RFP for Integrated Digital Marketing
Contact: Mike Valdez, Cyndy Yu-Robinson, Pak Lee

sponsorship@naaap.org and technology@naaap.org

1. Summary

NAAAP is the premier association for Asian Pacific Islander professionals in North America. This RFP is being issued by NAAAP National, an umbrella organization that provides IT infrastructure, marketing, and programmatic guidance for 25 affiliated yet independent NAAAP chapters.

2. Company Background

Individuals join NAAAP because we promote professional excellence, career development, Asian American and Asian Canadian culture, and accountability to one’s own goals and behaviors. Groups of API people in a city or area form chapters (e.g. NAAAP Boston and NAAAP Austin) to convene nearby API professionals and to scale their activities to regional audiences. Sponsors support NAAAP because our access to a wide network of Asian Pacific Islander leaders and our commitment to diversity, equity, and inclusion in the workplace and community.

60-75% of NAAAP National’s funding comes through private corporate and foundation funding (sponsorship), 20-35% through job postings in a jobs clearinghouse (Career Center) and the remaining 5-20% from event admission fees for leadership programs or conferences. NAAAP chapters are funded by membership dues and regional sponsorships.

NAAAP National does not use printed collateral or postal mail in its work with the exception of signage or flyers at conferences. All communication and exposure is digital.

NAAAP is the oldest API professional association, founded in 1982, and is highly inclusive of professionals at all levels. NAAAP has one paid staff person, other members of the national administration are volunteers and rely on volunteer time and expertise to carry out plans.

3. Core Objectives for Digital Marketing

a. Recognize that different audiences use our digital platforms – They are: (1) current and prospective sponsors, (2) prospective recruiters/employers, (3) job seekers, (4) current members, and (5) individuals or organizations seeking AAPI data and perspectives.

b. Use website and social media to enhance NAAAP’s brand and develop business relations/sponsorships, and result in NAAAP being able to quantify effects of advertising through NAAAP Multi-Media (web, monthly e-newsletter, direct email, social media, etc.)

c. Focus on Public Relations (what others say about NAAAP) in balance with Self-promotion (what we say about ourselves) – therefore, use more “UGC” User Generated Content, or member and sponsor testimonials (in printed word, images, or videos)

d. Web and social media content increases engagement month to month.
e. Website and social media encourage one-time or sustained financial donations above membership dues.

f. Navigation across web and social media is logical and there are Calls to Action for the various audiences identified.

g. NAAAP website content makes it easier and quicker for Business Development Team to point sponsors to webpages where current and relevant program information and reasons to support NAAAP are easily found, downloadable or sharable.

h. Website features a calendar of national and chapter programs and events, how to register, and if the program is open to members only or the public.

4. Scope and Delivery

**Deliverable a**: 12-month marketing strategy that addresses to three main audiences simultaneously:

1. current Asian Pacific Islander leaders and members,
2. prospective sponsors, and
3. prospective individual members.

The deliverable is a plan; the plan may recommend video, animated graphics, and infographics.

**Deliverable b**: New navigation that clearly directs web traffic from distinct audiences to the right pages and Call to Action.

**Deliverable c**: Website analytics program and dashboard that is easy to monitor interest and engagement

**Deliverable d**: Methods to connect NAAAP’s newsletters, social media, to NAAAP’s calendar page, programs.

**Deliverable e**: A method to generate and classify new followers for future conversion to members and sponsors.

5. Current Site Map

**Homepage – existing is shown in black (suggested or desired shown in red)**

<table>
<thead>
<tr>
<th>About</th>
<th>News &amp; Events</th>
<th>Programs</th>
<th>Career Center</th>
<th>Get Involved</th>
<th>Contact Us</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAAAP history</td>
<td>News releases</td>
<td>APAHM</td>
<td>Career Center</td>
<td>Find Chapter (action takes prospective member to a chapter site, when we want to capture their willingness to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ERG programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leadership Convention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NAAAP Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Feel free to look at competitors and sponsors’ websites for great practices.


6. Timeline & Milestones

<table>
<thead>
<tr>
<th>Week 0</th>
<th>Jan. 27, 2021</th>
<th>Issue RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Feb. 3, 2021</td>
<td>All questions about the RFP are due to <a href="mailto:technology@naaap.org">technology@naaap.org</a></td>
</tr>
<tr>
<td>Week 3</td>
<td>Feb. 17, 2021</td>
<td>RFP Bids with qualifications, deliverables, total cost and 2 references due.</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb. 24, 2021</td>
<td>NAAAP Executive Team will decide winning bid.</td>
</tr>
<tr>
<td>Week 5</td>
<td>Mar. 3, 2021</td>
<td>Healthy Start Kick-off meeting between CIO and consultant, CIO to provide access to sandbox and social media accounts</td>
</tr>
<tr>
<td>Week 6</td>
<td>Mar. 10, 2021</td>
<td>Work week</td>
</tr>
<tr>
<td>Week 7</td>
<td>Mar. 17, 2021</td>
<td>Milestone 1 – interim meeting, presentation of conceptual design and strategy</td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar. 24, 2021</td>
<td>Milestone 2 – completed design and strategy</td>
</tr>
<tr>
<td>Week 9</td>
<td>Mar. 31, 2021</td>
<td>Final/Milestone 3 – strategy ready to launch/post</td>
</tr>
</tbody>
</table>

7. Functional/Technical Requirements

www.naaap.org was redesigned and launched in April 2020 by an individual contractor with the goals of: introducing Word Press and Divi Theme to the entire website, making most useful information accessible from the top navigation bar and homepage, and de-emphasizing historic information.
Communication via google shared drive

Meetings by phone, google meet or Zoom, weekdays between 2 and 9 PM E.T.

NAAAP National has FB, Twitter, IG, and Linked In Page and Group

NAAAP’s content management team is made up of 4 national volunteers, who have various levels of experience with Word Press and Divi.

8. **Budget for all deliverables is not to exceed $3500**

9. **Criteria for Selection**
   - Strategy has high probability of achieving all goals
   - Bidder’s capacity and ability to complete project by desired timeframe
   - Financial bid fits NAAAP’s budget
   - References show attention to detail, spirit of client (NAAAP), and competence and creativity.
   - Understanding of NAAAP
   - An X factor, additional appeal of the consultant

10. **Contact:** technology@naaap.org or 919-625-1207 with questions.