



BIPARTISAN POLICY CENTER

INFORMAL REQUEST FOR PROPOSAL

IT ASSESSMENT

Bipartisan Policy Center

10/29/2009

1225 I Street, NW STE 1000

Washington, DC 20005

The Bipartisan Policy Center will receive sealed proposals until 5pm EST, November 13, 2009, to establish a contract for consultant services to facilitate a comprehensive IT assessment. Proposals received after the deadline will not be considered.

INTRODUCTION

The purpose of this Informal Request for Proposal (IRFP) is to solicit proposals from qualified consultants wishing to contract with the Bipartisan Policy Center (BPC) to facilitate a Technology Assessment and IT Audit.

The IRFP process is for the BPC's benefit and is intended to provide the BPC with competitive information to assist in the selection process. This RFP is not to be comprehensive. Each vendor is responsible for determining all factors necessary for submission of a comprehensive proposal.

Consultants interested in providing these services should submit proposals to the Bipartisan Policy Center no later than **5:00 pm, November 13, 2009**. It shall be the vendors' responsibility to have their proposal delivered to the Bipartisan Policy Center by the deadline.

Proposals should include the consultant's cost proposal and sufficient information regarding the consultant's ability to perform the services sought to enable BPC to make a judgment about their ability to perform the work identified in the Scope of Services. The consultant should also include three references with their proposal.

All inquiries and communications concerning this RFP shall be directed to:

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The cost of preparation and delivery of the proposal are solely the responsibility of the consultant.

Please note that the BPC is only looking for a consultant that will provide the assessment. At the conclusion of the assessment, the consultant will be able to produce a report that will include conclusions and recommendations. The BPC is not looking to solicit or replace current IT vendors.

SCOPE OF SERVICES

The consultant's services required shall be to facilitate a complete and comprehensive assessment of the Bipartisan Policy Center's IT department. The assessment is not limited to the following, but is a guideline to show the extent of the required services to provide a complete and comprehensive review:

- Assist in creating a Technology Plan, to include project development/management, budgeting, network security, user privacy, appropriate use of resources, and training.
- System and network performance evaluation
- Prepare a written report of the conclusion and recommendations
- Present conclusion and recommendations to IT staff and senior management of the organization

The successful consultant shall demonstrate qualifications, experience, and knowledge to provide the required services.

SERVICE COSTS

The consultant shall provide in its cost proposal the total cost for provision of the required services including all staff/personnel, travel, materials, and supplies.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated based upon all information provided in the proposal and may consider relevant information from other sources.

The proposal will be evaluated using the following criteria which are listed in no particular order:

- a) Cost
- b) Any past performance of work that is identical or similar to the scope of services identified
- c) Experience and references that demonstrate, to the satisfaction of the BPC, the ability of the consultant to provide the Scope of Services described in the IRFP
- d) The capacity of the consultant to complete responsibilities described in the Scope of Services in the required timeframe.

From the pool of proposals received, three (3) will be selected to meet with the BPC IT staff and other relevant employees. These consultants will be notified on **November 19, 2009**.

The contract will be awarded and the consultant notified within 2-3 business days from the last consultant meeting.

APPENDED INFORMATION

Our desire for an assessment is not based entirely on any problems or events. We feel the need to determine if we have the best system for our needs, if that system is operating at optimum levels, and to help develop policy and procedures for our IT department. That being said, we have experienced some challenges recently, most notably with our database implementation (Microsoft Dynamics CRM 4.0), but also a number of other issues that seem to relate to our recent server changes.

We've recently made several changes to our system, including virtualizing some of our servers (2 virtual servers accounting for 10 server roles), changing our domain controller setup, and implementing Exchange 2007.

Also, we are looking for an unbiased opinion to help us determine what type of IT support will best meet our needs. In order to ensure that we receive an unbiased assessment, we are not soliciting recommendations for new IT support vendors. This assessment should not be considered a step towards replacing our current vendor.

Summary of current computer and network setup

The BPC currently has about 50 employees who work both remotely and onsite, with a majority of the users using laptops. Only a couple users have desktops. All workstations are running Windows XP and Office 2007.

As noted above, the BPC has recently implemented new servers and a new network structure. We have a 42U rack that holds 2 virtual servers that accommodates for about 10 server roles, including file/print services, email archiving, blackberry, and Active Directory, 4 other physical servers that house our VoIP system, Sharepoint Service, CRM, and Exchange 2007 support roles. We also implemented 2 Buffalo network storage devices for use with Backup Exec System Recovery. All are located onsite.