

SCOPE OF WORK FOR CONSULTANT SERVICES

U.S. in Ecuador mapping Website

Background: The U.S. Embassy in Ecuador seeks to contract a company to design, develop, and implement a bilingual (Spanish/English) interactive mapping platform (website or application) that features programs, projects, and priorities in Ecuador. Due to the nature of the scope of work, the company will work closely with the Public Diplomacy Section (PDS) to ensure accurate content, branding compliance, and user-friendly navigation.

This diagnostic includes:

- Compensation for Project Manager, Web Developer(s), UX/UI Designer, GIS Specialist, Content/Data Manager, and QA Tester.
- All costs associated with the development and implementation including:
 - o Web hosting and domain registration for at least 12 months.
 - o Licenses for any required mapping software or plug-ins.
 - o Secure server configuration in compliance with U.S. Mission cybersecurity guidelines.
- Research and data integration:
 - o Collaborate with PDS to collect and verify data on all U.S. programs in Ecuador.
 - o Standardize project descriptions, geolocation coordinates, and thematic categories for mapping.
- Design and development of the interactive map:
 - o Responsive design for mobile, tablet, and desktop.
 - o Filtering and search capabilities by sector, location, and partner.
 - o Layered map with icons, color codes, and pop-up project details.
 - o Bilingual content interface (Spanish/English).
 - o Adaptability for cellphones.
- Content Management System (CMS):
 - o Easy-to-use CMS allowing PDS staff to update data without coding skills.
 - o Administrator's guide and technical documentation.

- Testing and launch:
 - o Beta testing with internal and external stakeholders.
 - o Adjustments based on user feedback prior to official launch.

- Final deliverables:

- o Fully functional bilingual mapping website.
 - o CMS credentials and user guide.
 - o All source code and technical documentation.

- Maintenance and support:

- o 12 months of technical support, bug fixes, and minor updates.

Period of Performance: The performance period will run for 12 months, starting immediately after the signing of the contract.

Proposal presentation:

Each offer must consist of the following:

- **Submit a portfolio of work from the last five years.** The portfolio should include 3 to 4 similar projects or web development projects that feature virtual animation.

-**References Certificates** (provide dates of contracts, places of performance, value of contracts, contact names, telephone numbers and email addresses). Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offerors:

- Quality of services provided under the contract
- Compliance with contract terms and conditions.
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

- **If possible, the applicant should share experiences of virtual work** on similar projects in Ecuador and/or other countries.

-Proficiency in bilingual (English–Spanish) content integration. The contractor must demonstrate experience developing websites that support seamless bilingual navigation and display.

-Experience with interactive mapping tools. The contractor should have proven expertise in using geolocation technologies (e.g., Google Maps API, Mapbox, or Leaflet) and integrating interactive mapping features into websites.

-Knowledge of accessibility and responsive design standards. The contractor must ensure that the website complies with international accessibility guidelines (WCAG 2.1 or higher) and is optimized for mobile devices.

The U.S. Embassy intends to award a contract resulting from this solicitation to the lowest priced technically acceptable offeror who is a responsible contractor. We intend to award a contract/purchase order based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Direct any questions regarding this solicitation, by e-mail, to QuitoProcurement@state.gov before 4:00 p.m., local time, on September 10, 2025.

Your proposal must be submitted, by e-mail, to the Contracting Officer, at QuitoProcurement@state.gov before 4:00 p.m., local time, on September 15, 2025. No proposal will be accepted after this time.

It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 25MB. If the file size should exceed 25MB, the submission must be made in separate files and attached to separate emails with less than 25MB each.

The technical and economic proposals must be submitted separately. Do not include pricing within the technical proposal. Failure to do that may deem the offeror's proposal to be considered non-responsive to the terms of this solicitation.