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Open Technology Fund Requests Proposals for Website Redesign Services

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Open Technology Fund Requests Proposals for Website Redesign Services

OTF seeks proposals to update our website so that it better aligns with users' information needs, and reflects our commitment to transparency and openness.

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Open Technology Fund (OTF) is soliciting proposals from qualified vendors to redesign the website [opentech.fund](https://www.opentech.fund).

Proposals are due 5:00 PM ET on Friday, October 23, 2026 at proposals@opentech.fund. Submit questions by Friday, October 9 at proposals@opentech.fund.

OTF is an independent 501(c)(3) non-profit corporation registered in the District of Columbia.

OTF's mission is to advance internet freedom in repressive environments by supporting the research, development, implementation, and maintenance of technologies that provide secure and uncensored access to the internet to enable all citizens to exercise their fundamental human rights online.

Background and Objectives

The OTF website was last redesigned and relaunched in the fall 2023 to serve two distinct purposes:

Provide information to prospective applicants about OTF funding opportunities; and

Provide information consistent with OTF's Congressional authorization about its implementation of internet freedom funds and programs.

However, after three years, the current navigation and structure of the website no longer achieves either goal, limiting OTF's programmatic efficacy and external outreach efforts. In addition, to usability considerations, the overly templated layout and back-end functionality have created numerous internal maintenance challenges.

As a result of these factors, OTF seeks an updated site, with a revitalized, minimalist look and feel, that better aligns with users' information needs, and reflects the organization's (statutory) commitment to transparency and openness.

The new site must also maintain the highest security, accessibility, and privacy standards consistent with our mission and values, as well as more thoroughly reflect OTF's foundational open source ethos.

Lastly, given OTF staffing capacity, the new site must minimize sources of friction for making updates, and simplify and streamline back-end editing and development support requirements.

Award Details

OTF intends to award one deliverables-based contract with a selected vendor. OTF agrees to pay the contracted party a mutually agreed upon rate to be invoiced on a specified payment schedule by the contracted party. Funding will be dispersed upon completion of stated objectives, activities, and deliverables as outlined in the contract. All payments will be made in U.S. dollars and will comply with local laws, regulations, and ethics rules.

If awarded a contract, a designated OTF staff member will oversee all project monitoring and evaluation for the duration of the contract. Monitoring and evaluation assessments are based on predetermined and agreed-upon metrics, deliverables, and goals as laid out in the project proposal.

Scope of Requested Services to be Performed by Selected Contractor:

Task 1: Discovery

1. Introductory call with OTF staff to further specify technical, security, and communications needs for the redesigned website;
2. Perform a brief audit/needs assessment of the current site to make an informed recommendations about content, design, technical functionality, and other elements as needed;
3. Determine the appropriateness of migrating to an alternate secure, open source content management system (CMS) that is intuitive for non-technical users and features lean, performance-based frameworks;
4. Coordinate with OTF staff on a limited number of recommended internal and external stakeholder consultations focused on diverse information needs and user experience; and
5. Present a summary of findings with recommendations for next steps to OTF staff for approval.

Task 2: Design

1. Provide a detailed visual layout as wireframes for the new website based on findings from Task 1 and feedback from OTF staff, which must be:

Responsive to an agreed upon navigation structure and taxonomy, identified page needs, and provided written content;

Consistent with OTF branding guidelines;

Minimalist look and feel aligned with OTF values;

Meet or exceed industry accessibility, security, and privacy standards; and

Aligned with best practices for web design, including but not limited to meeting the latest Web Content Accessibility Guidelines (WCAG), ADA Accessibility requirements, and other relevant standards.

2. Create mutually agreed upon visual elements which are consistent with OTF branding guidelines for the new website. Upon completion of this task, provide OTF with editable design files.

Task 3: Implement

1. Upon completion and approval of Task 2, coordinate with OTF staff to implement the redesigned site, including content migration from the existing WordPress website, if deemed necessary in Task 1, and other agreed upon technical elements, once a draft layout and updated visual elements are approved;

2. Address any quality control and/or technical issues which may arise as a result of the migration and/or implementation process, including verifications related to security, accessibility, and data privacy; and

3. Provide recommendations for future technical and other updates to the site which may be required for security or other reasons.

