

**Request for Proposal (RFP)**

**RESPONSES MUST BE RECEIVED BY**

**October 15<sup>th</sup>, 2021**

**Expected materials submitted in response to this RFP:**

- Proposal – include a description of approach, methodologies, team behind, previous experience and timeline.
- A draft budget of all costs associated with producing the expected outputs.

**Background**

**About WEConnect International**

WEConnect International is a member-led, global non-profit that brings motivated, large corporate, multilateral and government buyers together with qualified women-owned suppliers around the world. It works with more than 130 multinational buyers, with over \$1 trillion in combined annual purchasing power, that have committed to sourcing more products and services from women-owned businesses based in over 125 countries. WEConnect International identifies, educates, registers and certifies women's business enterprises based outside of the U.S. that are at least 51% owned, managed and controlled by one or more women.

WEConnect International would like to evaluate the most efficient and effective way to maintain compliance with relevant data protection and privacy laws affecting its organizations business model. Most of these privacy and data protection needs will cover the database that WEConnect International uses to match buyers and sellers through SAP and SAP Ariba, as well as traditional marketing tactics such as digital marketing campaigns, paid advertising on social platforms, website and direct mail. WEConnect International does not host financial transactions of its buyers and sellers. It collects membership fees and charges for certifications as well as event participation.

WEConnect International would initially like to raise the level of understanding of its employees to the privacy requirements impacting their geographies. WEConnect International registers women-owned businesses in over 125 countries and certifies in almost 50. The training should be conducted in the 4th quarter of 2021.

Key Markets of interest are US, UK, Europe, Brazil, South Africa, Australia, Japan, China, Mexico, Singapore, Canada and Turkey.

**Objectives:**

The main objectives of this project are to:

- Develop a plan to ensure readiness to meet new regulations privacy and data protection or meet existing regulations
- Deliver awareness training of the organization in November/December as a first step in the plan

Sub-objectives:

1. Assess standards of compliance for GDPR and other key regulations in key markets where we are conducting activities
2. Review current practices and inventory for an assessment of the as-is
3. Conduct a risk assessment and prioritize areas of opportunity
4. Conduct a gap analysis on readiness
5. Review policies and governance
6. Train organization to have basic understanding of general privacy guidelines driving all data protection and privacy requirements

**Expected Outputs**

- Situation analysis of opportunities
- Risk assessment
- A comprehensive plan and recommendations to become compliant with privacy practices based on a risk assessment for our size and activities
- Recommendation for organizational structure/governance or service model to maintain compliance
- Initial training of the organization for basic awareness and subsequent training of any in-house specialists

**Bidder Qualifications**

- Experience helping global non-profit organizations assess privacy and data protection needs
- Have knowledge in GDPR, POPI and other similar regulations regarding privacy laws and protection of PII in key markets
- Evidence of a strong processes and methodology for conduction an assessment and gap analysis for small to medium enterprises
- Ability to provide ongoing support both in consulting and actual staff resources if needed
- Demonstrated experience with SAP, SAP Ariba, Salesforce, digital marketing direct and social media platforms such as Constant Contact, Facebook, Twitter, YouTube advertising, Google analytics, event platforms, Survey Monkey

All bidding vendors must:

- Reference and outline relevant work experience in the “Key Requirements” section above
- Provide a list of all personnel who will be working on the project
- Provide one project manager as a primary point of contact who can participate in regular (weekly and ad hoc) meetings and onboarding and provide regular status updates
- Include clear pricing and budget information in USD
- Have adequate staffing capacity to support the project

### **Proposal guidelines**

In order to be considered for this RFP, all bidding vendors must:

- Include a clear price proposal for the work
- Submit the application no later than October 15, 2021
- Provide the requirements outlined in the “Objectives, Key Requirements, and Bidder Qualifications” section above
- Be able to launch the project by December 1<sup>st</sup>

### **Project timelines**

The project will commence on/around December 1<sup>st</sup>, 2021.

#### *Request for proposal timeline*

Proposals in response to this RFP are due by October 15<sup>th</sup>, 2021. Intention to submit should be indicated by October 5<sup>th</sup> 2021. Questions may be submitted until October 8<sup>th</sup>. All submissions and queries should be sent to [marketing@weconnectinternational.org](mailto:marketing@weconnectinternational.org)

Evaluation of proposals will be conducted from October 16<sup>th</sup> until the 22<sup>nd</sup>. Bidders will be notified during this time if any information or discussions are needed.

The winning proposal will be chosen no later than October 25<sup>th</sup>.

### **Costs**

Respondent will propose her/his fees in USD and provide cost breakdown structure based on outputs. All taxes should be included as per government policy and paid in full by the Contractor directly. WEConnect International is a 501(c)3 Tax-Exempt Organization and is not responsible for collecting or paying national or local taxes.

### **Scoring Criteria**

- Demonstrated experience with the 6 objectives
- Track record with non-profits
- Lowest total system cost