

PROPOSAL

Technical Platform Development — MVP

Prepared by: Brick by Click SRL

Prepared for: Narcotics Anonymous Regions-Service Komitee e.V. (NARSK e.V.), c/o Narcotics Anonymous Büro, Haus der Volksarbeit, Eschenheimer Anlage 21, 60318 Frankfurt am Main — ÖAOnIn Subcommittee (Attn: Sabine, Chair)

Signing contract partner: NARSK e.V., signature by Lutz Bittner following Regional consent (Regional Conference 2–3 July 2026)

Date: 26 June 2026

Validity: 30 calendar days from issue date

Reference documents:

- Concept Document V25 (June 2026), German original *260613_konzept_v25 en.docx*
- Assessment Excel *OeAOnIn_Scope-Assessment_v3_en* (June 2026)

1. Executive Summary

Item	Value
Scope	MVP — Milestones M1 through M6 of the Assessment Excel
Fixed price	4,000 EUR
Estimated effort	Approximately 200 hours
Equivalent rate	20 EUR per hour (my standard commercial rate is 50 EUR per hour)
NA service discount	60 percent
Timeline	2.5 to 3 months calendar from contract signing
Payment	30 percent on signing, remainder per milestone acceptance

2. Scope of Work — Included in MVP

Milestone M1 — ESPO CRM Ready-to-Use Configuration

Complete configuration of the ESPO CRM database structure for the three user groups defined in the Concept Document (volunteers, specialists, meetings).

ID	Description
M1.1	Create field structure: all database fields for volunteers, specialists, and meetings
M1.2	Configure user roles: ÖAOnIn (Admin), Meeting Entrant (restricted), Task Team (read-only)
M1.3	Purpose-binding flags per record (technical lock ensuring data is used only for the agreed purpose)
M1.4	Owner field with immutable timestamp (GDPR Article 5(2) accountability)
M1.5	Documented deletion processes: configure manual and automated deletion functions
M1.6	Relational link between meeting and specialist (one meeting can hold multiple specialist contacts)
M1.7	Acceptance test: sample data records in ESPO CRM, all roles correct, no unprotected access

Milestone M2 — Form 1: Service Volunteers + Duty Roster Booking

Public landing page at na-selbsthilfe-weiterbildung.de/freiwillige.

ID	Description
M2.1	Registration form: name, email, mobile phone, homegroup meeting, postal code, checkboxes for clean time, sponsor relationship, understanding of the 12 Steps and 12 Traditions, skills for Chair / Presentation / Hosting
M2.2	API connection from form to ESPO CRM (developer-generated API token and team ID)
M2.3	Security layer: input validation, SQL injection protection, SSL / HTTPS
M2.4	Double opt-in flow with automatic confirmation email containing confirmation link
M2.5	After successful opt-in: automatic redirection to cal.com for duty roster appointment booking
M2.6	cal.com configuration: available time slots and roles per slot
M2.7	Webhook from cal.com to ESPO CRM (automatic transfer of appointment and role data)
M2.8	Embedding as a new subpage on narcotics-anonymous.de (WordPress plugin or iframe approach), linked to the page structure and flows described in the ÖAOnIn Miro board provided by ÖAOnIn

Milestone M3 — Form 2: Specialists + Self-Service Appointment Booking

Public landing page at na-selbsthilfe-weiterbildung.de/fachleute .

ID	Description
M3.1	Booking page with occupational group dropdown (Judges, Police, Addiction Support, Lawyers, Social Work, Medicine, Other)
M3.2	iFrame integration with cal.com for self-service appointment selection by the professional
M3.3	Data transfer to ESPO CRM (name, email, professional group)
M3.4	Double opt-in confirmation email followed by automatic booking confirmation
M3.5	Embedding on the narcotics-anonymous.de "For Professionals" subpage

Milestone M4 — Form 3: Meetings (Specialist Contacts) — Most Complex Form

Public landing page at na-selbsthilfe-weiterbildung.de/meetings .