Task 4: Training & Maintenance

1. Provide sufficient training (a minimum of one session) and all necessary documentation to OTF staff in an accessible, user-friendly format on updating the back-end of the site; and

2. Remain available for a mutually agreed upon period to support OTF staff with any troubleshooting or technical needs post-launch.

Pricing

Provide a fully-burdened hourly rate for providing the requested services, including an estimated project total. If you are providing a discount on your regular commercial rates, please also provide those commercial rates for comparison.

OTF will not be separately covering materials or incidental costs, so please ensure your hourly rate includes all costs associated with the services to be provided.

No travel will be necessary for the implementation of this project, and costs associated with travel should not be built into this project budget.

All costs incurred in the preparation of the proposal response to this RFP will be the responsibility of the responding vendors and will not be reimbursed by OTF.

Proposal Submission Requirements

OTF will select a contractor as part of a competitive bidding process. To be considered, interested vendors must submit complete proposals by 5:00 PM ET on Friday, October 23, 2026 to proposals@opentech.fund. Please note that incomplete submissions will not be considered.

All proposals must include the following:

1. Organizational background, including bios of any proposed team members;
2. A minimum of three examples of comparable projects redesigning websites for non-profit organizations, international organizations, and/or government with a detailed explanation of the approach to the scope of work, timeline, and outcome for each projects;
3. A detailed explanation of the approach to each phase of the proposed scope of work (See Scope of Requested Services), including a comprehensive plan to meet all deliverables and a proposed timeline;
4. Proposed budget (see Pricing), including an estimate of any necessary future maintenance requirements following the project's completion; and
5. Acknowledgement and acceptance of the Standard Provisions in Appendix A.

Please note that any restrictions on the use of data contained within a proposal must be clearly stated. Due to OTF's evaluation process for RFPs, it cannot sign non-disclosure agreements with any bidder. All material submitted regarding this RFP becomes the property of OTF and will only be returned to the bidder at OTF's option.

Selection Process

Complete proposals submitted before the deadline will be rated based on the following criteria (65 points total). Select proposals may be invited to provide a virtual presentation.

1. Vendor background and proposed team make-up (10 points)
2. Previous experience with comparable projects (15 points)
3. Proposed approach to fulfill the Scope of Requested Services, including:

Detailed plan and approach to meet all deliverables (10 points)

Suggested timeline, not to exceed the end of June 2027 (5 points)

4. Clear understanding of project objectives, including OTF's mission and values (5 points)

5. Pricing (15 points)

6. Acknowledgement and acceptance of the Standard Provisions in Appendix A (5 points)

The criteria for selection of the successful proposal balances a number of factors, including the adequacy of the approach to the scope of requested work, previous experience, and qualifications. Among these, price will be an important factor, but it will not be the only factor considered. We will not be considering geography as a factor when evaluating applicants' hourly rates, and advise all applicants globally to price themselves in relation to their expertise and skill sets.

OTF reserves the right to accept or reject any or all bids, to take exceptions to the RFP specifications, and to waive any requirements stated herein. OTF reserves the right to make an award based solely on the proposals submitted, or to negotiate with one or more vendors. Issuance of this RFP, preparation, submission, and evaluation of bidder responses does not commit OTF to award a contract to any vendor. OTF reserves the right to cancel or modify this solicitation at any time for any reason within its sole discretion without liability.

Eligibility and Certification

The following applicants are ineligible to receive awards under this solicitation:

1. Applicants (and/or their subsidiaries, affiliates, parent organizations, etc.) engaged in the development, production, sale, and/or marketing of any surveillance software, hardware, or associated technology.
2. Applicants listed as debarred, sanctioned, or otherwise excluded from receiving federal funds in the System of Award Management (sam.gov), the US Office of Foreign Assets Control (OFAC), or any other government sanction/debarment system.

By submitting your proposal, you are certifying that you are eligible to perform the work described in this RFP and that none of the above exclusions apply to you, your subsidiaries, affiliates, or parent organization(s) as applicable. Furthermore, you certify that no relationship exists between you and any third party that impedes your ability to conduct fair, impartial, and independent audits.

Disclaimers and Clauses

1. OTF will not compensate or reimburse applicants for their preparation or responses to this solicitation.

2. A request for more information following an Application review by OTF in no way is an assurance, promise, or guarantee the applicant will receive funding from OTF under this solicitation.

