



**Asia-Pacific
Economic Cooperation**

APEC Secretariat

REQUEST FOR PROPOSAL (RFP)

APEC COLLABORATION SYSTEM (ACS)

AND

ONLINE MEETING SYSTEM (OMS)

UPGRADE

ASIA-PACIFIC ECONOMIC COOPERATION (APEC) SECRETARIAT

APRIL 2026



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SUMMARY AND BACKGROUND

The Asia-Pacific Economic Cooperation (APEC), founded in 1989, is a regional forum of 21 members focused on fostering balanced, inclusive, sustainable, innovative, and secure growth through regional economic integration.

APEC works to ensure wider participation in economic growth by offering initiatives like digital skills training for rural areas and export support for indigenous women. Members also implement projects to improve energy efficiency and manage forest and marine resources sustainably in response to climate change. The forum addresses emerging challenges, including disaster preparedness, pandemic planning, and counter-terrorism measures.

APEC's 21 member economies include Australia, Brunei Darussalam, Canada, Chile, China, Hong Kong (China), Indonesia, Japan, South Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, the Philippines, Russia, Singapore, Chinese Taipei, Thailand, the United States, and Viet Nam.

Based in Singapore, the APEC Secretariat coordinates forum activities, provides technical and advisory support, and manages communications. It also operates the APEC Information Management Portal (AIMP), which includes systems for collaboration, meetings, and project documentation

PROPOSAL GUIDELINES

This Request for Proposal (RFP) represents the requirements for an open and competitive process. Proposals will be accepted until 5.30pm May 29, 2026. All proposals must be signed by an official agent or representative of the company submitting the proposal.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by APEC Secretariat and will include scope, budget, schedule, and other necessary items pertaining to the project.

PROJECT PURPOSE AND DESCRIPTION

The purpose of this Request for Proposal (RFP) is to solicit bids from qualified vendors for the provision of solutions and pricing related to the redesign of the APEC Collaboration System (**ACS**) and Online Meeting System (**OMS**). Currently, ACS and OMS operate on SharePoint (Classic) as part of Microsoft 365. The ACS system comprises collaboration sites supporting APEC fora and working groups, facilitating member engagement through discussions and information sharing. OMS is a meeting repository to present meeting documents based on a specified agenda to be used during an actual meeting.



This Request for Proposal (RFP) details the submission instructions for prospective vendors, including mandatory requirements for proposal consideration, evaluation criteria that must be met, and the vendor's obligations both prior to and following system installation.

Project Description:

The APEC Collaboration System (**ACS**) are secure platforms available exclusively to officially recognized members of APEC Fora and Working Groups. Access credentials are granted to members upon their acceptance into these groups. The ACS enables these members to share documents, collaborate on projects, and communicate securely, supporting the Secretariat's coordination and advisory functions. It now has 45 collaboration sites of APEC fora/working groups, allowing their members to conduct discussions and share information.

The Online Meeting System (**OMS**) serves as a platform for presenting meeting documents in accordance with predetermined agendas, facilitating their use during official meetings. Both ACS and OMS are overseen by the APEC Secretariat.

ACS's current IT infrastructure is a strategic blend of SharePoint Online in classic design for collaboration, Microsoft Azure for cloud services, and HostGator for email management.

APEC Secretariat is now interested in redesigning the ACS and OMS to SharePoint Online with modern design experience.

PROJECT SCOPE

The scope of this project includes all design, development, and maintaining current functionality of ACS and OMS.

The following criteria must be met to achieve a successful project:

- Develop the new ACS and OMS using a separate Site Collection on the tenancy of the APEC Secretariat on SharePoint Online (Office 365)
- Ensure the categorization and groupings of the previous ACS and OMS are still available on the new OMS using SharePoint Groups created on the ACS
- Implement an integration of the new OMS to the ACS
- Documents and their Properties inside a Document Library on a Sub Site under the ACS will be transferred to a new Document Library in a Sub Site on the OMS.
- OMS Document Library will be read only and can only be changed by an administrator or the integration application.
- Ensure that any structural / design changes do not negatively impact administration / processing and access / retrieval speed
- Ensure user interface follows APEC publication guidelines for both ACS and OMS
- Ability to work closely with APEC Application Manager on coordination of project tasks and resources



- Prompt vendor support is provided in the event of system issues to help minimize user productivity loss.
- Deliver end user training on new ACS and OMS.
- Deliver structured technical training programs for IT personnel and system administrators.
- Provide estimated cost and include suggestions on how the approach can be more beneficial
- The vendor shall deliver prototypes of both the main page and the subsite, incorporating a contemporary design consistent with the specifications detailed in **Current System Overview (Page 9)**.