ID	Description
M4.1	Basic fields: meeting name, contact person, meeting email
M4.2	Dynamic form allowing multiple specialist contacts per meeting (name, institution, email per contact), expandable via an "add contact" button
M4.3	Owner field with immutable timestamp (GDPR Article 5(2))
M4.4	Per-contact consent documentation (checkbox plus timestamp stored in ESPO CRM, GDPR Article 7(1)). On first outreach, an Article 14 information email is sent to each submitted specialist contact, covering purpose, legal basis, data controller, and opt-out
M4.5	Relational storage in ESPO CRM linking the meeting to its specialist contacts (built on the relation from M1.6)
M4.6	Double opt-in confirmation email sent to each specialist contact (not to the submitter) to verify the contact email address and document consent
M4.7	Call to action text after submission (text provided by ÖAOnIn)

Milestone M5 — Email Automation (6 GDPR-compliant Workflows)

All six workflows described in the Assessment Excel, with manual Zoom link distribution for the MVP.

ID	Description
M5.1	Trigger 1: Registration of service subscribers → email "Please confirm your details"
M5.2	Trigger 2: Opt-in confirmed by service volunteer → email "Confirmed — choose your service date"
M5.3	Trigger 3: Appointment booked → Zoom link sent one day before the appointment (manual sending for MVP; see Section 3.1 for Zoom API automation as Post-MVP)
M5.4	Trigger 4: Specialist registration → double opt-in email
M5.5	Trigger 5: Post-event → follow-up email including link to feedback form
M5.6	Trigger 6: Meeting form submitted → double opt-in confirmation email to each submitted specialist contact (Article 14 information; replaces confirmation to the submitter per ÖAOnIn feedback)
M5.7	GDPR-compliant unsubscribe link in every automated email (GDPR Article 7)
M5.8	Full test run of all six triggers with dummy data, followed by acceptance report

Milestone M6 — GitHub Documentation and Handover

ID	Description
M6.1	All code committed to the existing repository <code>itjpdap/DieNaCyberHyperAppPlus</code>
M6.2	README with installation instructions, configuration steps, API key structure, and system architecture
M6.3	Live handover meeting with Stefan, up to 2 hours, covering demo and Q&A
M6.4	Maintenance checklist describing what ÖAOnIn must maintain ongoing (appointments in the booking tool, data maintenance in ESPO CRM, backups, access rights)

Confirmed: Three Separate Landing Pages

In response to the in-cell note in the Assessment Excel regarding three separate landing pages: **confirmed feasible** and included as part of the MVP.

Route	Form	Milestone
<code>/freiwillige</code>	Form 1 — Volunteers	M2
<code>/fachleute</code>	Form 2 — Specialists	M3
<code>/meetings</code>	Form 3 — Meetings	M4

3. Not Included in MVP — Post-MVP Scope (Hourly Basis)

The following items are intentionally deferred to a Post-MVP phase and may be requested on an hourly basis at **20 EUR per hour** once the MVP is operational and validated.

3.1 Zoom API Automation

At current event volume (approximately one online information event per month), manual creation and distribution of Zoom links takes 3 to 5 minutes per event, equivalent to roughly one hour of human work per year. Automated Zoom API integration is estimated at 15 to 20 hours of development and is offered as an optional Post-MVP enhancement. Deferring this saves 500 to 800 EUR immediately and reduces launch complexity. When event volume increases, the automation can be added on request.

3.2 Custom Reporting Dashboard

ESPO CRM provides native reporting that is sufficient for MVP launch. A custom reporting dashboard with regional breakdowns, satisfaction trends, and KPI visualisations can be built Post-MVP, once real event data is available.

3.3 Custom Feedback Form

For MVP, **Tally** or **Google Forms** (free, GDPR-acceptable for EU when configured properly) is recommended for the post-event feedback survey. The survey URL is embedded in the Trigger 5 follow-up email. A fully custom feedback form integrated directly into ESPO CRM is available Post-MVP.

