RFP: Information Technology Assessment

Advocates for Basic Legal Equality, Inc. (ABLE) is issuing this Request for Proposal to seek an independent technology firm to conduct an Information Technology Assessment. The goals of this assessment are to:

- Provide objective review of the current state of ABLE’s Information Technology Infrastructure and Processes
- Deliver evaluation results
- Identify areas of critical need
- Prioritize key improvement opportunities
- Develop a roadmap for improvement

We request written proposals that clearly identify the firm’s personnel qualifications and capabilities to achieve the goals of this assessment. Proposals also should address proposed approach, strategies, methods, pricing, and references.

Advocates for Basic Legal Equality, Inc. is a non-profit regional law firm that provides high quality legal assistance in civil matters to help eligible low-income individuals and groups in western Ohio achieve self-reliance, and equal justice and economic opportunity.

RFP Instructions to Firms

All firm communications must be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and nonbinding to ABLE. Only written statements issued to the RFP Coordinator may be relied upon:

Nikoleta I. Cook, Director of Finance
Advocates for Basic Legal Equality, Inc.
525 Jefferson Ave., Ste. 300
Toledo, Ohio 43604
ncook@ablelaw.org

RFP Schedule

- RFP Released: January 26, 2018
- Proposals due no later than 5:00 p.m. EST February 2, 2018
- Successful firm announced on or before February 28, 2018

Questions

Interested firms may contact the RFP Coordinator at the email address listed above with any questions concerning this RFP. All questions must be received prior to the response due date and time listed above.
Response Format: The proposal must be sent electronically via email in Microsoft Word or PDF format to the RFP Coordinator designated in this RFP. The email subject should be clearly marked “Information Technology Assessment RFP.” The proposal must be received no later than 5:00 p.m. EST on February 2, 2018.

Firms should allow enough electronic delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Firms assume the risk for any email delay problems. Late proposals will not be accepted and will be automatically disqualified from further consideration. ABLE assumes no responsibility for delays caused by a third party or communication device.

Costs of Preparing Responses: ABLE will not pay any costs associated with preparing proposals submitted in response to this RFP.

Responses Property of ABLE: All proposals, accompanying documentation, and other materials submitted in response to this RFP shall become the property of ABLE and will not be returned.

RFP Amendments/Cancellation/Reissue/Reopen: ABLE reserves the right to change the RFP Schedule or issue amendments to this RFP at any time. ABLE also reserves the right to cancel or reissue the RFP.

Minor Administrative Irregularities: ABLE reserves the right to waive minor administrative irregularities contained in any proposal.

Inability to Enter Contract: ABLE reserves the right to eliminate from further consideration any firm that ABLE, because of legal or other considerations, is unable to contract with.

No Obligation to Enter a Contract: The release of this RFP does not compel ABLE to enter into any contract. ABLE reserves the right to refrain from contracting with any firm that has responded to this RFP whether or not the firm’s proposal has been evaluated and whether or not the firm has been determined to be qualified. Exercise of this reserved right does not affect ABLE’s right to contract with any other firm. ABLE reserves the right to request an interview with any firm and/or a demonstration from any firm prior to entering a contract with that firm. If a firm declines the request for an interview or demonstration for any reason, the firm may be eliminated from further consideration.

Multiple Contracts: ABLE reserves the right to enter contracts with more than one firm as a result of this RFP.

Non-Endorsement: The selection of a firm pursuant to this RFP does not constitute an endorsement of the firm’s services. The firm agrees to make no reference to ABLE in any literature, promotional material, brochures, sales presentations, or the like without the express written consent of ABLE.

Contract Payment Limitations: Firms should anticipate payment at the end rather than the beginning of the invoice period in which they provide services or after they submit any deliverable for which a payment is due.

RFP Evaluations: Evaluation of proposals submitted in response to this RFP may include consideration of past contract performance and contact with references beyond those listed in the firm’s proposal. As part of the evaluation process, firms may be asked to clarify specific points in their proposal.

Notification of Selection of Unsuccessful Firms: Firms whose proposals have not been selected for further negotiations or award will be notified via email.

Contract Award/General Terms and Conditions: The successful firm(s) will be expected to enter into a contract with ABLE.