Failover System and Replication Strategy

In conjunction with the ACS upgrade proposal, please propose an identical instance of the new ACS established on SharePoint SE (on premises). This secondary instance will function as a failover system, ensuring continuity of service in the event of any disruptions to the primary system. Additionally, separate cost estimates will be provided specifically for the implementation of this duplication, allowing for clear visibility into the financial requirements associated with establishing and maintaining the failover environment.

SPECIFICATIONS AND REQUIREMENTS

ACS and OMS are currently running on a Site Collection on the APEC Secretariats Tenancy on SharePoint Online (Office 365). It uses SharePoint Groups to provide access levels to the different sub sites on the ACS.

The new ACS will be implemented with the following specifications.

- Deployed as a new Site Collection on the APEC Secretariat Tenancy on SharePoint Online (Office 365), utilizing a comprehensive range of available collaborative features.
- Integrate Azure AD (for external users) with SharePoint Online to provide security permissions on the different subsites. Azure AD will be synced with on-premises AD.
- Develop a primary navigation page for the ACS that facilitates seamless access to all other Fora and Working Group sites.
- Develop a standardized template for all sub-sites, to be provided to Fora and Working Groups. This template will serve as the basis for the creation of new Fora sites.
- A separate contact list is maintained for each forum to facilitate synchronization with Outlook as an address book.
- The new Outlook does not currently support syncing contacts and calendars from the existing ACS. Further investigation is needed to address this issue. As this is a mandatory requirement, an alternative solution must be proposed.



- Comments should be enabled for documents and announcements. Whenever possible, this functionality is to be implemented using standard or built-in features available within Modern SharePoint Online. The use of custom code will be considered only after consultation with the APEC Secretariat.
- Ensure that all structural or design modifications maintain or enhance administrative efficiency, processing capability, and access or retrieval speed.
- Implement foundational web analytics on the ACS platform, such as SharePoint Site Analytics or Google Analytics, to monitor page views and related metrics.
- Ensure the site can accommodate changes and upgrades implemented on the SharePoint Online platform, with minimal customization required.
- UAT – In addition to the scheduled User Acceptance Testing, it is recommended to include a six-month post-deployment period during which any unforeseen issues can be addressed by the vendor. This would ensure that concerns not identified before the new system's deployment are resolved effectively.

The new OMS will be implemented with the following specifications.

- Deployed as a new Site Collection on the APEC Secretariat Tenancy on SharePoint Online (Office 365). Permissions will be the same as ACS.
- Use Generic Accounts on the created Document Libraries.
- Able to use the same access restrictions on the available ACS SharePoint groups
- Read only to members and guests. AIMP Administrators will be the only users that have rights to edit or maintain the site.
- Able to automatically create sub sites and new Document Libraries automatically using apps, workflows, etc.
- The creation of OMS sub sites and Document Libraries will be initiated either manually by an administrator through the ACS, or automatically via predefined triggered actions.
- When content is removed from the ACS Document Library, it will also be deleted from the OMS. However, modifications made within the OMS will not impact the ACS.
- Updates made in the source ACS Document Library will supersede and replace the corresponding document on the OMS.
- The user interface should adhere to the APEC publication guidelines and maintain alignment with ACS standards.

The Vendor is required to provide the following Documents.

- Requirements Document
- Functional and Technical Specification Document
- Administration Manual
- User Manual



REQUEST FOR PROPOSAL TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5.30pm May 29, 2026.

The evaluation of proposals will take place from June 2, 2026 through June 22, 2026. Should further information or discussions be required during this period, the respective bidder(s) will be formally notified.

The selection decision for the winning bidder will be made no later than June 29, 2026. This date may be postponed, depending upon the number of vendor bids

Notifications to bidders who were not selected will be finalized by July 3, 2026.

BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. The Vendor is required to submit a detailed task plan, profile of team members including CVs, quotation for labor, and other associated costs from project inception to completion.