3. Applicants shall not issue, or permit to be issued, during the period covered by this solicitation, or under a contract (if offered) or at any time thereafter, publicity in any form respecting the work hereunder or the fact of its participation herein, unless such publicity is first approved in writing by OTF.

4. In the event any portion of the cost of the services provided by the awarded contract includes travel cost reimbursement, the applicant shall obtain advance approval of OTF and all travel expenditures must conform to the Standard Government Travel Regulations.

5. Applicant hereby agrees that all Work Product produced under the contract, if awarded, will be the sole property of OTF and the fees to be paid to the applicant are full, fair, and adequate compensation for the conveyance to OTF of deliverables and/or Work Product.

6. The awarded contract, if any, will be based on OTF's standard contract terms, including a termination for convenience provision, and will also include relevant U.S. Government provisions and/or other applicable standard contracting clauses.

7. Restrictions on the use of data contained within an Application must be clearly stated. Due to OTF's evaluation process for solicitations, it cannot sign non-disclosure agreements with any applicant.

8. OTF reserves the right to accept or reject any or all Applications in response to this solicitation, to take exceptions to the solicitation specifications, and to waive any requirements stated herein. Additionally, OTF reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.

9. OTF may choose to award only part of the activities in this solicitation, or issue multiple awards based on the solicitation activities.

10. OTF reserves the right to make an award based solely on submitted Applications or to negotiate with one or more applicants. Issuance of this solicitation, preparation, submission, and/or evaluation of applicant responses does not commit OTF to award a contract to any applicant.

11. OTF reserves the right to cancel or modify this solicitation at any time for any reason within its sole discretion without liability.

Questions

Submit general questions about this RFP by Friday, October 9, 2026 to proposals@opentech.fund. Questions may be consolidated, and answers will be provided publicly on the OTF website before the submission deadline. Please note that OTF cannot answer proposal-specific questions during the open solicitation, and will also not include any personally/organizationally identifiable information in its responses.

APPENDIX A

STANDARD PROVISIONS FOR USG-FUNDED AGREEMENTS

As a condition to receiving federal funds from OTF under this Agreement, the Contractor agrees to comply with the following provisions:

1. **Debarment, Suspension, Ineligibility, and Voluntary Exclusion.** In accordance with USG Executive Orders 12549 and 12689, Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any U. S. Government department or agency.
2. **USG Funding Agency Non-liability.** The USG Funding Agency does not assume liability for any third party claims for damages arising out of this Agreement.
3. **Travel.** The Contractor agrees to use U.S. flag carriers to the extent possible for all air travel and transportation arrangements funded by the U. S. Government under this Agreement. The Contractor must abide by the requirements set forth in the Fly America Act of 1974, which is incorporated by reference.
4. **Rights to Invention.** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
5. **Equal Employment Opportunity.** If the Agreement is to be performed in the U. S. or to be performed with employees recruited in the U. S., the Contractor agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

6. Nondiscrimination. To the extent such laws apply to the Contractor; the Contractor agrees to abide by U.S. laws in regards to nondiscrimination of U.S. citizens or legal residents working under the Agreement.

7. Anti-Lobbying. For Contracts of \$100,000 or more, the Contractor certifies that no funds will be used to lobby, influence or attempt to influence any person or organization in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352.

8. Terrorist Financing. In accordance with Executive Order 13224, the Contractor will not engage in transactions with, or provide resources or support to individuals and organizations associated with terrorism, including those organizations and individuals identified in lists promulgated by the U.S. Government, the United Nations and the European Union. It is the legal responsibility of the Contractor to ensure compliance with these laws. This provision must be included in all lower tier subcontracts issued under this Agreement.

9. Prohibition on certain telecommunications and video surveillance services or equipment. Contractor certifies that none of the funds payable under this contract will be used to procure or obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services include the following:

Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Telecommunications or video surveillance services provided by such entities or using such equipment.

Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

10. Domestic Preferences for Procurements.

a. As appropriate and to the extent consistent with law, the Contractor should, to the greatest extent practicable provide a preference for the purchase, acquisition, or use of goods, products, or materials

produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. For purposes of this section:

“Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

“Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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