



Request for Quotes

Knowledge-Sharing Platform

From:
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Project Information

[ICLEI-Local Governments for Sustainability USA](#) (ICLEI USA) is partnering with the Coalition for Green Capital (CGC) to offer market-building funding and technical support to help communities – local governments, Tribes, and their partner not-for-profit organizations – to develop public-private partnership plans that can accelerate the deployment of capital to clean energy projects. Selected communities will be qualified to pursue CGC's [Municipal Investment Fund](#). This project will deliver a knowledge-sharing platform that prioritizes support to the 104 recipients of market-building funds, the 10-recipient cohort of the Municipal Investment Fund, and ICLEI USA members.

ICLEI USA seeks a web developer, web design firm, or company offering equivalent services to build a new ICLEI USA knowledge-sharing platform. This project's scope includes building the infrastructure for a new platform based on our established goals and core functionality requirements. The knowledge-sharing platform will be accessed individually by staff, elected officials, and volunteers affiliated with the 104 recipients of market-building funds and ~375 local governments and tribal nations in ICLEI's membership base.

This project's budget is not to exceed \$175,000. Since it is funded by a federal grant, all project processes and documentation will comply with federal regulations associated with grant-funded projects.

Platform Goals

The **goals** of the ICLEI USA knowledge-sharing platform are:

- **Capacity Building and Development:**
 - Develop an inventory of solutions for all selected communities of Market-Building Activities subgrants to prepare them for the next cohort submission.
 - Facilitate peer learning and collaboration among the selected communities and across all US local governments.
 - Facilitate public-private partnerships through a searchable database of ICLEI-approved service providers and nationwide green infrastructure financiers.
 - Promote deployment of new technologies by enabling the policy environment to achieve this goal.
- **Knowledge-sharing:**
 - Publish case studies, toolkits, technology solutions, and other resources to document best practices and lessons learned from the Municipal Investment Fund Cohort and green infrastructure financing.
 - Disseminate information and resources to US local governments across ICLEI USA's pathways (Zero Emissions, Resilience, Equity, Nature, Circularity).



Request for Quotes Process

The Request for Quotes is open until 11:59 PM PT on **April 29th, 2025**. To respond, please contact Ryan Silber at ryan.silber@iclei.org. Quotes will be scored using the following criteria:

- Price
- Ability to meet all the requirements of the core functionalities
- Ability to integrate or embed within [existing ICLEI USA website](#) (Content Management System-WordPress)
- Provided work sample
- The developer must be available to correct functional issues with the platform or misalignment with the agreed-upon scope of work, for at least six months after the project completion date.
- Ability to complete this project by Summer 2025

Please include an anticipated timeline for completion with your response.

Platform Core Functionalities

The new ICLEI USA Knowledge Management Platform will:

- Require login for all users.
- Provide a resource library connecting ICLEI USA members to ICLEI resources, ICLEI tools, ICLEI-approved service providers, and case studies/examples from ICLEI members.
 - The resource library should facilitate resources of various file types including with the priority being PDFs, web links, images, videos, and Google Workspace products.
- Provide the option to navigate resources through a guided user interface, including a keyword search and search refinement options.
- Provide the option to navigate resources through a library search feature, with filters for Pathways, community size, and other specifications listed in the [request for quotes](#).
- Enable low maintenance by ICLEI USA staff, including a simple “resource upload” feature.
- Provide an opportunity, such as a form, for ICLEI USA members to add their resources to the platform with ICLEI USA approval.
- Provide an opportunity, such as a form, for partners and private companies to add their resources or relevant services to the platform with ICLEI USA approval.
- Follow Americans with Disabilities Act guidance on web accessibility and include other accessibility features, such as translation.
- Offer a self-service tutorial function for user navigation support.

- User management should integrate with Salesforce to maintain the continuity of existing customer contacts and account information. The Knowledge Management Platform will be used individually by staff, elected officials, and volunteers affiliated with the ~375 local governments and tribal nations in ICLEI's membership base.
- Provide ICLEI USA staff with engagement analytics, such as how many times a resource has been downloaded.

Additional Functionalities for Consideration

- Provide an opportunity for users to request to connect with the ICLEI USA member or partner associated with a Resource. This can be as simple as a notification to ICLEI USA staff, who will then facilitate communications between the relevant ICLEI USA members, threaded post commenting on reach resource, a "Contact this Member" button that requires the content owner to allow permission for users to reach out to them directly, some combination of these, or any additional ideas for enhanced network engagement.
- Provide a networking platform for ICLEI USA members to discuss sustainability efforts such as a chat feature, forums, or other recommendations.
- Provide a timestamp and message regarding the ownership and use rights of the resource, upon download and/or printing.
- Additional resource file type capabilities (i.e. GIS files).

Desired Hub Architecture

The knowledge-sharing platform will allow users to explore the following resources through two navigation options.

