



Request for Quote (RFQ)
Web App using Google Drive API
2/16/21

SUBJECT: REQUEST FOR QUOTE

TechnoServe Inc. (TNS) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following services for TNS office in Washington DC headquarters.

INTRODUCTION

TechnoServe is an international nonprofit organization that has been working to build business solutions to poverty since 1968. Our mission is to help entrepreneurial men and women in poor areas of the developing world to build businesses that create income, opportunity and economic growth for their families, their communities and their countries. We believe that a hand up is far more powerful than a hand-out. With more than 1,500 people working in about 28 countries, our team is a skilled, passionate group of professionals from both private-sector business and international development fields.

FUNCTIONAL REQUIREMENTS

TechnoServe is looking for a quote to build a simple bespoke web application with limited and specific functionality. The Application should:

- Have only one data input screen. The screen allows a global Finance Team member (specified users from a Google Group called "Finance" which is part of the @tns.org Google domain) to enter their name, select country from a list, type of file from a list, manually enter the NAV transaction document ID, and then select one or several files to be uploaded.
- On the screen there should be a "Save" button that when it is hit the app renames the uploaded file/s using standard naming convention based on Country, NAV document ID and saves the file/s to a specific folder based on Country on a Google Shared Drive which is part of the @tns.org Google domain.
- The application, after saving the renamed file/s to Google Shared Drive, should return a pop-up window that contains the Google link/s to the renamed file/s on the Google Shared Drive. There should also be a Copy button on the popup that the user hit and it will copy the Google link/s to the users clipboard so that then they can go to Serenic NAV and paste the links into the Transaction.

The entire purpose of the app is to make it easy for a Finance user to save files with standard names to one Shared Drive structure and then to make it easy to copy the links of the supporting documentation into the Serenic NAV transaction.

The solution should:

- Be a web application ultimately installed on @tns.org Google resources
- Utilize the Google Drive API to save file attachments with specific names on Google Shared Drive
- Allow only authenticated users of the Google User Group “Finance” from the tns.org domain to access the Application
- Create a detail log to track all activity
- An Admin screen that allows the Admin to maintain/upload the list of document type & countries
- Have an easy to use interface that works with low bandwidth connections
- Works for various finance team members in our 28 offices
- Have multi-language capabilities (English, Spanish, French, & Portuguese)
- Uses naming conventions provided by TechnoServe
- Well documented in code and administration features
- Easy to monitor and maintain over time

SCOPE OF WORK

1. Design Phase
 - a. Detail Requirement Validation & Documentation
 - i. Through a couple meetings with Finance Department and IT to validate & finalize the system requirements
 - b. Document the solution
 - i. Document key configuration setup
 - ii. Document and plan the details of the integrations
 - c. **Deliverable: Requirements document & the designed solution wire frame**
2. Implementation Phase
 - a. Provider develops the application prototype for testing
 - b. **Deliverable: proto type of the functional requirements for testing.**
 - c. Testing all functional requirements.
 - d. Adjust based on testing of the prototype application based on feedback from testing
3. Application Go Live & Support Phase
 - a. **Deliverable: Final application delivery with complete System Documentation & administrative training**
 - b. Provide ongoing support as needed
 - c. Access to additional support time as needed for Time & Materials.

PRICE SCHEDULE

Total price must include all taxes and fees, in US Dollar, and should be expressed in a per unit basis, based on the needs listed in Chart 1 below.

Chart 1: Description of Required *Products/Services*

No	Description of <i>Products/Services</i>	Unit	Total Cost (US\$)
1	Document the design and functional requirements. Build a wire frame of the main screen	1	
2	Present a proto type with all functional requirements available for testing	1	
3	Final application delivery with complete application documentation including administrator instructions	1	
Tax			
Grand Total			

PERIOD OF PERFORMANCE

TechnoServe is looking to start development with the selected partner on March 15th and go-live May 15th to have the end of project May 30th 2021.

OTHER CONSIDERATIONS

The vendor should submit their experience related work in the non profit vertical market.

RFQ SUBMISSION REQUIREMENTS

All prospective bidders must complete the following steps:

1. A breakdown of tasks, their LOE and estimated costs per activity
2. A total cost of project by the phases outlined in the scope of work
3. Cost estimates should not include tax because TechnoServe is tax exempt
4. Submit company documentation including but not exclusively:
 - a. History of the company
 - b. Key engineers who will work on the project
 - c. International non-profit experience
5. Submit an explanation of project implementation method and estimated timeline based on the requirements and scope in this document
6. References of current clients preferable international non profits included

CRITERIA FOR SELECTION

The evaluation of each response to this RFQ will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top Quotes may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the Quote for evaluation purposes:

Experience of the company building Web Applications	25%	25 points
Successful demonstration of understanding the listed functional requirements	25%	25 points
Price for services & deliverables	40%	40 points
References that attest to excellent Web development	10%	10 points
TOTAL		100 POINTS

TechnoServe reserves the right to award the contract to the organization whose Quote is deemed to be in the best interest of TechnoServe.

TechnoServe will not award a contract to any bidder where there is a lack of business integrity.

TERMS AND CONDITIONS

1. The Request for Quote is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFQ.
3. All unresponsive offers will be rejected.
4. All Quotes will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any Quote or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting Quotes for such rejection or cancellation of the request for Quotes.
7. TNS reserves the right to accept all or part of the Quote when award is provided.
8. All information provided by TNS in this RFQ is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by the bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
10. Bidders are required to identify and disclose any actual or potential conflict of interest.

11. Small Businesses and small disadvantaged businesses are encouraged to bid.

SCHEDULE OF EVENTS

1. Questions regarding this RFQ should be emailed to Jim McKinney, jmckinney@tns.org, and must be received no later than 5pm EDT 2/26/21 .
2. Final Quotes in response to the RFQ be should be addressed to the attention Jim McKinney, jmckinney@tns.org and must be received no later than *5pm EDT Wednesday 3/5/21*
3. Each company submitting a response to the RFQ, MAY be asked for a follow meeting & review of the repson. The meetings will be scheduled during the week of 3/8/21.
4. Follow up questions & meetings maybe required after submission
5. After selection, contract and license negotiations will take place

End of RFQ