

REQUEST FOR QUALIFICATIONS FOR SYSTEMS ADMINISTRATOR

Organization Overview

The National Environmental Education Foundation (NEEF) provides knowledge to trusted professionals who, with their credibility, amplify messages to national audiences to solve everyday environmental problems. Together, we generate lasting positive change.

NEEF works with professionals in health, education, public lands and the media to connect the environment to everyday choices and actions so the public can live well while protecting and enjoying the environment. Through our programs, such as Classroom Earth, National Public Lands Day, National Environmental Education Week, Earth Gauge[®] and our Pediatric Environmental History Initiative, we offer Americans knowledge to live by.

www.neefusa.org

Purpose

The purpose of this Request for Qualifications (RFQ) is to hire a Systems Administrator. NEEF currently employs 22 full-time staff members, as well as a number of interns, and uses Microsoft products. We are a growing organization and expect to add staff in coming years as our programs and operations expand. We are looking for a Systems Administrator who can propose and implement a cost effective plan for our current needs and for growth in the coming five years, as well as provide ongoing support of our systems.

Objectives and Goals

The objective of this RFQ is to contract with a systems administrator who can:

- 1) Keep NEEF's technological capabilities timely and in line with its growth and programmatic work.
- 2) Keep NEEF's technology running efficiently and smoothly for daily internal and remote operations.
- 3) Use the best and most economical means to supply our technology needs (e.g., leasing vs. buying).
- 4) Work and communicate effectively with NEEF staff.

Scope of Services/Tasks

The selected contractor will propose and implement a plan that best utilizes our current technology assets, while improving them and replacing inefficient or outdated technology. In addition, the plan should be forward thinking for an organization that may grow in size by 25% in the next five years.

The chosen contractor should be able to advise on and carry out:

- Upgrading of servers and software.
- Best and most cost effective technology procurement options.
- Bringing all staff to a similar level of operation.
- The best software upgrades, choices and installations.
- Overseeing the security of our systems.
- Ongoing upkeep and maintenance of our systems.

A successful plan would take into consideration:

- Our needs for the next 60 days to five years.
- Hardware and software replacement and upgrade plan that would put everyone on a similar level of operations.
- 24/7 monitoring of NEEF's systems.
- Training of select NEEF staff on new system technologies and requirements.
- The best system and software requirements for NEEF staff.
- Backup and security options.
- Cost effective solutions to technology needs.

A successful candidate will:

- Be in the Washington, DC metropolitan area.
- Be able to react quickly (either in person or remotely) to support requests, especially those that impede office operations.
- Have a backup person when they are not available.
- Have experience in Systems Administration for smaller organizations.
- Be able to effectively communicate with staff of varying levels of technological knowledge.

RFQ Submittal and Requested Information

Submissions should include:

- 1) A cover letter, indicating an address of business in the Washington, DC area, from a representative authorized to sign any contract that may result.

- 2) A description of services, qualifications and experience, including history and success of company.
- 3) A description of any services provided by subcontractors and their qualifications and experience, if applicable.
- 4) Project Lead's qualifications, as well as qualifications of the project team, whether part of the company or subcontractors, if a team is involved.
- 5) An example of similar work (as described under Scope of Services/Tasks) done for an organization of similar size.
- 6) At least three references with at least one having worked with you under similar circumstances.

Selection Process

Submissions will be due on December 19, 2008. They will only be accepted by email at deavy@neefusa.org.

There will be a question period for contractors considering a submission. Questions will be taken by email at deavy@neefusa.org. All questions will be due by December 3, 2008. Questions and answers will be posted on December 5, 2008 at www.neefusa.org/rfq_questions.htm.

NEEF will take into consideration each submission equally based on the requirements stated above under RFQ Submittal and Requested Information. NEEF may follow up with questions to specific submissions.

The field will be narrowed to three candidates for interviews in January 2009. These candidates will be given more information about NEEF's current technology resources, as well as challenges, concerns and needs. Based on that process, each consultant will put together a proposal that will lay out a set of recommendations of how they would serve NEEF as a Systems Administrator. This proposal would include a cost estimate for what they are recommending.

This proposal is not intended to be the plan described under Scope of Services/Tasks, but is meant to give NEEF an idea of the path you would take and the possible costs so we have a basis to make a choice.

Once a contract is executed, chosen contractor will develop a technology plan that will be based on the recommendations made in their proposal. The contract will be an annually renewable contract.

We expect to have made a choice and start work by February 15, 2009.

Timeline

RFQ Released		November 21, 2008
Questions Submitted		December 3, 2008
Questions Answered		December 5, 2008
Submission and Requested Information Due		December 19, 2008
Candidates Invited to Interview		January 2009
Candidate Chosen and Work Started		February 15, 2009

Budget

NEEF will only ask for estimated budgets from the three finalists, so a budget is not a required part of submission for the RFQ. For finalists, competitive estimates will be taken into strong consideration, though it will not be the only consideration. We will look for competitive pricing, as well expertise, services and the ability to work with NEEF staff. Funding for this work will come from Federal dollars and Code of Federal Regulations ([Title 48 CFR Part 31](#)) applies.

Contact Information

For the purposes of this RFQ, the contact will be:

Patrick Deavy
Director of Special Projects
National Environmental Education Foundation
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Once a contract is established, the Systems Administrator will work closely with the Director of Finance and Administration and the Technology Manager.

For more information on NEEF and its programs, please go to www.neefusa.org.