European Liberal Forum (ELF) - Call for Tender

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1050 Ixelles,
Brussels (BE).

Services**: Salesforce Development Sprint and Support Package**

Date of publication: **7.02.2024.**

Deadline for submitting tenders: **28.02.2024.**

The European Liberal Forum (ELF) is the political foundation and think-tank of the European liberal Party ALDE, with a network of 56 member organisations across Europe. Each year, ELF and its member organisations organise over 200 activities that need to be managed and tracked on a day-to-day basis.

ELF is in the process of transferring its project management to Salesforce, for which a Grant Management Platform (based on the Non-Profit Package) has been built and customised in line with our internal processes and requirements.

The purpose of this call for tenders is to conclude a contract with a Salesforce Partner capable of providing the following services:

1. **Design and manage the next development sprint, which would add a Financial Management element to the existing Grant Management Platform. (Please consult Annexes for more information)**

   Annex 1: current ELF project management system on Salesforce

   Annex 2: financial management process to be built into the existing system

   The price should be stated per hour or day without VAT and estimate the number of working hours or days needed to develop the system.

2. **Yearly support package that can support ELF's in-house Salesforce Administrator in ad-hoc tasks in managing the Grant Management Platform and Salesforce in general.**

   The price should be stated per hour or per day without VAT.

The tender application, to be submitted in English, should consist of a **price quote for either or both services,** including the following information about the company's legal status: name of the company, legal address and form of association, structure of the company, VAT number and status.

If you need more information to provide an offer, please do not hesitate to contact orymaszewska@liberalforum.eu to set up a meeting with the process owner at the Secretariat.

ELF will sign a contract with the Salesforce partner for a support package for a duration of 3 years and the development sprint according to the planned duration of the sprint.

If you are interested in providing these services, you are requested to submit your application by email no later than 28.02.2024. Contact email: tender@liberalforum.eu

Annex 1

PHASE	APPLICATION PHASE								
SUB-PHASE	GRANT CREATION	INITIAL APPLICATION REQUEST			FINAL APPLICATION REQUEST	SELECTION -			
TIMELINE	May Project Year - 1	May Project Year -1			June Project Year - 1	July Project Year - 1	September Project Year -1	-II-	II-
ACTIVITY	Secretariat/ Head of Projects creates the Grant and Publishes it	GRANT SEEKER APPLIES FOR A CONCEPT NOTE (initial application)	HEAD OF PROJECTS REVIEWS FOR ELIGIBILITY	HoP has meetings with grant seekers to establish cooperation	HEAD OF PROJECTS INVITES GRANT SEEKERS FOR FULL PROJECT APP	HEAD OF PROJECTS AND DIRECTOR WITH TEAM REVIEWS APPLICATIONS	BASED ON REVIEWS, A PROPOSAL LIST IS CREATED AND SUBMITTED TO THE BOARD	LIST IS AMENDED AS NEEDED AND SUBMITTED TO GENERAL ASSEMBLY FOR APPROVAL	LIST IS SENT TO THE EUROPEAN PARLIAMENT AS PART OF THE GRANT APPLICATION
PHASE	IMPLEMENTATION PHASE								PROJECT CLOSED
SUB-PHASE	PROJECT INITIATION	IMPLEMENTATION ON THE COMPONENT LEVEL STARTS	EXAMPLE: **EVENT** 6 WEEKS BEFORE AT LEAST	COMPONENT OPENING	PAYMENT PROCESSING **TO BE DEVELOPED BY SALEFORCE PARTNER 2024**	PAYMENT PROCESSING **TO BE DEVELOPED BY SALEFORCE PARTNER 2024**	COMPONENT CLOSING 6 WEEKS AFTER THE EVENT	PROJECT CLOSING	REPORT TO AUDIT
TIMELINE	January-February Project Year	March Project Year						December Project Year	January 15

| ACTIVITY | Projects approved are initiated 1 by 1

Initiation calls are scheduled

Bilateral Cooperation Agreements are signed | | BASED ON TIME OF THE EVENT, GRANTSEEKER NEEDS TO UPLOAD DRAFT BUDGET AND DRAFT PROGRAMME | PROJECT OFFICER PRE-CHECKS AND SENDS FOR APPROVAL TO HEAD OF FINANCE AND HEAD OF PROJECTS | FOLLOWING APPROVAL OF THE DRAFT BUDGET, GRANT SEEKERS CAN SEND PAYMENT REQUESTS | SOME PAYMENT REQUESTS NEED EXTRA DOCS TO BE APPROVED | LIST OF REQUIREMENTS IS CHECKED AND APPROVED BY PROJECT OFFICER, IF NOT, THEN REMINDERS ARE SENT | CLOSING LETTER IS ISSUED BY HEAD OF FINANCE

PROJECT EVALUATION SURVEY IS ISSUED BY HEAD OF PROJECTS | ALL COMPONENTS IMPLEMENTED

ALL PAYMENTS MADE

ALL DOCUMENTS SUBMITTED

ALL INFORMATION AND DOCUMENTS CAN BE EXTRACTED IN FILES AND SENT TO AUDIT BASED ON PROJECT CODE |
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Financial management schematic – Payment flow and approval in Salesforce

Basic requirements

-external grant seekers are able to send invoices and payment requests associated with their project applications on Salesforce via the Grant Management Platform
-each request can be validated by multiple persons with the ELF Secretariat
-tracking progress for Project officers and Grantees
-automatic deduction from approved budget
-reporting on spending based on different categories of spending
-configuration of dashboards for easy view of spending on a day-to-day basis

In-flow of invoices	Approval System	Where do they go	What happens next Not on Salesforce!	Payment Not on Salesforce!
Who? Project managers from Members / Grant seekers through Platform/Portal Project officers from the Secretariat side What? Upload invoices as PDFs to Salesforce under their Project/Grant application Upload proforma and advance payment requests under their Project	Salesforce approval flow The flow contains from 2 to 4 people maximum Example: Project officer -> Head of Projects –> Head of Finance–> Director –> Treasurer The director approves everything above 5000 EUR	Approved invoices are sent to: exampleemail@liberalforum.eu 1 Invoice/ payment request = 1 PDF Automatic process at the end of the approval; automatic subject configuration Proforma payments follow a different flow with customized email	PDFs/ Invoices received on the functional mailbox are manually encoded by our Accountant.	The finance department prepares all encoded requests for payment

Special requirements based on size of the payment	Treasurer above 50 000 EUR			