Request for Proposal for Technical Consulting Services

The Node.js Foundation is requesting proposals from highly qualified consultants with demonstrated expertise in providing Node.js technical consultation and technical support services which may include technical planning, coordination, implementation and consultation.

1. **Introduction: Summary of the intended procurement**

   1.1. The Node.js Foundation intends to award a contract for proposed technical support and consulting services that are expected to be performed for a two year term which shall be from [6/20/18] through [6/20/20]

   This RFP has specific vendor requirements. Proposals will only be accepted by vendors that meet those requirements.

2. **Project Scope and Approach**

   As the launch of The Node.js Certified Developer exam goes into alpha we are trying to identify the appropriate resources to maintain the certification exam in the long-term. We are gathering requirements to maintain the exam and define the requirements of a Technical Certification Maintainer. Requirements will be discussed among a group of collaborators, Node.js Foundation members and the Node.js Foundation personnel and contractors.

   2.1. The Node.js Foundation is requesting proposals from highly qualified and experienced technology consultants who have the capability of providing technical staff members to support the technology for The Node.js Foundation Certified Developer Program. The support personnel shall be expected to provide support for the Node.js Foundation, 12 hours per day, and 5 days a week. Special Project Assignments may require additional work to be done before 8 A.M. PT and/or after 5 P.M. PT and/or on the weekend.

   2.2. <u>Required Services to Be Provided:</u>

      2.2.1. Support Services: Services include information technology planning, coordination, migration and consultation and implementation support; maintenance and insuring ongoing operations; performance monitoring procedures, documentation, knowledge transfer, periodic strategic planning sessions, and Planning & Program Coordination: Vendor will have overall responsibility for the initiatives and priorities (including policy proposals, operation, guidelines, and strategic plans) are review by the Node.js

Certification Committee and approval by the Node.js Foundation's Executive Director. Vendor is· expected to appoint a Technical Lead. The Technical Lead will present any initiatives or recommendations to the Node.js Committee.

2.2.2. Scope of work shall include, but shall not be limited to:

- Manage the uploading of Node.js Certified Developer questions into Github
- Verifying questions are properly loaded in the NCD Test Environment
- Collaborative analysis and long-range planning
- Assist in the development, evaluation, implementation of policies and procedures
- Assist in efforts to improve performance
- Provide advice and support in dealing with migration efforts to LTS version of Node.js
- Resolve Node.js issues in accordance with industry standards and acceptable maintenance and support benchmarks.
- Consult and resolve technical issues and to ensure that there are NO significant issues.
- Report on status of technology issues and communicate effectively with The Node.js Foundation.
- Respond to and correct technical bugs in the alpha-test and subsequent versions of the Node.js tests and releases and upload into the hosting environment.
- Incorporate changes to reflect updates to latest Node.js LTS version
- Take feedback from a collaborative group of reviewers.
- Meet technical support service levels for Node.js Certified Developer Program.

3. **Qualifications**

3.1. In order to participate in this RFP process, a proposer must meet the minimum qualifications threshold listed below. Minimum requirements can be met by combining experience, expertise, and resources of vendor.

3.1.1. Vendor has completed at least two (2) projects of a scope similar to that anticipated by this RFP in the past two (2) years.
3.1.2. Vendors submits an overview of its business (e.g., number of years in operation, skills in relevant areas, number of employees, percentage of business in this area, etc.) with its cost proposal.
3.1.3. Vendor provides at least two references from existing or past customers. References shall include:
  - Name and Address

- Dates of service

3.2. Nature of services provided

4. **Submission of Proposals**

4.1. Cost proposals must be received by [6/4/18] to The Node.js Foundation via email to: Mark Hinkle, Executive Director. Email address: rfp@nodejs.org

4.2. Questions regarding the cost proposal should be submitted in electronic format by [5/21/18]. The Node.js Foundation will communicate responses to questions to all participants no later than [5/23/18]. Questions should be directed to: Mark Hinkle at the email address noted in Paragraph 4.1 above.

4.3. All cost proposals are final after the filing deadline. No adjustments shall be permitted after that time. Any cost proposal received after the exact time specified for receipt will not be considered unless it is received before the award is made and it is determined by The Node.js Foundation that the late receipt was due solely to mishandling by The Node.js Foundation. The Node.js Foundation will not be held responsible for proposals not received, or received late due to technical or electronic issues.

4.4. Attached to this RFP as Attachment A is a copy of the contract for fulfillment of the services to be provided ("Contract"). The submission of a cost proposal by a vendor constitutes an offer made in acknowledgement of the Contract terms, and Vendor is hereby given notice that The Node.js Foundation's delivery of written notice of acceptance to Vendor shall create a binding legal obligation between The Node.js Foundation and such Vendor to enter into the Contract.

5. **Proposal information, protests and timeline**

5.1. Cost proposals must be submitted by a duly authorized officer of the Vendor's organization.

5.2. Costs for development of the proposal are to be borne by the Vendor.

5.3. The Node.js Foundation reserves the right to reject any and all cost proposals, and to cancel the procurement process. The justification supporting the reason for any type of rejection shall be submitted to the Vendors in writing.

5.4. The Node.js Foundation reserves the right to accept other than the lowest cost proposal, based upon its overall assessment of all aspects of the submitted proposals. Including proposals that propose a revenue sharing model on the Node.js Certification.

5.5.   After review of all cost proposals, a recommendation for award may be made. Following notification to Vendors, protests may be submitted to the The Node.js Foundation regarding the cost proposal process and selection of the recommended Vendor. Protests shall be received within two (2) calendar days immediately following the recommendation to award a contract. The Node.js Foundation shall respond in writing (via email) to the protester within two (2) days of the end of the protest period.

5.6.   The following are the currently anticipated milestones for this RFP. The Node.js Foundation reserves the right to change such dates at any time, and to cancel the RFP process prior to the final award of the Contract.

Timetable
Issuance of request for proposal   [5/14/18]
Bidder's Meeting   [5/21/18]
Deadline for written questions   [5/21/18]
The Node.js Foundation responds to questions
[5/23/18]
Deadline for proposal submission   [6/04/18]
Notification to vendors of recommended vendor   [6/11/18]
End of Protest Period   [6/13/18]
The Node.js Foundation responds to Protests no later than   [6/15/18]
Award of contract (if approved)
[6/19/18]
Contract commencement date   [6/20/18]

6. **Contract Compliance**

The winning Vendor shall perform all work in compliance with all Contract terms and in compliance with all applicable laws.

7. **Overview of Evaluation Process**

7.1.   The Node.js Foundation will conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. All proposals received from vendors will be reviewed and evaluated by qualified personnel. Proposals will be evaluated using the following criteria to determine the proposal that best meets the needs of The Node.js Foundation.

1. Mandatory Elements

    A. The vendor's personnel have received adequate training
    B. The vendor adheres to the instructions in this RFP on preparing and submitting the proposal

2. Technical Qualification

   A. The vendor's past experience and performance on comparable engagements
   B. The quality of the vendor's personnel to be assigned to the project and available for technical consultation
   C. Assignment of work to ensure that the engagement is adequately supervised by the Vendor at all staff levels