3.4 Other Post-MVP Items

- Translations of registration forms into languages other than German
- Advanced integrations (NextCloud automation, additional WordPress plugins, etc.)
- Additional training sessions for Task Teams beyond the 2-hour M6.3 handover
- New form variations or additional landing pages
- Custom WordPress content authoring beyond the three form landing pages

4. Timeline

The MVP will be delivered in **2.5 to 3 months calendar time** from contract signing, conditional on timely completion of M0 prerequisites by ÖAOnIn.

Phase	Calendar	Notes
Project kickoff and ESPO ramp-up	Week 1	Stefan walkthrough, environment setup
M1 — ESPO CRM configuration	Weeks 1 to 2	Blocked on M0.6 (ESPO server access)
M2 — Volunteers form	Weeks 2 to 4	Blocked on M0.1, M0.3, M0.4
M3 — Specialists form	Weeks 4 to 6	Partial overlap with late M2
M4 — Meetings form	Weeks 6 to 8	
M5 — Email automation	Weeks 8 to 10	Blocked on M0.4 completion
M6 — Documentation and handover	Weeks 10 to 12	Final acceptance and handover meeting

Total effort estimate: approximately 200 hours, including pure development as detailed in milestones M1 through M6, project management and weekly coordination calls, ESPO CRM and cal.com webhooks ramp-up (no prior ESPO CRM experience; HubSpot experience transfers conceptually), stakeholder iteration cycles

(email text revisions, acceptance feedback, GDPR adjustments), bug fixes per milestone, and buffer for unknown unknowns and dependency delays.

5. Delay Factors — Mutual Awareness

The 2.5 to 3 month timeline assumes ÖAOnIn delivers M0 prerequisites on schedule. The following factors may extend the calendar timeline. They do **not** affect the fixed price for the agreed scope.

Factor	Impact and Mitigation
M0.4 email texts from Felicia delayed	Each week of delay shifts final delivery by one week
M0.5 privacy policy legal review pending	M2 and M3 cannot go live without published policy
M0.3 and M0.6 access provisioning delayed	M1 and M2 / M3 are hard-blocked without access
ESPO CRM ramp-up	Accounted for in the 200-hour estimate
Stakeholder iteration cycles	Accounted for in the 200-hour estimate
GDPR feedback from Data Protection Officer or lawyer	May trigger small scope adjustments
Part-time engagement reality (other clients, family)	Calendar reflects sustained 15 to 20 hours per week
Unknown unknowns	Buffer included in the 200-hour estimate
ÖAK approvals on fundamental questions	Decisions expected within 5 business days

6. Pricing and Payment Terms

6.1 Fixed Price

4,000 EUR total for the complete MVP scope described in Section 2.

The expanded GDPR-related descriptions introduced in Assessment v3 (Concept v25 alignment) — including the detailed validation rules in M1.1, the five-role permission matrix in M1.2, per-category retention periods in M1.5, the Article 9 consent checkboxes in M2.1 and M3.1, the Article 14 information email in M4.4, and the documentation and maintenance detail in M6.2 and M6.4 — are absorbed within this fixed price and the existing ~200-hour estimate. No price increase results from these clarifications.

This price is fixed for the agreed scope. Any change to the agreed scope (additions or significant modifications) will be quoted separately and may be invoiced on an hourly basis at 20 EUR per hour after written agreement.

6.2 Payment Schedule

Step	Amount (EUR)	Trigger
Contract signing	1,200 (30 percent)	Upon written contract execution
M1 acceptance	400	Written acceptance report from ÖAOnIn
M2 acceptance	600	Written acceptance report from ÖAOnIn
M3 acceptance	500	Written acceptance report from ÖAOnIn
M4 acceptance	600	Written acceptance report from ÖAOnIn
M5 acceptance	500	Written acceptance report from ÖAOnIn
M6 final acceptance and handover	200	Full handover completed
Total	4,000	

6.3 Payment Method

Bank transfer in EUR. Net 7 days from issuance of invoice following each written acceptance report. Invoices issued by **Brick by Click SRL**, Cluj-Napoca, Romania. Bank details and IBAN will be provided on each invoice.

