REQUEST FOR QUOTATION (RFQ): Website and Member Portal Development

1. INTRODUCTION

The Kenya Association of Radiologists ("the Association") is a professional body representing licensed radiologists across Kenya. We seek quotations from qualified web development firms to design, develop, test, and deploy a comprehensive association website and secure member portal that supports public engagement and member services.

2. PURPOSE OF THE RFQ

This RFQ aims to solicit proposals from experienced developers or companies capable of delivering a professional, secure, scalable, and user-friendly website and member portal that meets the Association's current and future needs.

3. SCOPE OF WORK

The website and portal should be developed using modern technologies and must be responsive, secure, and easily maintainable by administrative staff. Features include but are not limited to:

A. Public-Facing Website Features

1. **Home Page**
    - Dynamic banners
    - Highlights of news, events, and announcements
    - Quick links
2. **About Us**
    - Vision, mission, and objectives
    - Executive committee profiles
    - Governance documents
3. **Membership**
    - Membership categories and benefits
    - Join/renew online forms
    - Fee structure
4. **News & Announcements**
    - Categorized articles with tags and search

- RSS feeds and social sharing

5. **Events & Conferences**
    - Calendar view
    - Event registration (free/paid)
    - Integration with payment gateway
    - Document uploads (brochures, flyers)
6. **Resources**
    - Publications and guidelines
    - Downloadable PDFs, videos, or presentations
    - Continuing Medical Education (CME) materials
7. **Cases upload and comments**
    - Members upload of images and descriptions
    - Comments section
    - Upvotes/downvotes
8. **Job Board**
    - Employers post opportunities
    - Members apply for positions
    - Email notifications
9. **Contact Us**
    - Contact form with CAPTCHA
    - Google Maps integration
    - Social media links
10. **Search Functionality**
    - Full-site and filtered search
11. **Accessibility Compliance**
    - WCAG 2.1 standards

B. Member Portal Features (Login Required)

1. **Member Dashboard**
    - Welcome message
    - Personalized notifications

- Quick links to key tools

2. **Member Profile**
    - Editable contact information
    - Professional details (qualifications, specialties)
    - Profile photo upload
3. **Membership Management**
    - View membership status
    - Renewals and payment history
    - Automatic expiry notifications
4. **CME Tracker**
    - Members upload certificates
    - Integration with ICPD portal
    - CME hours tracking
    - Admin approval workflows
5. **Internal Messaging System**
    - Send/receive messages from other members or admin
    - Notifications via email
6. **Document Repository**
    - Access to member-only files
    - Guidelines, meeting minutes, downloadable forms
7. **Discussion Forums**
    - Topic creation, comment threads
    - Moderated by admins
8. **Voting / Polling Module**
    - Used for association decisions
    - Member verification
    - Secure vote counting
9. **Event Registration & Certificates**
    - Personalized event registration
    - Post-event certificate download
    - QR code validation

10. **Job Alerts & Applications**
    - Personalized job alerts
    - Application tracking
11. **Committee Management**
    - Access based on roles
    - Meeting scheduler
    - Task assignment and tracking

C. Admin Dashboard Features

1. **User Management**
    - Add, update, deactivate members
    - Role-based access controls (Admin, Editor, Member)
2. **Content Management**
    - News, events, publications
    - Drag-and-drop page builder (optional)
3. **Payment Integration**
    - Payment gateway (MPESA, Stripe, Paystack, Flutterwave, etc.)
    - Receipts and reporting
4. **Analytics**
    - Visitor statistics
    - Membership trends
    - Event attendance
5. **Mass Email & SMS Notifications**
    - Announcements
    - Membership reminders
    - Custom recipient lists
6. **Audit Logs**
    - System activity logs
    - User login history

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4. TECHNICAL REQUIREMENTS

- **Platform:** PHP (Laravel), Python (Django), or Node.js preferred
- **Frontend:** React.js, Vue.js, or similar
- **Database:** MySQL/PostgreSQL
- **Hosting:** Cloud-based (AWS, Azure, or DigitalOcean)
- **Security:**
    - HTTPS/SSL
    - Two-Factor Authentication (2FA)
    - CAPTCHA on forms
    - Role-based access
- **Backups:** Daily automatic backups
- **Compliance:** GDPR or local data protection laws
- **Support for APIs/Integration:** Optional integration with government or medical council registries

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5. DELIVERABLES

- Fully functional and deployed website and member portal
- Admin and user manuals
- Source code and documentation
- Warranty/support period (minimum 6 months post-launch)
- Handover training for admin staff

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6. EVALUATION CRITERIA

Proposals will be evaluated based on:

Criteria	**Weight**
Experience in similar projects	25%
Technical proposal and understanding	25%
Aesthetic and UX design capabilities	20%
Pricing and value for money	20%
After-launch support	10%