



August 8, 2016

MEMORANDUM FOR ALL POTENTIAL VENDORS

SUBJECT: REQUEST FOR PROPOSALS (RFP) for Software Development Services

Purpose: The National Society of Black Engineers (NSBE) is seeking to secure the services of qualified software developer(s) through a contract with a software developer service provider (hereinafter called "Vendor"). The Vendor must be able to supply qualified contract software developers (hereinafter called "Contractor" or "Developer") in a variety of technologies and disciplines as outlined in this Request for Proposals (RFP). Work will be performed on a task or work order basis.

NSBE anticipates that it will require the equivalent of three part time developers across the skillsets required or 1 ½ fulltime contractors with multiple development specialties during the contract period. The Vendor must designate at least one available developer for the proposed software project (hereinafter called "the TMAL Software Project").

The period of performance for this RFP is through March 31, 2017. The contract with the selected vendor may be extended up to two years thereafter.

Background: The National Society of Black Engineers (NSBE) is a 501(c)(3) nonprofit organization founded in 1975. With more than 31,000 members worldwide, NSBE is one of the largest student-governed organizations based in the United States. NSBE's mission is *"to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community."* The organization is dedicated to the academic and professional success of black engineering students and professionals. NSBE's program advance the mission of the organization and support the preparation of underrepresented pre-college and college students for engineering degree programs and the engineering and technical workforce. Through the Society's year-round programming at the chapter, regional, and national levels, NSBE members have vast opportunities for personal and professional growth, community service, and recognition of their academic and technical success.

Description of Work to be Performed: NSBE is in need of a fully functional software game that can be deployed across multiple platforms to support its annual Try-Math-A-Lon Competition. The software should function like the game show, "Jeopardy!" with a mobile and tablet gaming component, so that the society can administer its corner stone competition, Try-Math-A-Lon (TMAL). Try-Math-A-Lon is a tutoring program meant to foster good study habits for minority students, help prepare for standardized test exams such as the ACT and SAT, and promote competition and good sportsmanship. The TMAL competition is held between teams composed of high school students in grades 9-12.

The TMAL Software Project is intended to be a large scale spectator competition with real-time results, with the opportunity for year-round mobile gaming capability. It is our hope that through developing a cutting edge and engaging platform, we can strengthen our competitors' skills in mathematic concepts essential to their educational success. Ultimately, we seek a backend developer that can build a gaming platform which allows for our staff to change content from year to year, that will correspond with a large scale spectator competition and a mobile application.

Developers will be responsible for all aspects of development and implementation, including design, programming, testing and configuration. Design requirements will be provided to the contractor following an agile development framework. Developers must employ industry best practices for technology project management.

Contractors will work as needed with NSBE staff, society & board members to complete task orders. The vendor selected for the TMAL Software Project must attend national convention from March 29 to April 2, 2017, to provide onsite technical support. In addition, the selected vendor must conduct at least one comprehensive training on the software for NSBE staff and leaders during the winter meeting.

Eligibility: To be eligible to respond to this RFP, the Vendor must demonstrate that it, and its associates(s) assigned to the project, have successfully completed services similar to those specified in the Major System Requirement section of this RFP, for other education and STEM focused organizations similar to the National Society of Black Engineers.

Statement of Confidentiality: All information contained in this proposal is confidential in nature. All recipients of this RFP agree that this information may only be used internally and may not be shared with individuals outside of the company to which it is addressed. Furthermore, all software created as a result of this RFP and subsequent business relationship/partnerships is solely owned by NSBE, including all source code.

Major System Requirements for the TMAL Software Project:

1. All contractors should have (** connotes required skillsets*):
 - Experience working within agile software development framework with rapid iteration cycles (1-2 weeks)
 - Experience with and commitment to unit testing, continuous integration, and refactoring
 - *Familiarity with object oriented design and development including design patterns and effective use of interfaces
 - Experience developing fully executed software using Java and Unity
 - *Experience developing and creating applications that will work in
 - Android 4.0.4 and above
 - PC: Windows 7 and up
 - NVIDIA GEFORCE (&) and up
 - 6GB RAM+
 - *Front-end graphics design experience
2. All interested vendors must be able to meet the project timeline outlined in the Schedule section of this RFP.
3. All contractors must attend NSBE's Annual Convention 2017 (March 29-April 2) and conduct at least one in-person training on TMAL software during the annual winter meeting (January 20-22, 2017).

Schedule:

As a recipient of NSBE's TMAL Software Project RFP, please note the timeline below. The time that each milestone is due, is defined as *5PM Eastern Time*, unless indicated otherwise. This schedule is subject to change at NSBE's sole discretion.

- An informational call with your organization's point of contact will take place on **August 22, 2016** to answer any questions before the submission deadline
- Please submit your organization's response by **September 9, 2016**
- Once the responses have been received, an analysis of the responses will be prepared and reviewed by NSBE's *TMAL Committee*
- Proposals will be reviewed from **September 12-23, 2016**
- Software Development Contractor will be announced the week of **September 26, 2016**
- First version of software is expected no later than **November 1, 2016**
- Training of software will be conducted during **January 20-22, 2017**

Submission Guideline: To be selected for further consideration, potential vendors must provide the following in their response:

1. Completed proposal, specifically outlined below
2. Online portfolio/github with past completed project or project currently in progress
3. Suggested timeline for implementation
4. A detailed description of costs with the addition of annual maintenance/upkeep costs
5. (4) References from past clients that commissioned similar services requested in this RFP
(*Please include contact names and links to software, when possible.*)
6. Terms and conditions for payment

Format and Contents of the Proposal:

1. Proposal (Respond to the following items.):
 - a. **Qualifications:** Describe the background of your firm; nonprofit and association sector experience; and capabilities of your company. Please give specific information regarding your qualifications in game development for an educational organization similar to NSBE. In particular, highlight your experiences within the last three years.
 - b. **Scope of Services:** Provide a scope of services, a proposed outline of tasks, and project target dates. Major proposed deviations from the description of work to be performed outlined in this Request for Proposals should be clearly noted.
 - c. **Cost:** Provide a cost proposal for your scope of services, including fees and expenses. Please include all costs including system costs. Also include a fee schedule for reimbursable expenses, including estimates of quantities for per-unit fees.
 - d. **Contracting Staff:** Provide the names, credentials and portfolios of the contractor(s) responsible for the project, the percentage of time that said vendors will allocate to the TMAL Software Project, and the specific professional experiences of these contractors(s) on similar projects/accounts. Please include title, work locations, telephone number(s), and email addresses.
 - e. **References:** Provide a list of at least four (4) clients who can verify your company's ability to provide the scope of services requested. Please provide name, title, complete address, and telephone number(s) of each reference/contact individual. Also, please provide a list of current clients who are receiving services similar or germane to those requested.
 - f. **Additional Services:** Please provide an outline of additional services or alternative approaches you feel are in NSBE's best interest.

Proposals mailed or delivered must be in a sealed envelope which is clearly marked in the lower left hand corner: “RFP – (NSBE TMAL Software Project)” or must be sent electronically. All proposals must be received by on **September 9, 2016 by 5PM EDT**. The point of contact for this memorandum is Ralanda Nelson at (703) 837-8230 or nelson@nsbe.org .