When providing estimates, please break the estimate into the following categories:

- Price for development and similar security configuration from existing ACS and OMS
- Training costs (including duration)
- Annual maintenance costs for both ACS and OMS
- Estimated timeframe for implementation
- Annual subscriptions for any tools necessary for the operation of ACS and OMS, if applicable

PROPOSAL EVALUATION CRITERIA

APEC Secretariat will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project and as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience



SUBMISSION INSTRUCTIONS AND COMMUNICATION PROTOCOL

Proposals must be submitted via email, addressed to the Procurement Officer at the APEC Secretariat. All submissions should be sent to procurement@apec.org no later than 5:30PM Singapore time, on May 29, 2026. It is important to ensure that the proposal arrives prior to the established deadline, as late responses to this Request for Proposal (RFP) will not be considered.

Please refrain from including any correspondence that requires answers within your proposal submission. All questions or requests for clarification should be sent separately.

Vendors are solely responsible for ensuring that their responses are received before the deadline. Proposals submitted after the specified time will not be accepted.

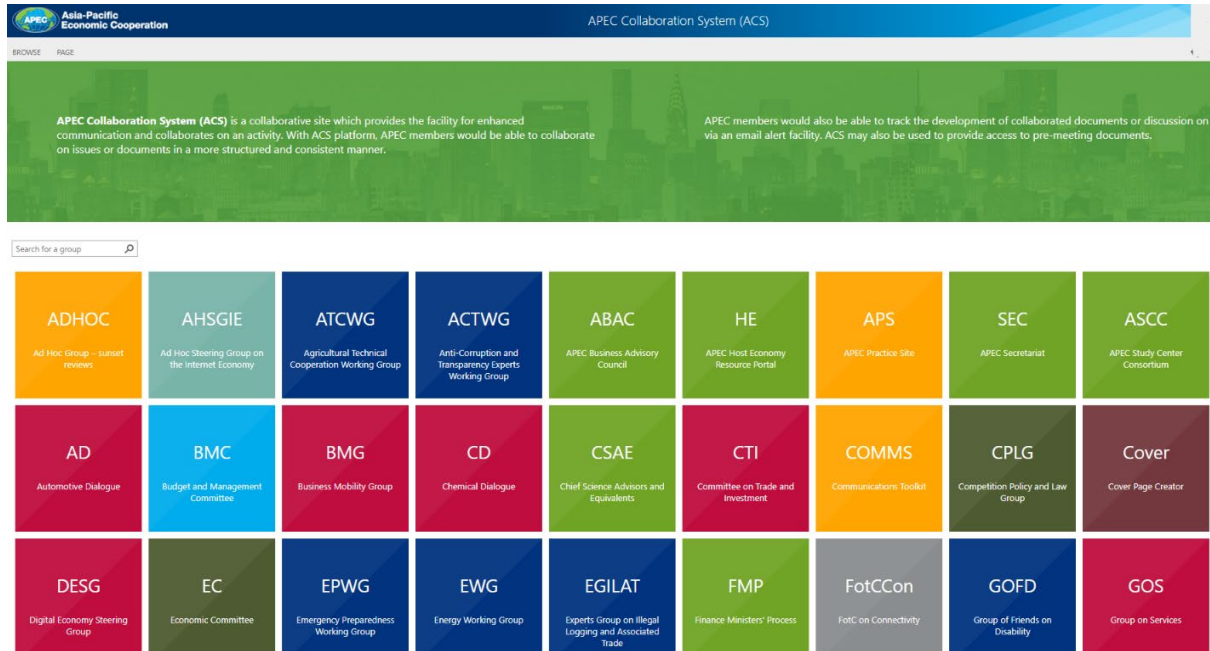
Any questions regarding this RFP must be submitted in writing via email to procurement@apec.org.

Upon receipt of a vendor's response, the Secretariat will endeavor to acknowledge receipt by email within three working days.



CURRENT SYSTEM OVERVIEW

ACS



For each fora (subsite), please provide the modern SharePoint design with following components

Components of ACS

Welcome Page

Messages from the Chair

To be used to post notices, instructions, and other messages from the Chair. These may be posted as text or in an attached file, and they should be mainly 'for your information' or 'for your short response' type items.

Secretariat Notes

To be used primarily for administrative or procedural notices. Similar to messages from the Chair, these will typically be to disseminate information, especially for later reference, and may or may not ask for a response.

Contact List

Each forum maintains a contact list, which is synchronized with Outlook as an address book. If this feature is not available in modern SharePoint, please suggest an alternative solution, as this functionality remains essential for our operations.



Group Events

Calendar to capture any group events

Document Libraries – Draft Documents, Pre-Meeting Documents

To be used for posting draft documents or files for collaboration. This shared workspace and its collaboration functions are an important component of the new system, and it will offer several benefits to participants, but it may also take some practice to use effectively. This should be a central work area of the each group.

