

USA COOPERATIVE YOUTH COUNCIL
REQUEST FOR PROPOSALS
Database & Web Development 2014

USACYC is a national, cross-sector council of youth (age 17-30) cooperators and their allies. USACYC facilitates and strengthens the engagement and influence of youth in national and international cooperative movements through participation, opportunity, and identity. www.facebook.com/USACYC

USACYC is seeking to contract with a youth or group of youths (age 17 to 30) to provide **Database & Web Development & Education services for a three month period following the award of the contract**, with the potential for a longer term maintenance contract. Membership in USACYC is a positive for all applicants, though it is not required, at this time, to submit a proposal. Identifying as a youth is required for eligibility, as USACYC's staffing contracts are one way in which the council provides youth opportunity in the cooperative movement.

SCOPE OF WORK OUTLINE

The general duties and responsibilities of this contract are outlined below. This task is best understood as education -- you will be working directly with committed volunteers to fully developing the website and added features, so much of the work will be you directing others to do certain tasks.

- Building on work already done by USACYC, a fully functioning Drupal website with the following external functions:
 - General Information
 - Social Networking: Connections to Facebook/Twitter/etc. accounts
 - Democracy: Forum
 - Job Board
 - Shared Resource Library
 - Press Archive
- A fully functioning Drupal website with the following Internal functions achieved through Red Hen, a native Drupal CRM:
 - Contact Database
 - Event Registration
 - Payments
- Volunteer management - all work done with USACYC will be done along with volunteers and members, so a main function of your work will be to coordinate and make use of volunteer energies.
- Create documentation of "how" to manage the site -- it is anticipated that you would do much of this work in the process of educating members in developing the site, instead of doing the actual development yourself.

Providers submitting proposals may propose changes to this scope of work, given justification for the changes is offered in the proposal. USACYC may request additional services from the contractor, may omit or substitute duties, or may transfer duties to another provider, as necessary throughout the contract term. Any such additions, substitutions, omissions or transfers of duty will be made as an addendum of the contract, including compensation, an agreed upon by both parties.

PROPOSAL PARAMETERS

The contract terms will include a maximum contract total of \$1,000 including approved expenses. Actual fees will be based on tracking and submittal of contractor hours dedicated to performing the approved services and receipts for associated expenses. Regular invoices (monthly) must be submitted for processing and progress review, unless a project-based compensation arrangement is proposed. The contract terms will include a clause allowing termination of the contract for non-performance, given a 30-day written notice of dissatisfaction and opportunity to correct the situation.

The total contract amount was created with a living wage in mind, and in the context of the tax rate for independent contractors. We will award contracts that propose either a rate of work at or above living wage, or contracts that propose a project-based compensation arrangement. Work is not guaranteed to be consistent throughout the contract period -- there may be months with a great deal of work or very little work. As a result, this is intended to be flexible income and not a central source of income for the contractor. If you would like more information around living wage, contractor status, or related topics, please get in touch.

All proposals should include:

- An outline of the action steps to be taken toward each general duty outlined within the scope of work, including timelines as appropriate,
- An estimate of all associated expenses (beyond labor) anticipated in correlation with performing the requested services,
- An hourly billable rate or other billing proposal,
- A description of the capabilities the contractor and/or its representatives relative to performing the general duties of the scope of work, as well as commitment to cooperative work, and
- Any other information applicable to determining the merit of the proposal.

Proposals submitted by groups should also include:

- A designated lead representative responsible for reporting to the USACYC Core, and
- An approximation of the number of workers and corresponding action items within the scope of work.

SUBMISSION INFORMATION AND DEADLINE

The first decisions on submitted proposals will take place on **April 2nd**.

Submit proposals and any questions/comments regarding the RFP to:

USACYC Staff Liaison
Emily M Lippold Cheney
e.m.lippold.cheney@gmail.com

If you are unable to submit by email, please call Emily at 515.442.0749 to make other arrangements.

Proposals will be accepted on a rolling basis, with the contract being available until awarded. USACYC will let all those submitting proposals know of their decision when it has been made.