7. Prerequisites from ÖAOnIn (M0 — Blocking)

The following items are not part of the developer scope but must be resolved before or during the early phases of the project, as they block specific milestones.

ID	Item	Owner	Required By
M0.1	Tool decision: cal.com (confirmed)	Stefan / ÖAOnIn	Contract signing
M0.2	Zoom: manual for MVP (confirmed)	Stefan	Contract signing
M0.3	WordPress admin access (temporary)	IK / Stefan	Day 1 to Day 3
M0.4	Six finalised German email texts	ÖAOnIn / Felicia	End of Week 2
M0.5	Privacy policy (legal review)	ÖAOnIn	Before M2 / M3 go-live
M0.6	ESPO CRM server access (temporary)	Stefan / IK	Day 1
M0.7	Payment structure agreement	Sabine (Chair)	Contract signing
M0.8	AV-Vertrag / Data Processing Agreement (GDPR Article 28) signed with Brick by Click SRL before any personal data access	NARSK e.V.	Before ESPO CRM access (Day 1)
M0.9	Audit of public repository <code>itjpdap/DieNaCyberHyperAppPlus</code> for exposed API tokens / credentials; removal of any found (GDPR Article 32)	Stefan	Before project start
M0.10	Post-event feedback tool decision (recommended: Tally.so EU or LimeSurvey self-hosted; Google Forms not recommended in this Article 9 context)	ÖAOnIn	Before MVP launch
M0.11	Confirmation that automated daily ESPO CRM backups are operational (GDPR Article 32)	IK / Stefan	Before go-live
M0.12	Internal Article 33 incident-response process (notification chain, 72-hour window to HBDI, documentation template)	NARSK e.V. / IK	Before go-live

These items (M0.8–M0.12) were added in Assessment v3 and are confirmed as client-side responsibilities. The developer's only related contribution is documentation within M6.2 (log file locations, token-revocation procedure).

8. Exclusions

The following are explicitly **not** included in this proposal and remain outside the scope of the agreed work and the developer's responsibility:

- Drafting of legal documents (privacy policy, terms of service, data processing agreements)
- Authoring of email and form-instruction copy (Brick by Click SRL provides templates and structure; ÖAOnIn provides text)
- Translations into any language other than German
- ESPO CRM hosting, server administration, backups, security patching
- KAS server administration
- Cost of third-party services (cal.com paid tier if needed, Zoom subscription, domain renewals)

- Training programs beyond the 2-hour M6.3 handover meeting
- Internal NA governance, training of Task Teams, or any non-technical work described in the Concept Document that is not directly reflected in M1 through M6
- New feature requests or changes to the agreed scope after contract signing (available Post-MVP at hourly rate)
- Issues arising from third-party platform changes after delivery (ESPO CRM updates, cal.com API changes, Zoom changes, WordPress updates)
- Issues arising from changes made by ÖAOnIn personnel or contractors after handover
- Server, hosting, or infrastructure failures

9. Next Steps

This document is a **proposal**, not a binding contract. The path to engagement follows the NARSK e.V. process:

1. ÖAOnIn reviews this revised proposal and presents it for **Regional consent at the Regional Conference on 2–3 July 2026**.
2. Following Regional consent, NARSK e.V. (signature by Lutz Bittner) and Brick by Click SRL execute a **formal written contract** incorporating these terms.
3. Before any personal-data access, the **AV-Vertrag / Data Processing Agreement (M0.8)** is signed.
4. Upon contract signing, the 30 percent advance payment (1,200 EUR) is due within 7 days.
5. Following receipt of advance payment and M0.3 / M0.6 access provisioning, project work begins.

This proposal is **valid for 30 calendar days** from the date of issue. Validity may be extended by mutual written agreement.

10. Closing Note

This revised proposal has been prepared in good faith based on personal review of Concept Document V25, Assessment v3 (including the comments and corrections provided by ÖAOnIn on 23 June 2026), the technical walkthrough call with Stefan covering ESPO CRM and KAS server, and direct communications with the ÖAOnIn subcommittee.

For questions, clarifications, or to discuss adjustments to this proposal, please contact:

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