



## REQUEST FOR PROPOSALS

### Online Video Conferencing Platform

Released May 2022

#### About this Request for Proposals (RFP) and the Organization

The IPSA World Congress of Political Science is the preeminent international gathering of political scientists working in academia, research and consulting who present their research over four days and 500+ panels.

We anticipate over 3,000+ participants representing 80 countries. Political scientists working in research, academia, consulting and private enterprise will be in attendance at the 2023 IPSA World Congress.

IPSA is seeking a supplier to provide an online video conferencing platform for 2 events:

1. Open Access Publishing Conference – 13-14 September 2022, hybrid format at Concordia University and virtual (300 participants)
2. The IPSA World Congress of Political Science (WC) - 15-19 July 2023 in Buenos Aires, mainly onsite with a separate fully virtual portion (3,000 participants total, online portion open to all participants but only 600 who need presenter access)

**Deadline for this proposal is 30 June 2022**

#### Organization Details

##### About IPSA

IPSA was [founded in Paris in 1949](#) under the aegis of the United Nations Educational, Scientific and Cultural Organisation (UNESCO).

The special mandate of IPSA, expressed in its Constitution, is to support the development of political science in all parts of the world, building academic networks linking East and West, North and South. It aims to create an inclusive and global political science community in which all can participate. It seeks to promote collaboration between scholars in emerging and established democracies and to support the academic freedoms needed for the social sciences to flourish.

For more information, please visit <https://www.ipsa.org/>

## Requirements

### Interface

- Available on Mac, Windows, Linux, macOS operating systems
- Accessible by phones and tablets (Android and Apple) as well as through the mobile app
- No app required to join: Platform accessible directly from the Web
- Interface available in English. Multilanguage is an asset

### Abstract Management

- 8000+ abstracts to be received and reviewed
- 100+ people involved in the reviewing process
- Abstracts and speakers to be assigned to sessions

### Platform

- Allow up to a maximum of 3,000 participants
- Maximum duration of any single session is 1 hour, 45 minutes
- Multiple hosts
- Synchronous video conferencing
- The WC will have up to 60 fully virtual panels with 6-8 members on the panel. The audiences for the simultaneous sessions range from 10-200
- Screen to allow for speaker and presentation (video, PPT) to be presented side by side
- Allow multiple participants to share screens simultaneously and co-annotate
- Sessions encrypted

### Networking

- Chat function fully visible and private chat function between attendees
- Virtual exhibition area
- 1-1 meet up options, pre-scheduled is an asset
- Clickable sponsor ads

### Analytics

- Real-time analytics and tracking
- Reports & event analyses, source tracking
- Mass export of recordings and statistics

## Tender Process

- This RFP is open to all suppliers
- RFPs are posted on the IPSA website for public viewing
- All proposals will be acknowledged upon receipt
- Proposals will be reviewed by the World Congress and Events Director. A recommendation and rationale will be presented based on the rating matrix below
- The successful quote will be selected and awarded by 28 July 2022. Unsuccessful bidders will be notified by email

## Decision Process

IPSA reserves the right to accept, in whole or in part, any submission; it also reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met. Proposals will be evaluated on the following criteria:

### **Price: 0-50 points**

All costs and extra options must be clearly identified; however, price will not necessarily be the determining factor. Services offered on a complimentary basis will be taken into account and must be clearly identified in your proposal with a dollar valuation.

### **Amenities/Services offered: 0-40 points**

The number of services or amenities, including any extras offered which were not requested.

### **Responsiveness: 0-10 points**

Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.

### **Total possible score: 100 points**

## **The submission deadline for proposals is no later than 5 PM EST on 30 June 2022**

Please send this completed response form with full proposals and detailed quotes by email to:

Yee-Fun WONG (Ms/She/Her)  
World Congress and Events Director  
International Political Science Association  
Email: yee.fun.wong@ipsa.org

**Thank you for your consideration**