Request for Proposal

Interactive World Quaker Map

October 2022

ISSUED BY

Friends World Committee for Consultation, Section of the Americas

REPRESENTATIVE

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Introduction & Background

The Friends World Committee for Consultation, Section of the Americas (FWCCSoA) is a 501c3 non-profit organization that answers God's call to universal love by bringing Friends of varying traditions and cultural experiences together in worship, communications and consultation, to express our common heritage and our Quaker message to the world. We are accepting proposals in response to this Request for Proposal (this "RFP") in order to find a qualified source to provide a touch screen and mobile-friendly map of all countries where Friends are present, with statistics and stories and the locations of Quaker meetings and churches (and potentially other Quaker institutions), that would be cloud-based and accessible on screens in Quaker lobbies everywhere (including rural areas in developing nations) and websites (our virtual lobbies) so Quakers can find each other and seekers can find Quakers.

Our goal with the Interactive World Quaker Map is to provide a global answer to the following questions:

1.   Where is the nearest Quaker meeting?
2.   When is the next online Quaker meeting?

The objective of this Request for Proposal is to locate a source that will provide the best overall value to FWCCSoA. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.

2. Bidders intent on submitting a proposal should notify the representative identified on the cover page no later than close of business 11/10/2022.

3. Bidders must list at least 2 mapping user interface projects that are substantially similar to this project (see Project Description on p.3) as part of their response, including references for each. Examples of work should be provided as well.

4. A technical proposal must be provided that is not more than 5 pages. This technical proposal must provide an overview of the proposed solution. The technical proposal should also include a schedule and milestones, as applicable. Please also attach resumes of all key personnel performing the work in addition to the proposal.

5. A price proposal must be provided that is not more than 2 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should FWCCSoA decide to award a contract on an hourly rate basis.

6. Proposals must be signed by a representative that is authorized to commit the bidder's company.

7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

8.	Proposals must be received prior to 12/2/2022 to be considered.

9.	Proposals must remain valid for a period of 60 days.

10.	FWCCSoA anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

Project Description

The purpose of this project is to answer the following use case questions:

1. From a personal device: I'm a Quaker and going to travel or visit a new area, are there any Quakers where I'm going to be?
2. From a personal device: I believe I'm a Quaker, are there any Quakers near where I am currently?
3. From a lobby of a Quaker institution (like the Historic Arch Street Meetinghouse) where people will enter and see a lobby screen: I am from [somewhere], are there any Quakers near where I live?
4. From anywhere: When are the upcoming opportunities for Quaker worship, virtually, near where I currently am, or both? When is the next one anywhere in the world or online right now?

Project Scope

The scope of the project entails designing, programming, implementing, testing, and delivering an interactive map as described in the introduction and description.

The successful bidder will be responsible for providing a solution that meets or exceeds the following criteria:.

The criteria set forth below should be met to achieve successful completion of the project:

1. Searching by time/calendar features. Includes a filter to search by virtual meetings/worship, in person meetings/worship, or both.
2. Main map page
   a. "Zoom to location" - either by clicking and zooming on the map in common web map style interactions, or typing in my address of interest, or using HTML5 geolocation permissions, zoom the map to my local area so I can see nearby meetings. This includes click-and-drag panning around the map viewing area, as is typical in modern web maps.
   b. Close linkage between filter options and map, and vice-versa: the state of filter options should affect the map view. Filters would include:
      i. Country
      ii. Worship type (programmed/unprogrammed, etc)
      iii. "Umbrella organization" associated with meeting (FGC / FUM / EFI)
      iv. Categories listed on profile page
   c. Data-driven cartography and map styling, including color-coded symbology for different types of meetings (programmed/unprogrammed, etc) and yearly meetings.
   d. A basemap design that fits with the overall visual identity of the solution and provides enough contextual detail (cities, streets, even satellite imagery) without unnecessary overwhelm (business names, etc) is a plus. We wouldn't reject a solution that is using default Google Maps, but it would be pretty uninspiring.
3. "Meeting profile page": Visible after selecting or clicking on a meeting from the "big map" or search or list pages.
   a. Contact info
   b. Address/directions
   c. Accessibility information
   d. Pictures or a video story about someone from that meeting
4. "Is this information correct?" Wherever information is presented, buttons or links on how to submit a correction are clearly visible. Rather than being fully editable by the user, these features can simply send an email to FWCC staff to review submissions and make updates on the back-end.
5. Interfacing with FWCC's various databases, either via direct API connection, manual entry in a dashboard, or data export/import.
6. Embeddability with filtration options in other sites.
7. Not required, but nice to have/food for thought:

a. An SMS text message interface would be powerful especially for low bandwidth international users. An analogy is the AlAnon app, where you can text your zip code and they text back the next 5 nearby meetings you can go to.

