



REQUEST FOR PROPOSALS

NDI Global Grant Nomination and Application Management Software

Issued: 2/18/2022

Responses Due: Friday, March 4, 2022 by 5:00 pm ET

Vendors may email questions and responses to the following contact:

Kent Fogg
Program Director, Inclusion
kfogg@ndi.org

Samantha De Comines
Program Associate, Inclusion
sdecomines@ndi.org

National Democratic Institute
455 Massachusetts Ave, NW, 8th Floor
Washington, DC 20001

I. About NDI

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades. NDI receives grants and cooperative agreements to pursue its mission from U.S. Federal agencies, including the U.S. Agency for International Development (USAID) and the Department of State (DOS), as well as grants and service contracts from private and international donors such as the United Nations Development Fund, the U.K. Department for International Development (DFID) and the World Bank, among others.

Since its founding in 1983, NDI and its local partners have worked to establish and strengthen political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. NDI works on five continents with political parties, governments, parliaments and civic groups to establish and strengthen democratic institutions and practices. The Institute uses a multinational approach that reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. That philosophy has been applied in more than 132 countries since NDI's founding. NDI has been a pioneer in the use of technology as an integral component of democratic development. The Institute has helped citizens create and refine tools to advocate, organize and mobilize in ways that encourage governments to be more accountable and create opportunities for citizen-led social and political change.

II. Introduction

The purpose of this request for proposal (RFP) is to identify a vendor who can provide a software platform for receiving, processing, and managing online grant nominations and applications under the NDI [Equal Rights in Action](#) and [FoRB Action](#) Funds for a period of at least twelve months.

III. Scope of Work

As our global grants program expands, we have identified a need for a reliable and user-friendly software platform to receive, process and manage applications. Key functions of the software platform should include the following:

- Creation and maintenance of online application forms
- Reception and storage of online application forms
- Communication to applicants
- Review and scoring process

- Data analysis and visualization
- Transferable data storage

IV. Criteria for Vendor Selection

Vendors who meet the following criteria will be given preference:

- SOC2 Compliant
- Reasonable subscription fee
- Product testing and demos
- Plan for data migration from existing application management platform currently in use (if relevant)
- Functionality in multiple languages (English, Spanish, French)
- Communication function that enables mass emails to applicants
- Share information among multiple administrators
- Onboarding time-frame of no more than one month
- User-friendly for applicants and administrators
- Experience working with non-profit organizations
- Policies for maintaining cybersecurity in the proposal guidelines
- App meets accessibility standards

V. Proposal Guidelines and Submission Process

Proposals should include the following information:

- Company history and core services
- Sample client list, particularly any international, political or non-profit organizations
- Detailed budget containing all costs, including cost for data migration from existing platform as relevant.
- If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. NDI will not refuse a proposal based upon the use of subcontractors, however, NDI retains the right to refuse the subcontractors selected by a vendor.

All final proposals should be submitted via email to contact information (same as above) at the National Democratic Institute by **5:00 pm ET on Friday, March 4, 2022.**

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor's experience, costs and ability to satisfy the proposed tool requirements. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.