with social features from a catalog of gadgets		
SYSTEM ARCHITECTURE			
SA-1	The solution should be provided inclusive of all 3rd party hardware and software, including content management software (please provide a list)		
SA-2	Solution should be scalable depending on the number of members as well as volumes of data to be stored		
SA-3	Is data between the user and the solution encrypted?		
SA-4	Are passwords stored encrypted?		
SA-5	Does the system support user defined login and password requirements?		
SA-6	Can the system run on high-availability mode?		
SA-7	All files stored in the system should be quickly accessible by the users		
SA-8	All files should be stored centrally (server)		
SA-9	The system should be provided with backup and restore instructions and procedures		
SA-10	The system should be provided with system and DB administration instructions		
SA-11	Upgrades to the system should be provided with minimum down time		
SA-12	Please describe all alarms, logs, health checks and watchdogs provided with your system to assure smooth operation and continuous system performance monitoring		
WEB PORTAL DESIGN			
	Include sections for:		
ID-1	Access to virtual library		
ID-2	Daily news, by country, sub-region and region		
ID-3	Blogs, chat forums, video conferences, on-line courses		
ID-4	Events and other dissemination opportunities (workshops, national fairs, contests, etc.)		
ID-5	Exchange of best practices, e.g. studies, manuals, surveys, indicators		
ID-6	User registration		
ID-7	Search engine		
ID-8	Provide technical proof of working interface and systems		
ID-9	Final interface design after consultations with OAS		