



# Odoo Community Association

Request for Quotes  
OpenUpgrade Programme Manager

## Presentation

The Odoo Community Association or OCA is a swiss-based non-profit organization whose mission is to promote the widespread use of Odoo and to support the collaborative development of Odoo features.

The OCA is looking for a supplier to provide the products and services described in the statement of work.

## Schedule

Description	Deadline	Invoicing
Release of the RFQ on the OCA website and contributors ML	Sept 28th 2023	
All quotes received by email before	October 28th, 2023 6pm UTC	
Signature of the contract	November 15th, 2023	
Start of the contract	November 20th, 2023	Monthly
End of the contract Review with board late October 2024, with possibility to roll over for another year.	November 30, 2024	

## Point of contact

Should you have any questions, please submit them by email to [rfq@odoo-community.org](mailto:rfq@odoo-community.org). If you are interested to answer, please let us know so we will forward you the questions and answers from others. If you are not interested, please let us know why.

# Format

The OCA is expecting quotes to follow the format below:

1. A 2-pages pdf resume
2. A 2-4-pages pdf document describing your understanding and approach to this project
3. A pdf of your financial proposal
4. A contract proposal

The OCA is expecting quotes in euros (€) excluding taxes to be sent by email to the point of contact before the date stated in the schedule .

# Evaluation

Quotes will be evaluated by the OCA Board Members toward the criteria listed on <https://odoo-community.org/page/rfq-process>

# Statement of Work

**Introduction:** The Odoo Community Association (OCA) is seeking qualified individuals to submit their quotations for the role of OpenUpgrade Programme Manager, a pivotal position for the strategic initiative focused on migrating the Odoo Community version of software. The OpenUpgrade project is of paramount importance in ensuring the seamless transition and continued success of the Odoo Community software platform. In alignment with our dedication to open source principles and community values, we are in search of a skilled Programme Manager to lead and execute this project.

**About Odoo Community Association (OCA):** The Odoo Community Association (OCA) is a dynamic and collaborative community of individuals and organizations committed to advancing the Odoo ecosystem. Our mission is to support, promote, and develop open source projects related to the Odoo platform. With a global network of contributors and stakeholders, we are committed to driving open source software, innovation, and collaboration within the Odoo community.

**Our Mission and Values:** At OCA, our mission is to empower the Odoo community by:

- **Promoting Open Source:** We believe in the power of open source software to drive innovation, accessibility, and inclusivity.
- **Fostering Collaboration:** We actively encourage collaboration among developers, contributors, and users to create a stronger and more vibrant Odoo ecosystem.
- **Enabling Innovation:** We support and develop open source projects that enhance the functionality, performance, and capabilities of the Odoo platform.

- **Empowering the Community:** We provide resources, guidance, and opportunities for community members to contribute, learn, and grow.
- **Ensuring Transparency:** We value transparent communication, accountability, and shared decision-making processes within the community.

**Project Overview:** The OpenUpgrade project involves a comprehensive migration process for the Odoo Community version of software. The selected Programme Manager will play a crucial role in securing and managing essential funds for the advancement of the OpenUpgrade project. This includes coordinating funding strategies, establishing collaboration with contributors and reviewers, ensuring transparent communication with the community, and strategically allocating funds to areas of high impact. The Programme Manager will also lead marketing and communication efforts to raise awareness and promote the OpenUpgrade initiative.

**Key Responsibilities:** The selected Programme Manager will undertake a range of responsibilities essential for the success of the OpenUpgrade project:

### 1. Funding:

- Design effective funding strategies and tactics in collaboration with the OCA Board.
- Implement fundraising campaigns and other funding activities with support from the OCA General Secretary.
- Develop fund allocation policies and processes.
- Oversee and execute fund allocation processes, potentially with assistance from the OCA General Secretary.

### 2. Collaboration:

- Establish and maintain a network of current and potential OpenUpgrade contributors and reviewers, tracking their availability.
- Collaborate with contributors to formulate a roadmap for prioritizing fund allocation to high-impact areas.

### 3. Communication:

- Consolidate the overarching OpenUpgrade strategy and goals for the programme.
- Organize and coordinate marketing and communication campaigns for OpenUpgrade, with the assistance of the OCA General Secretary.
- Ensure transparent communication to the community about the results of funding operations and funds allocation.
- Publish a general monthly activity report to update the community on progress.
- Share a monthly progress report as specified with dedicated board member

**Quotation Submission:** Interested individuals are invited to submit their quotations in response to this RFQ. Quotations should encompass:

- A detailed breakdown of costs and fees associated with fulfilling the responsibilities as the OpenUpgrade Programme Manager. Please note the expected price range for

this manager role is between 25-40K EUR spread over 1.0-1.5years (the idea with this role is that by the end of this time period the role should be self-sustaining).

- A brief statement outlining the understanding of the project and the proposed approach to fulfilling the responsibilities outlined above.

**Selection Criteria:** The Programme Manager for the OpenUpgrade project will be chosen based on the following criteria:

- **Expertise and Experience:**
  - Demonstrated familiarity with the OCA ecosystem and a strong understanding of free software principles.
  - Proven experience in managing open source projects or initiatives.
- **Approach to the Project:**
  - Submit a brief statement outlining the proposed approach to executing the OpenUpgrade project, including strategies for addressing potential challenges.
- **Availability:**
  - Availability to commit to the role for a period of 12 to 24 months, on a part-time basis.
- **Value for Investment:**
  - Demonstrated ability to provide cost-effective solutions while achieving project objectives.

**Submission Deadline:** Quotations should be submitted no later than **28th October, 2023**. Please note the contract should include a 30 days notice termination period by either party.

We look forward to receiving your quotations and partnering with a capable Programme Manager to ensure the success of the OpenUpgrade project, in alignment with our commitment to open source and community values.