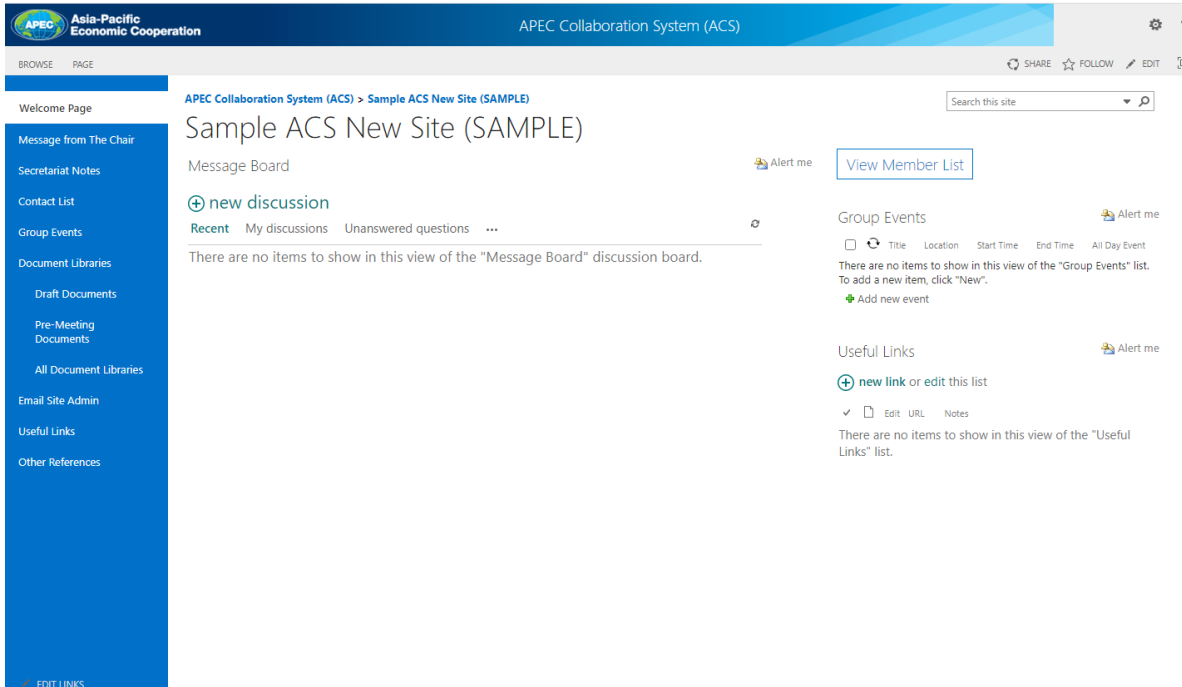
An important feature is the ability to check-out and check-in documents. This allows the group to maintain one common document, even while members offer their various comments and revisions. Only one user at a time may check out a document to make revisions, but others may still view or copy the document. To work well, members should try to minimize the time they keep documents checked out to work on, perhaps by reviewing documents offline before checking them out, to keep them available for others.

Email Site Admin

Email contact for each fora

Useful Links and Other References

These sections are for the placement of select links to relevant websites and reference information that members may want to refer to regularly.





View Member List

It is a customize list created to show the SharePoint group and the members that have access to the fora

OMS



Search this site

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-
-
-
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OMS Business Mobility Group (BMG)

OMS Home

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+ New ⚙️ Page details 📄 Preview 📊 Analytics

Published 10/

Meeting Documents

+ New ⬆️ Upload 📄 Edit in grid view 📄 Export to Excel 🔄 Sync

Name	Modified	Modified By
ABTC Working Group Meeting	August 2, 2021	Dirsync Admin
BMG - SOM 3 Meeting documents	August 2, 2021	Dirsync Admin
BMG 1 2022 (SOM1)	February 3, 2022	Dirsync Admin
BMG 1 Meeting (14-15 Feb 2023)	February 5, 2023	Dirsync Admin
BMG 2 Planner Meeting	August 2, 2021	Dirsync Admin
BMG 2 Plenary Meeting (11 Aug)	August 3, 2021	Dirsync Admin
BMG ABTC WG Meeting	August 2, 2021	Dirsync Admin
BMG ABTC WG Meeting (10 Aug)	August 6, 2021	Dirsync Admin
BMG Integrity ABTC WG	August 2, 2021	Dirsync Admin