

Integrated Surveying System for ISAM-GEN: Request for Proposal

Project Overview

ISAM-GEN (International Society of Addiction Medicine Global Expert Network) team conducts routine surveys in collaboration with around one thousand clinicians, researchers, clinics and societies worldwide (<https://isamweb.org/global-expert-network/>). The outcome of these surveys will be reflected in scientific journals, policies, and future strategies at the global level. Therefore, it is essential for the Society to conduct these surveys using an online platform that is reliable, customizable, and easy to use. So far, the team has employed various platforms including Google forms, emails, and spreadsheets to contact collaborators and subjects, collect data, and analyze the results. However, as the scope of work keeps expanding, this method has proven to be non-optimal. ISAM-GEN has therefore decided to explore alternative options where all these tasks can be integrated into a single platform, which is specifically designed for this purpose.

Project Goals

The goal of this project is to create or utilize an existing online platform to integrate the following tasks:

- **Create, edit, and publish surveys:** These surveys may include text, pictures, hyperlinks, and multiple-choice format questions (with one or more choices able to be selected), short string answers, and drop down menus. When the survey form is ready, it can be published and assigned to certain users or groups via link.
- **User management:**
On the admin side, there must be the ability to add/remove or modify users, create groups, assigning surveys to users or groups, sending automated notification emails and reminders.
On the user side, the user must be able to login, view past activities, view assigned surveys, and submit surveys.
- **Results Dashboard:** Admin must be able to view user activities, and survey responses in tables and charts formats and must be able to export results in excel or CSV format.

Scope of Work

- **Timeline: 3 years**
 - Design, development, test, and deployment: **12 months**
 - Maintenance including possible debugs, server maintenance, backups, and support: **24 months (after deployment)**
- **Budget for the total 3-year period**
 - The total budget for development and maintenance is **\$25,000**.
 - It does not include server expenses (ISAM is responsible for the costs of server) and consultation of experts from ISAM GEN to help in the development of the platform.
- **Third Party Software**
 - Use of third-party software and services may be allowed; however, it must be fully disclosed and is subject to ISAM approval.

Submission Requirements

The submitted proposal document must include:

1. **Company information:** Including name, format (LLC, INC, etc.), website, address, contact information, and IRS-EIN number. Please note that the company must be authorized to work in the US, Canada, UK or Europe.
2. **Technical Details:** It must explain how the proposed platform can fulfill the goals of this project. It can be supported by diagrams and figures of the proposed system.
3. **Timeline and budget breakdown:** Detail breakdown of timeline in terms of delivery of each module or sub-section as well as expected payment structure.

Propriety of material

- The material produced will be retained by ISAM for educational purposes with proper authorship information

Evaluation Metrics and Criteria

- Fulfillment of core requirements of the project.
- Innovative ideas that can improve the quality of the overall service.
- Project delivery structure.

Please direct Proposals to Dr. Hamed Ekhtiari: (h.ekhtiari@gmail.com) **by the deadline of March 15, 2023**