

SOCIETY FOR SIMULATION IN EUROPE

Request for Proposal – Website/ CRM

[SESAM](#) - Society for Simulation in Europe's mission is to encourage and support the use of simulation in healthcare for the purpose of training and research. We are not affiliated to any medical or other speciality. Our over 500 members from all over the world have a wide and varied background within healthcare and medical education, with a shared interest and passion in medical simulation.

Whilst the society's main source of income has to date been the increasingly successful Annual Meeting (1,300 attendees in 2024), we wish to expand our offer year-round, providing added opportunity to engage existing and attract new members through forums and online events.

SESAM is seeking proposals from qualified companies for the complete rebuild of our website, including the development of our membership, community and event management areas.

We invite your company to submit a detailed proposal that includes a quotation, timeline and portfolio of previous work.

SCOPE OF WORK

Mandatory Features:

- **Main Public Webpage**

Design and develop the main public-facing website for SESAM, which will serve as the primary portal for information, resources and engagement with members and the general public.

- **Membership Management**

Manage all aspects of member subscriptions, renewals, and profiles.

- **Event Management and Promotion**

Develop an integrated system to manage and promote events through the website.

- **Interactive Online Charts and Reports**

Integrate tools for visualizing and interacting with data and reports.

- **Abstract Management, Submission and Review Process**

Develop an efficient system for handling abstract submissions and reviews.

- **Interactive Learning Content Platform**

Build a platform to host and deliver interactive learning content.

— **Committee Sections**

Create dedicated areas for various SESAM committees.

— **E-Commerce**

Integrate a secure e-commerce platform for selling products and services.

— **Integrated Social Media**

Seamlessly integrate social media channels for enhanced engagement.

— **Admin Interface**

Provide a user-friendly interface for administrators to manage all aspects of the site.

— **Streamlined Registration and Membership Renewal**

Ensure an efficient process for member registration and renewal.

— **Microsite Creation for Events**

Enable the creation of microsites for individual events.

Optional Features:

— **Electronic Voting**

Implement an electronic voting system for elections and decision-making processes.

— **Societies App**

Develop an app specifically for SESAM societies.

— **SEO Services**

Provide SEO services to improve the site's visibility and ranking.

— **Financial Software Integration**

Enable linkage with financial software for better financial management.

— **Livestream Event Management**

Include features for managing and streaming live events.

— **Post-Event Surveys**

Implement tools for conducting and analysing post-event surveys.

— **Advanced CRM Features**

Offer advanced CRM tools for member and event management.

PROPOSAL REQUIREMENTS

Your proposal should include:

1. Service Coverage

Specify the services your company can provide, highlighting any that are beyond the mandatory and optional features listed above. Indicate any services that your company does not offer.

2. Quotation

Provide a detailed quotation, including:

- General proposal.
- Cost for each mandatory feature.
- Cost for each optional feature.
- Suggestions for additional features not considered above and related cost.
- Separate costs for building and maintenance.
- Contract types and conditions.

3. Timeline

Provide an estimated timeline from the design phase to the website's go-live date.

4. Portfolio and Examples

Include examples of similar projects your company has completed, showcasing your expertise in website development, membership management systems, and event platforms for similar clients.

SUBMISSION PROCESS

Proposals must be submitted via email to rfp.submissions@sesamsociety.org by **30 September 2024**. Late submissions will not be considered.

Selection Process

1. Acceptance of Applications:

Proposals will be accepted until **30 September 2024**.

2. Shortlisting:

SESAM will review all submissions and announce the five shortlisted companies on **6 October 2024**

3. Meetings:

The selected companies will be invited for individual meetings, where they will be expected to provide a demonstration and participate in a Q&A session.

4. Evaluation:

SESAM will evaluate each shortlisted proposal based on the criteria established.

5. Final Decision:

SESAM will announce the selected company during the first week of November 2024.

All companies will be notified of their status throughout the process.

DATA PRIVACY

SESAM is committed to protecting your company's privacy. The information you provide in your proposal will be used solely for the purpose of this selection process and will not be shared with third parties or between competing companies. Only the final selected company will be publicly announced on our website. The final budget approved will be disclosed only to certified members of SESAM. A comprehensive report on the evaluation process will be published for SESAM members, summarizing the findings and assessments of the five final companies selected.

Note:

Please consider that SESAM reserves the right to not proceed with the selection of any company if the proposals do not align with our financial capacity or do not meet our organizational needs. The final decision to select a service provider will be contingent upon these considerations.