

Request for Proposal (RFP)

for

Microsoft SharePoint Implementation Services

for

Family League of Baltimore

RFI	
Release Date	March 3, 2023
Response Due Date	April 7, 2023

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PURPOSE

Family League of Baltimore (Family League) is requesting responses from qualified vendors regarding the implementation services of an enterprise intranet solution using Microsoft SharePoint. This Request for Information (RFI) is designed to solicit responses from vendors to assist Family League in developing a more robust Request for Proposal to identify a vendor that can deliver an Intranet with collaboration capabilities deployed on Microsoft SharePoint.

BACKGROUND

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League's work is guided by, and its success is defined by its ability to address, the State of Maryland's 8 Child Well-being Results. We work to ensure that babies are born healthy; children are healthy; children enter school ready to learn; children are successful in school; youth will complete school; youth have opportunities for employment or career readiness; communities are safe for children, youth, and families; and families are economically stable.

As a careful steward of the funds awarded by the City, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore's children, youth, and families and hold three key roles in the community: programming and grantmaking, coalitions and collaborations, and policy and advocacy.

TABLE 1

Background Summary	
Number of Employees (full time equivalents)	44
Number of Locations ¹	1

PROJECT DESCRIPTION

Family League is currently working through a long-term IT strategic plan as a part of the organization's larger strategic plan effort. This project consists of the implementation of SharePoint online for intranet and collaboration functionality at Family League. The overall goal is to minimize redundancy, simplify management and reduce overall costs by using a shared hub and spoke infrastructure to support multiple spokes.

We're interested in centralizing communication, shared resources, and business documents utilized by all staff while also providing separate space and functionality for team's specific information and activities. Currently, 44 individuals² are employed at Family League and assigned over three (3) major areas: Impact,

¹ Family League does permit teleworking and currently most of the staff primarily work remotely.

² See org chart (insert as attachment)

Operations, and Executive Office. Each of these areas consists of multiple team areas (see Table 2) While the prior intranet is inactive it does contain some information and documents from these areas that will need to be transferred. Family League has used a network shared drive to store and communicate key information, such as HR information, employment policies and directives, and other forms and documents. Family League requires a consistent and supportable intranet and collaboration platform. Family League has decided to implement Microsoft SharePoint as the platform of choice for collaboration. We intend to leverage the templates, processes, trainings, and best practices gained from this project to maintain/grow the intranet with the organization.

TABLE 2

Impact	Operations	Executive
Interagency Initiatives	People & Culture (HR)	Communications
Education	Strategic Operations & Compliance	Policy
Data & Evaluation	Finance	
Maternal and Child Health	Innovation & Technology (IT)	
Food Access		

PROJECT GOALS

We identified the following goals for the SharePoint implementation:

- Adoption among staff usage
- Automation of frequently used business forms (e.g., Payment Request Form)
- Tool for central repository for Family League policies and procedures
- Tool that allows users to easily search
- In line with Family League Innovation & Technology strategic roadmap
- Flexible design to allow for future expansion

TECHNICAL REQUIREMENTS

The design uses only the core Microsoft SharePoint components where feasible and avoids the use of proprietary frameworks and add-ins unless required to meet Family League functional specifications. The design utilizes a secure development framework for software assurance.

RESPONSE REQUEST

Responders are encouraged to participate in this request if they are interested in being the SharePoint implementation partner. Responders are asked to provide additional information about you/your organization, products, and related services to achieve the project goals. The same information will be gathered from other responders and will be used in the formulation of a procurement using either Request for Proposal (RFP) or Invitation for Bid (IFB). **No contract will be awarded because of this RFI.**

Implementation pricing must be submitted on a deliverable and “milestone” basis. Responders are to provide all work effort and assumptions used to calculate the cost for each deliverable and milestone. Likewise, responders are required to respond to all RFI questions concisely and thoroughly.

How to respond to RFI:

Responders should provide all requested information outlined in this RFI. Furthermore, responders will need to attach any additional requested documentation and submit it together with this request to fundedpartnerships@familyleague.org.

Family League Point of Contact for RFI:

Dara Gray
Senior Director of Innovation & Technology
Phone Number: 410.662.5500
Email: fundedpartnerships@familyleague.org

Responses to this RFI will be accepted until 4:00 PM EST on Friday, April 7, 2023.
Inquiries can be submitted to the above contact person. Email is the only accepted method of receiving responses to this RFI. The responses must include the name of the company or organization.

COMMUNICATION REGARDING THE RFI

To maintain fairness in the process, inquiries concerning this RFI, including questions related to technical issues are to be directed through email to fundedpartnerships@familyleague.org. Communication by telephone or in person will not be accepted.

Inquiries or requests for clarification submitted prior to 4:00 pm on Friday, March 17, 2023 (EST) will be addressed in writing and available on Family League’s website at www.familyleague.org no later than Friday, March 24, 2023 . All proposal responses must be received by the deadline on Friday, April 7, 2023.

QUESTIONS

1. Complete Attachment 1 (Contact Form)
2. Provide an implementation plan overview that meets the requirements outlined in the RFI.
 - a. Identify any licenses, hardware, or other products that would be required to operate any of the proposed solutions contained in this proposal.
 - b. Describe the technical environment necessary for this implementation (if applicable).
 - c. Explain how the implementation will include the use and documentation of templates and processes that will be used at Family League.
 - d. Explain the conversion plan and process for the migration of Family League documents. Family League estimates [{"X"}] documents to be converted for the project.
 - e. Explain the expected implementation timeline for the project.
3. Proposed Project Budget

Attachment 1 (Contact Page)

Submitting Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____ Date: _____

Contact Information:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____