b. List building and printing support. List meetings and churches by state or area, and print out these lists/directories.

Acceptance of the work is contingent on the following acceptance criteria and underlying principles:

1. **Global.** FWCC is a global organization, as are Quakers. Internationalization should be a key principle throughout the solution design. This includes international locations and addresses that don't fit the typical USA "street, city, state, zip" format and data model, and global geocoding and mapping capabilities. The solution must be available in both English and Spanish at launch; long term support for additional languages should be considered. Unicode must be supported.

2. **Responsive.** This solution will be used by large TV screens in front lobbies, personal computers, and small low power smartphones. "Responsive design" should be a key principle to accommodate these several screen types elegantly. Perhaps a specialized full screen "TV kiosk" view could be available in addition to the normal responsive desktop, tablet, and smartphone layouts. User interaction via touch screen and/or keyboard/mouse should be considered.

3. **Cross-platform.** Responsive website and native/hybrid smartphone apps would be considered. If an app, solution must be available on both Android and Apple platforms. Vendor may need to provide ongoing support for updates to the app store listings.

4. **Bandwidth-efficient.** Users of the solution, in addition to being in different countries and using different devices, will have a wide range of Internet speeds, bandwidth constraints, and possibly even intermittent connectivity. A user experience that remains joyfully usable in low bandwidth environments should be prioritized. This could be simply via efficient, compact code and images/assets that can download quickly. Or even more advanced "offline mode" data caching capabilities.

5. **Standards-based and future-oriented.** FWCC plans to maintain and keep this solution running for many years. Where possible, the solution should account for modern web standards and minimize the potential for functionality to "break" in 5 years time because of security upgrades to underlying technology used or browser evolution.
6. **Ease of data updates.** FWCCSoA's main database is DonorPerfect by Softerware. Other branches of FWCC use other database solutions. While the solution may use a separate/intermediate data store if necessary, it should make it easy for FWCC staff to keep the solution's copy of data in sync with the various databases of record.
7. **Good visual design.** Vendors are encouraged to think beyond the standard red pushpin on a Google map basemap. FWCC has well developed brand guidelines and color schemes that can be incorporated into the solution and map cartography. Attractive visuals are just as important as the informational content presented.
8. **Accessibility.** User friendly, ease of use. Large, clear, inviting buttons. Able to be figured out by grandparents and teenagers alike. Solutions should conform to WCAG 2.1 level AA or better.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	10/07/2022
Selection of Top 2 Bidders / Notification to Unsuccessful Bidders	12/15/2022
Start of Negotiation	12/15/2022

Contract Award / Notification to Unsuccessful Bidder	12/31/2022

We intend to demo an agreed upon minimum viable product at our annual meeting March 23-26, 2023. The need-date for project completion is May 26, 2023. Bidders may propose a date earlier or later, and will be evaluated accordingly.

Budget

FWCCSoA's hard budget limit for this first phase of the project is $30,000. We know that overruns can occur, so please factor in your confidence regarding scope and timing if using hourly-based billing. The second phase of the project will be internationalizing the software into multiple languages for which another bid will be solicited.

Evaluation Factors

FWCCSoA will rate proposals based on the following factors, with cost being the most important factor:

1.   Responsiveness to the requirements set forth in this Request for Proposal.
2.   Relevant past performance/experience.
3.   Samples of work.
4.   Cost, including an assessment of total cost of ownership.
5.   Technical expertise/experience of bidder and bidder's staff.

FWCCSoA reserves the right to award to the bidder that presents the best value to FWCCSoA as determined solely by FWCCSoA in its absolute discretion.