

Admin Back Office RFP

HbbTV are seeking companies interested in responding to its RFP for a replacement Admin Back Office function, which covers various administrative activities including finance admin, members management, licensing support and other miscellaneous support tasks. A detailed breakdown of all tasks are available in the RFP upon request.

About the Admin Function at HbbTV and this RFP

Since its inception in 2010, HbbTV administrative functions were performed mainly by the European Broadcast Union (“EBU”) of Geneva under a service agreement which is a large part of the HbbTV general and administrative budget.

As HbbTV has been informed that EBU is in the process of re-organizing its team which is in charge of the execution of this service agreement, HbbTV is willing to consider new arrangements for its administrative functions and has therefore prepared an RFP to invite proposals from suitable and qualified service companies located in Europe (including the European Union, the UK and Switzerland) covering the administrative functions of HbbTV.

Two other important reasons for HbbTV to issue the RFP are;

1. the wish to work with an organisation which will introduce a higher level of automation in the admin functions (eg ; management and approval of supplier invoices)
2. the wish, including as a result of 1, to reduce the overall financial cost of the admin functions.

Any organisations wishing to receive the the RFP should email their interest to rfi-rfp@hbbtv.org citing the Admin Back Office RFP