



Request for Proposal

Published July 20, 2023

Introduction

IVolunteer International Inc., is a 501(c)3 nonprofit organization based in Savannah, Georgia, United States with impact worldwide. The organization is dedicated to making volunteering fun, easy, and equitable and has the vision to create 7 billion volunteers in the world. Through a variety of training, advocacy, consulting, and technology programs, the organization raises awareness about the benefits of volunteering and empowers individuals to volunteer and support causes people care about in their communities worldwide. For more information about our organization visit www.ivint.org.

Project Overview (IVolunteerNow App)

With the goals and mission in mind, IVolunteer International is working towards publishing an app-and-enterprise ecosystem for the State of Georgia that can identify a user's live location, generate a volunteer feed of projects based in their environment, and enable users to sign-up and register, among other features. The app **IVolunteerNow** is currently in beta-testing mode. Initial designs and developments are complete and this RFP calls for proposals from teams and organizations with niche expertise in iOS and Android App Development to complete the app by bug fixes and feature additions. Technology expertise required for the app include but are not limited to Swift, Git, Firebase, AWS, Facebook App dashboard, App Store Connect, and Sentry.

Project Goals

1. Audit and identify a list of all bugs and basic features for the Minimum Viable Product.
2. Develop fixes for bugs, feature additions, and deployment with an arranged timeline.
3. Document app infrastructure and develop a report of third-party assets, connectivity, code, costs, and functionality for a non-technical audience.
4. Identify post-app deployment services for maintenance and support for 24 months.
5. Identify scope of work for IVolunteerGo, the enterprise software associated with the app (for the complete ecosystem) to prepare a Request for Proposal.

Scope of Work

For **Goal 1** and **Goal 2** above, services will be acquired to coordinate with the IVolunteer International Executive and Technology Team to audit and assess a full list of bugs and basic features to take the IVolunteerNow mobile app to a Minimum Viable Product (MVP) launch. The app has already been designed and developed to a great extent and these designs and assets (including code) will be provided to the contractor. After the MVP is built and ready for deployment, the contractor will support the public deployment of the app. A list of features

are already being developed. The most important bug fixes and feature additions (among others) include:

- Fixing onboarding pipeline (phone/email authentication, sign-in/sign-up validations).
- Minor UI changes (button changes, pop-ups, text/links, accuracy of content).
- Implement new sections on existing screens for additional functionality.
- Setting up push notifications and other link routing.
- Fixing IVolunteerNow and IVolunteerGo content pull errors and app crashes.
- Complete 3 beta testing rounds with a sample tester group.

For **Goal 3**, services will be acquired to document the names, costs, functionality, and needs-basis map of all web and local assets that support the IVolunteerNow app and must be maintained, for a non-technical audience. This document will be utilized to communicate company and product needs as they arise to our non-technical stakeholders such as Board of Directors, Leadership, Sponsors, Donors, and others.

For **Goal 4**, services will be acquired to develop a cost-structure associated with a post-app deployment services package from the contractor to support the organization's initial app rollout for 24 months. Services must include ongoing bug fixes, ongoing maintenance, and safeguarding app infrastructure to support the organization. During these 24 months, IVolunteer International will also make strategic initiatives to expand the technical staff and/or retain a contractor for further maintenance and service delivery.

For **Goal 5**, services will be acquired to identify an aspirational list of features and enhancements for IVolunteerGo, so that IVolunteer International can develop a request for proposal at a later date to enhance IVolunteerGo for a public use-case.

IVolunteer International hopes to deploy the MVP of IVolunteerNow in early 2024. The scope of work must be added to the timeline during this timeframe.

Timeline for Proposal and Selection

- Request for Proposal Published: July 20, 2023
- All interested Bidders submit Interest Form to receive NDA: August 1, 2023
- IVolunteer International sends out NDA: August 2, 2023
- All interested Bidders submit NDA: August 7, 2023
- Deadline for Bidders to submit questions on RFP: August 9, 2023
- Bidders meeting for high-level overview: August 14, 2023 at 6:00 pm EST on Zoom.
- Deadline for Bidders to submit proposals: August 28, 2023
- Selection of top bidders / notification to unsuccessful bidders: September 1, 2023
- Negotiations and Individual bid meetings: September 4 - 8, 2023
- Contract Award / notification to unsuccessful bidders: September 11, 2023.

IVolunteer International will, to the best of its ability, honor the timeline above, but it could change. Any changes will be promptly communicated to relevant parties. Please see below topic on **Submission** for submission forms and requirements.

Submission Requirements

1. Interest Form: Please submit this form (Link: <https://forms.gle/WcriZcApPKdZumNv5>).
2. Signed NDA and submission of RFP questions: Email containing NDA will include instructions to submit signed NDA and questions. Questions cannot be submitted and will not be answered until the signed NDA is received.
3. Proposal submission: After the signed NDA is received, your organization will receive instructions on the proposal submission process. All proposals must be no more than 5 pages in length and must include the following:
 - a. Company information (name, EIN, business address, website)
 - b. Statement of Corporate Social Responsibility: IVolunteer International is interested in extending this opportunity to businesses with a history and/or interest in participating in corporate social responsibility activities.
 - c. Experience and Qualifications: Demonstrate expertise in delivering similar projects, and expertise in relevant technology, software, and methodology.
 - d. Cost: Detailed cost structure with milestone and timeline for payment.
 - e. References: Provide at least 3 references of past clients for similar projects.
 - f. Methodology: Outline the approach to managing this project, including project management processes, resource management, and approximate project delivery timelines.
 - g. Team profiles: Include detailed profiles of the members of the team assigned to deliver the project, highlighting their experience in relevant areas.

Project Budget

We invite your business to compile a competitive cost structure to deliver this project. Negotiations will take place as a part of the bid approval process. Significant weight will be given to experience, dedication to working with nonprofits or "technology for good" projects, and technical capability.

Contact Information

For more information contact Nipuna Ambanpola (Executive Director) and/or Drashti Patel (Chief Product Officer). Preliminary questions on the **process** and organization can be forwarded to contact@ivint.org. Please note that specific app and project related technical questions will not be answered until the NDA is signed. All communication will take place via email.

Website: www.ivint.org