



Protestant Episcopal Cathedral Foundation

Request for Proposal July 30th, 2013

Summary

We are attempting to consolidate three web presences into a single consolidated web site to serve both our employees, volunteers, business partners and the general public. We would like to use our domain name, cathedral.org, as the embodiment of this consolidated web environment. We would also like to explore avenues that would enable us to leverage our investment in SharePoint 2010 somehow in this consolidation. Finally, we would prefer to have this entire presence externally hosted. We are seeking bids from business partners who may specialize in or have experience with non-profit organizations.

Our Organization

We are the Protestant Episcopal Cathedral Foundation (PECF). We were chartered by an act of Congress in 1893 and signed by Benjamin Harrison to build a cathedral based on L'Enfant's vision for the nation's Federal Capital City to have a national church for national purposes. We are a non-profit organization principally comprised of the Washington National Cathedral, St. Albans School, National Cathedral School for Girls, and Beauvoir Elementary School. Each institution (principle affiliations) autonomously and equally operates under the corporate umbrella of PECF.

Each principle affiliation independently secures capital and funding through their respective development operations or academic tuition fees. PECF does not raise its own capital, but instead relies on the internal funding of each principle affiliation. Neither PECF nor any of the principal affiliations receive federal or public funding.

As a cathedral, we use terms that are specific to medieval period cathedrals. For example, the term "Close" is an architectural term referring to the surrounding property and buildings on which the cathedral is built. We use the term "Close" in some of our technical naming conventions. For example, our internal active directory domain name is Closewide. The purpose of this project is to provide a general public landing page for PECF and to link to the web sites for the affiliated aforementioned institutions, web portal for staff, and a business portal for business partners.

Current Environment

PECF.org

We currently have PECF.org hosted off-site. It provides general information about PECF and links to the principal affiliations. It also has been used as a communication vehicle to inform staff members of on-campus interruptions to internal services (email for example) and weather related closings. The site is www.pecf.org

Cathedral.org

We currently have Cathedral.org (our primary domain name) hosted on-site in an UNIX environment. Cathedral.org is just a landing page linking to the principal affiliations and other vested interests. This page and PECF.org basically provide the same services. The site is www.cathedral.org

Internal CloseWeb

Built on SharePoint 2003 Team Services, this loosely defined Intranet site provides on-campus staff with announcements, a document library primarily for employment and accounting purposes, and other non-imperative ancillary services. This site is only available on-campus. There is no external URL.

CloseNet

We are in the process of building a new SharePoint 2010 farm to replace the current 2003 site mentioned above as CloseWeb. The current design primarily mimics the functionality of CloseWeb.

Remarks

While each of these web entities provides some credible service, none of these really provide any critical services to any current or particular audience. As we became engaged in developing our SharePoint 2010 site, it became clear to us that we should consider the consolidation of all of these web entities into a single, consolidated, off-site hosted, web site serving all interested audiences in the embodiment of a new and enhanced www.cathedral.org

Current Vision

We would like to eliminate PECF.org and CloseWeb and build a new Cathedral.org. There is no pertinent content in any current incarnation of any of these three web sites, so we're not concerned about data migration strategies.

However the new Cathedral.org is developed and designed, it must be able to be hosted off-site – ideally by the vendor who develops the design. The new web site should also be engineered for optimal presentation on portable devices (iPads, tablets, cell phones, etc.). The new site will have pass-through Active Directory authentication capabilities as well as push communication (text or email).

One of the primary complaints about our internal web site – CloseWeb – is that the site is not externally accessible off-campus. We would like to develop an Intranet presence that can be externally accessible through pass-through Active Directory authentication. This Intranet should be accessible through a single login process that will bring the staff member to a portal. In our current thinking, we are also told by our colleagues that file collaboration and accessibility is important. So, we would like to develop portals that would offer:

- Shared document libraries
- Calendars possibly tied to Outlook and Exchange public folders
- Discussion boards
- Announcement panel
- Simple project and/or task management
- Push communications (text or email)

These portals would be designed to address specific audiences:

- Peer-to-peer document sharing
- Inter-departmental team collaboration with these internal entities:
 - Accounting
 - Communications
 - Business Managers
- Shared document libraries with these external entities:
 - Governance and board members
 - Consultants and vendors
 - Episcopal Diocese of Washington offices

This is where we believe we can leverage our SharePoint investment. However, if there other tools or content management systems that can provide these services more efficiently, then we are willing to consider other options.

In addition to these portals, the web site should also contain informational sub-sites from our internal service providers to keep staff informed of emergencies, service interruptions, procedural information, and general announcements from the following disciplines:

- On-campus Police
- Facilities Services
- Human Resources
- Information Technology

Proposed Process

Initial Meeting

As we consider ourselves to be in a visionary or exploratory phase, we encourage prospective business partners to visit us on-site (our preference) or on-line to engage us in conversation to discuss our vision and to become familiar with our current web environment and SharePoint installation. This process, in conjunction with this RFP, we believe will better equip a prospective business partner to formulate a suggested strategy and implementation plan. This will also allow us to be better equipped to formulate a reasonable budget and timeline. If you wish to explore this option with us, you may contact the following:

Thomas Wright
Protestant Episcopal Cathedral Foundation
202-547-2180
TWright@cathedral.org

Or

Phil Winsor
Protestant Episcopal Cathedral Foundation
202-537-5794
PWinsor@cathedral.org

Our timeframe for these initial meetings would be August 5 through August 16th, 2013.

The prospective business partner is responsible for all costs associated with initial meeting(s) and developing the RFP. We reserve the right to suspend or stop this RFP process at any time.