
PMIWDC, VOLUNTEER MANAGEMENT SYSTEM

REQUEST FOR PROPOSAL

Dated: March 16, 2009

Contact information:

Email address: volunteerManagementSystem@pmiwdc.org

1. COMPANY OVERVIEW

Project Management Institute Washington DC chapter (PMIWDC) is seeking software vendor proposals to the development, implementation, and support for a Volunteer Management System (VMS).

This Request for Proposals (RFP) presents a brief overview of the proposal requirements. If your organization wishes to be considered, PMIWDC is requesting a written proposal that addresses the points detailed in this RFP be submitted no later than May 8th, 2009.

2. SYSTEM OVERVIEW

Project Management Institute Washington, DC (PMIWDC) is requesting software vendor (contractor) proposals for the enhancement of their current Volunteer Management System (VMS).

The proposed Volunteer Management System should:

- Provide online, automated volunteer registration, selection and tracking of volunteer opportunities
- Provide PMIWDC board members and support staff an automated workflow management and administrative capabilities

A Request for Proposal (RFP) document and the VMS requirements document have been created. If you are interested in participating and would like to receive a copy of the documents please email volunteerManagementSystem@pmiwdc.org.

3. SELECTION PROCESS

The prospective vendor selection process will consist of the selection of a vendor from the vendor list that is derived from vendor response to this RFP. Vendors will be able to access this Request for Proposal (RFP) and the requirements document from the PMIWDC web-site.

PMIWDC invites all prospective and interested vendors to respond to this RFP no later than the due date.

The vendor selection process will consist of selection of the vendor that provides their best representation to the following items:

3A VENDOR PROFILE

Vendors interested in participating in the selection process will be required to provide a one page

summary document including:

- o Contact Information
- o High Level Company Profile
- o Short Description of Similar Projects

This will help PMIWDC determine why their company is a good fit for the project. Please be sure to limit your response to one page.

3B VENDOR QUESTION AND RESPONSE PERIOD

Vendors will have the opportunity to send questions associated with this RFP and the requirements document. If necessary, a conference call will be convened to answer unresolved questions. From these responses, vendors will be selected and formally invited to respond to the RFP/Requirements.

3C VENDOR PROPOSAL

PMIWDC is looking for a FIXED price proposal that addresses the following:

- A description of the proposed solution and its associated development cycle. Please disclose any prime contractor/sub-contractor relationships. (limited to no more than 3 pages)
- A list at least 3 relevant project references that the PMIWDC can call. The type of work provided to the reference must be similar to the services provided in response to this RFP and its associated documents.
- A high-level design description of the Solution including (limited to no more than 6 pages)
 - o High-level architecture diagram and description of the interaction between the hardware and software components.
 - o Hardware requirements based on support for 20,000 volunteers
 - o Software requirements, both licensed, purchased, and open source e.g, IIS, Tomcat, SQL Server, MySQL, etc.
- The cost of the solution. All costs should include a support period of one year for hardware and software technical support from the date of implementation. Any requirements that cannot be delivered should be clearly identified. If requirements are prioritized, provide appropriate cost breakdown and its associated schedule for project phases.
- A delivery timeframe for the Solution. Three timelines should be provided, 1) high priority requirements only, 2) high priority and medium priority requirements and 3) all requirements.
- The vendor should include their willingness to provide a software guarantee and necessary insurance.

3D VENDOR FINALISTS SELECTED

PMIWDC staff will review the proposals received from the vendors. Typically 2-4 vendors will be short-listed and will be appropriately notified.

3E VENDOR STATEMENT OF WORK (SOW)

Vendor finalists will be required to submit their SOW.

3F VENDOR CONFERENCE CALLS

PMIWDC staff will schedule a conference call with each of the vendors to answer any outstanding questions. Questions between the PMIWDC and the vendor will be exchanged prior to the call.

3G PRICE NEGOTIATIONS

PMIWDC staff will conduct price negotiations with each of the vendors to achieve a best and final offer.

3H VENDOR SELECTION AND SOW FINALIZATION

The vendor selected to build the Solution will be selected and notified.

3I VENDOR SELECTION TIMELINE

The following timeline will be strictly followed.

Key Milestones	Duration	Due Date
Release RFP	-	March 13, 2009
Vendor profile due	10	March 30, 2009
Selected vendors formally invited	5	April 6, 2009
Questions due from selected vendors	4	April 10, 2009
Answers to questions distributed	5	April 17, 2009
Vendor proposal due	15	May 8, 2009
Finalists Selected	15	May 29, 2009
Vendor webinars / conference calls	10	June 12, 2009
Price negotiations	15	July 3, 2009
Vendor selection	5	July 10, 2009

4. WORK LOCATION

PMIWDC requires the vendor to provide the work location for the development of the Solution. If the work is to be performed in multiple locations, each location should be identified.

5. SUCCESS CRITERIA

PMIWDC success criteria's for Vendor Management System are:

- Traceability matrix documenting requirements to design to testing.
- Agreed and approved project deliverables.
- Acceptable functionality and performance for the implemented software.
- Post-implementation technical and system support for a period of one year (inclusive of defect fixes).