

Bolzano/Bozen, 25th May 2022

Market research community building

This market research aims to identify a partner that can support NOI S.p.A. in activities regarding community building and management with the objective to grow the FSFE (Free Software Foundation Europe) community in Italy.

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Eintragung im Handelsregister
der Handelskammer Bozen
Steuernr. & MwSt.Nr.:
02595720216
Ges.kapital voll eingezahlt:
110.740.000 €

Numero d'iscrizione nel registro
delle imprese presso la Camera
di commercio di Bolzano
Codice fiscale e part.
IVA.: 02595720216
Capitale sociale interamente
versato: 172.740.000 €

1. Goal of the market research

The objective of this market research is to find a partner for the activities regarding community building and management with the ultimate goal to grow the **FSFE (Free Software Foundation Europe)** community in Italy.

To reach the main objective, three milestones have been defined for 2022 activities:

- **M1:** Involvement with main Free Software Italian associations (deadline: 31st July 2022)
- **M2:** Promotion of FSFE initiatives as FSFE spokesperson in Italy (deadline: 30th September 2022)
- **M3:** First official physical FSFE Italy gathering (deadline: 11th November 2022)

2. Constraints

In this section are listed and described the constraints that the service provider must follow to work with NOI on this project.

2.1 ECONOMIC EXPLOITATION

Where the creation of material subject to proprietary rights, including copyrights, sui generis data rights, and related rights, including solely of photographs, industrial design, all rights of economic exploitation arising from achieved results are reserved to NOI S.p.A., excepting those expressly excluded when the order is placed.

Further, if the material includes a software development project, all source code from libraries or other modules used in the realisation of an assignment and belonging to a third party must be released under a Free Software licence ([fsf.org/licenses](https://www.fsf.org/licenses)) and/or Open Source licence ([opensource.org/licenses](https://www.opensource.org/licenses)) in a manner compatible with the scope of the "outbound" software licence, without requirement for adaptation, addition, cancellation or requests for permission from third parties on the part of NOI S.p.A. In the absence of any expressly indicated licence, the terms of the GNU GPL v3 licence shall apply. The use of material belonging to third parties must be expressly declared at the time of the offer or be easily and immediately understandable from the description of the project. In the event that code is developed during the realisation of this assignment, NOI S.p.A. will initiate a Git repository on which the supplier must develop and publish the source code.

If the material consists of data, creative works (drawings, literary works, cinematographic works, figurative art, photographs), industrial design or other material which are subject in whole or in part to the proprietary rights of a third party, the use of such material is permitted provided it is licensed under conditions compatible with the licence under which said material will be published, if indicated. If no licence is indicated, the material will be subject to conditions compatible with the Creative Commons Zero (CC0) licence.

2.2 INVOICING

The invoicing of the activities concluded by the supplier will be sent to NOI S.p.A via electronic invoice only after the outputs produced have been successfully tested by NOI S.p.A. Before to proceed with the testing of the outputs, the supplier must provide to NOI S.p.A.:

- the entire documentation.
- if code development is planned, the code must be uploaded to the Git repository provided by NOI S.p.A.
- in the case of multimedia contents (e.g., photos, videos, illustrations, documents), the service provider must upload it on specific platforms (e.g., Vimeo, Flickr, etc.) and provide the source files or open versions through appropriate file hosting services indicated by NOI S.p.A.

All invoices must include that the transaction is subject to the Split Payment discipline as mentioned in the art.17-ter del DPR 633/197 and must be issued exclusively in electronic format (Unique Office code: T04ZHR3).

2.3 WORK METHODOLOGY

The development of the activities covered by this market survey will follow the agile method (scrum). Two weeks sprint sessions are scheduled, unless otherwise agreed, during the kick-off meeting with the core team of NOI S.p.A.

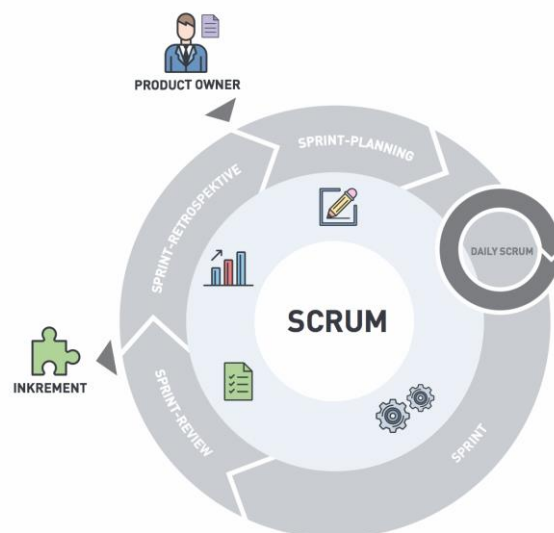


Figure: the SCRUM methodology.

3.6 WORKING PLACE AND HOURS

3.6.1 Working Hours

The execution of the works that involve collaboration with the staff of NOI Techpark or other entities involved in the project must be carried out within a timeframe ranging from 9.00 to 12.00 and from 15.00 to 17.00. Depending on the needs, different times may be agreed via email between the service provider and the entities involved.

3.6.2 Working Place

The meetings that will be agreed on during the project will take place, according to the needs of the project team, online or in the NOI Techpark offices located in Via Alessandro Volta, 13, Bolzano.

Any expenses that the supplier will have to incur to reach this location will not imply an additional cost for NOI Techpark. In any case, any travel costs that the supplier will have to incur to ensure the natural performance of the project activities (e.g., extraordinary coordination meetings, interventions that require presence on site, development activities to be carried out in agreement with the one or more entities / suppliers involved in the project, etc.) can't be billed to NOI Techpark.

3. Request to the supplier

3.1 SERVICES

This is a list of possible activities for which a cost estimation is requested:

- Get involved as FSFE Italy representative in Italian associations main communication channels
- Organize a physical FSFE Italy gathering during the year
- Promote FSFE initiatives through Italian associations main communication channels and FSFE channels
- Ensure Newsletter and News will be published and distributed in Italian
- Mailings to Italian Supporters about FSFE Activities
- Keep list of Italian media contacts up to date and ensure press releases will be delivered to Italian media

The activities listed above are just an example of the activities necessary to reach the Milestones described in “1. Goal of the Market Research”.

NOI S.p.A. will assign an additional budget to cover travel costs, if these travel activities are needed to reach the contract goals. The service provider will be able to invoice travel costs after the request for the specific travel has been accepted by the NOI S.p.A.

3.2 COMPETENCES

Considering the activities included in this market research, the service provider who wants to send an estimation should provide a list of references for some of these types of activities:

- community management.
- events organization.
- communication and social media.

4. Documentation

To participate in this market research, we kindly ask you to provide the following documentation:

- a list of references as requested in 3.2 Competences
- the hourly cost (without VAT) for the realization of the described services (3.1 Services)

5. Deadlines and contacts

The service providers who are interested in participating in this market research will have to present their estimation by the **7th of June 2022**.

In case of any question please contact:

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