



*Technology for the greater good.*

## Resources

<b>Volunteer Organizations</b>	
RTPNet's TechLinkup	<a href="http://www.techlinkup.org">www.techlinkup.org</a>
Triangle United Way Volunteer Portal	<a href="http://www.unitedwaytriangle.org/tuw/volunteer">www.unitedwaytriangle.org/tuw/volunteer</a>
Tech Action*	<a href="http://www.techaction.org">www.techaction.org</a>
Executive Service Corps*	<a href="http://www.esctriangle.org">www.esctriangle.org</a>
AmeriCorps VISTA*	<a href="http://www.nationalservice.org">www.nationalservice.org</a>
Public Allies*	<a href="http://www.publicallies.org">www.publicallies.org</a>
Cisco Volunteer Connection System	<a href="http://cisco.cybergrants.com/sgrquiz">cisco.cybergrants.com/sgrquiz</a>
IBM on Demand	<a href="mailto:nicolep@us.ibm.com">nicolep@us.ibm.com</a>
SAS Community Relations	<a href="mailto:communityrelations@sas.com">communityrelations@sas.com</a>

<b>Hiring Agencies &amp; Sites</b>	
Idealist	<a href="http://www.idealist.org">www.idealist.org</a>
Nonprofit Tech Jobs	<a href="http://groups.yahoo.com/group/Nonproift_Tech_Jobs">groups.yahoo.com/group/Nonproift_Tech_Jobs</a>
N-TEN's 501 Tech Club	<a href="http://www.nten.org/501techclub">www.nten.org/501techclub</a>

<b>Consultants</b>	
NetCorps	<a href="http://www.netcorps.org">www.netcorps.org</a>
Executive Service Corps	<a href="http://www.esctriangle.org">www.esctriangle.org</a>
WorkSmart IT	<a href="http://www.worksmart.com">www.worksmart.com</a>



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## Sample Volunteer Description

### General Responsibilities:

As a member of this team, you will join with other members in achieving our organizational mission of ....

### Specific Responsibilities:

1. Assessing the needs of Triangle United Way and determining the best strategies for meeting those needs through technological modes.
2. Review and/or establish local policies, goals and objectives for the Information Technology Department.
3. Assist in resource generation and Gift-In-Kind development
4. Offer solutions based upon Industry trends for online marketing and communication efforts.
5. Outline proactive measures that will ensure secure and uninterrupted daily network systems operations.
6. Consult on software usage, specifically for database migration and on hardware standards.

### Qualifications:

1. A demonstrated interest in the human service needs of your local community.
2. Specific knowledge and/or competency in one or more of the following: system administration, networking, network security, e-commerce, database administration, hardware repair, software performance optimization, communication, technical law, project management, and resource fund development.
3. Ability to donate time to prepare for and attend meetings, review communication materials and other related activities.
4. Willingness to participate in hands-on configuration of hardware and the ability to offer software support.

### Time Requirements:

1. A member shall commit to serving for 1 term, equal to 2 years.
2. Task Force meetings are held bi-monthly, starting in February.



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## Sample Questions for Prospective Consultant

1. Please describe your philosophy regarding consulting services.
2. Please describe the consulting process? Who's involved? What's the timeline?
3. Are you the person who will actually work on this assignment?
4. Do you have enough time to devote to our company to accomplish our goals?
5. Will you return phone calls or emails the same day?
6. How do you keep up with current technologies?
7. Most consultants focus on two areas: cutting costs and raising revenues. What do you see as the relationship between the two functions? Which do you do better?
8. How do you charge for services? Do your fees include travel time and other miscellaneous charges or are those billed separately?
9. Do you provide multiple suggestions based on budget constraints? If so, can you describe a case where this was done?
10. What kind of guarantee can you offer us on services rendered?
11. Will you teach us to do this work for ourselves and become self-sufficient? How long will this take?
12. What kind of documentation will you give us when the project is completed? Who will own that documentation?

\*\*More for your organization - Are they trying to sell a plan or product(s)?



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## **Request for Proposals (RFP) Key Elements**

### **1.0 GENERAL INFORMATION**

- 1.1 Introduction to the Purpose of this RFP
- 1.2 Organization Issuing/Implementing Request
- 1.3 Background
- 1.4 Proposal Purpose and Objectives

### **2.0 ADMINISTRATIVE TERMS AND CONDITIONS**

- 2.1 Introduction
- 2.2 Incurred Cost
- 2.3 Evaluation Process
- 2.4 Right to Change
- 2.5 Ownership
- 2.6 Implied Offer
- 2.7 Non-disclosure
- 2.8 Confidentiality

### **3.0 DELIVERABLES**

- 3.1 Proposal Preparation
- 3.2 Respondent Responsibility
- 3.3 Questions & Inquiries
- 3.4 Notification of Due Dates
- 3.5 Schedule

### **4.0 APPENDIX**

## **Sample IT Strategies & Budget Elements**

- 1. Servers and Security (Migrations)
- 2. Virus Protection
- 3. Backup Strategies
- 4. Network Connections
- 5. Organizational Databases
- 6. PC Upgrades
- 7. Website
- 8. Training