Navigation Option #1: [Content Database](#)

Examples:

- <https://carbonleadershipforum.org/resource-library/>
- <https://www.akc.org/dog-breeds/>

Includes access to all, with the option to grow:

- ICLEI USA Resources (Quantity: 100+)
- Case Studies (Quantity: 1000+)
- ICLEI USA / Partner Tools (Quantity: 10-20 and growing)

By searching and filtering the following categories:

- Resource Creator (ICLEI USA Resources, Community Case Studies, ICLEI USA / Partner Tools)
- Resource Type (ex: case study, toolkit, plan, policy)
- Progression (Analyze, Act, Accelerate)
- Pathway (Zero Emissions, Resilience, Equity, Nature, Circularity)
- Relevant Sectors (Buildings, Transportation, Energy, Industry, Water, others TBD)
- Scale of impact (Local government operations, Community-wide)
- State
- Population
- Government type (Ex: County, Village, Weak Mayor, Strong Mayor, etc)
- Community type (urban, suburban, rural)

Navigation Option #2: [Content Library](#)

Example:

- <https://drawdown.org/sectors>

Includes access to all:

- ICLEI USA Resources (Quantity: 100+)
- Case Studies (Quantity: 1000+)
- ICLEI USA / Partner Tools (Quantity: 10-20)

By navigating through the following pages:

- A. **Landing Page:** Explore the Pathways (Zero Emissions, Resilience, Equity, Nature, Circularity, Cross-Cutting)
 - a. Landing Page: Zero Emissions
 - i. Section: Analyze (Planning)



1. List key ICLEI resources, case studies, and partner tools relevant to the category.
 - ii. Section: Act (Implementation)
 1. List key ICLEI resources, case studies, and partner tools relevant to the category.
 - iii. Section: Accelerate (Best practices)
 1. List key ICLEI resources, case studies, and partner tools relevant to the category.
- b. Landing Page: Resilience
 - i. Same three sections as Zero Emissions
- c. Landing Page: Equity
 - i. Same three sections as Zero Emissions
- d. Landing Page: Nature
 - i. Same three sections as Zero Emissions
- e. Landing Page: Circularity
 - i. Same three sections as Zero Emissions
- f. Landing Page: Cross-Cutting
 - i. Same three sections as Zero Emissions

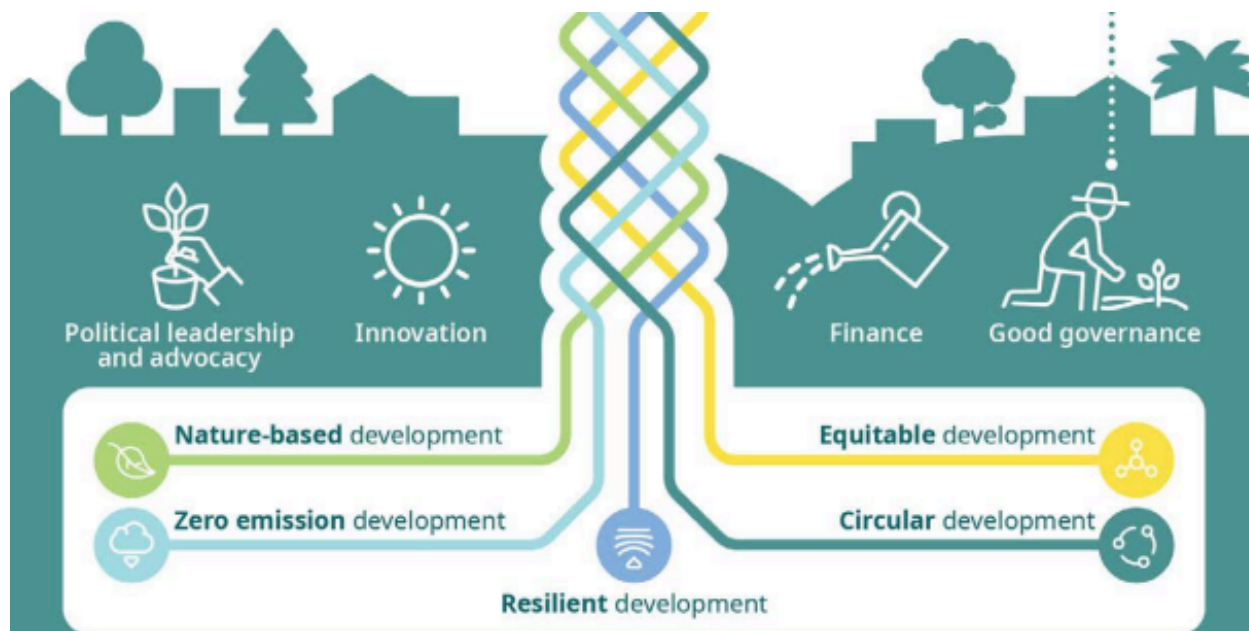


About ICLEI

ICLEI – Local Governments for Sustainability (known as “ICLEI”) is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for zero emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

As the USA Office of a global ICLEI network, ICLEI USA develops and delivers leading-edge tools and resources, including its state-of-the-art emissions-management tool, ClearPath Climate Planner, to support local government's climate change efforts. Our standards, tools, and programs credibly, transparently, and robustly reduce greenhouse gas emissions, improve lives and livelihoods, and protect natural resources in the U.S. communities we serve. ICLEI USA and our network partners are working to keep 1.5 °C alive through a data-driven approach focusing on just and equitable communities.

As a compass to shape and manage our actions in a rapidly changing world and to transform our cities, towns and regions, we will drive action through five critical, strategic and interlinked pathways that are the basis of sustainable urban development.



Contact us:

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