

REQUEST FOR PROPOSAL:

STRATEGIC TECH EVALUATION

PROPOSAL DUE DATE: 2/13/2026

PROJECT OVERVIEW

Campaign Legal Center (CLC) seeks to partner with an organization which will perform an evaluation of our existing technological infrastructure to

- Gain an understanding of CLC's programs
- Identify technologies currently used by CLC
- Understand the importance and effectiveness of technology used
- Evaluate the internal and external capacity of IT support
- Evaluate IT security and IT policies and governance.

This partner will then develop recommendations to address changes in technologies, support, security, policies and governance and a roadmap for future technology investments including a multi-year timeline with priorities.

SCOPE OF WORK AND PROJECT DELIVERABLES

The selected consultant will:

- A. Become knowledgeable about CLC and its mission, work, and operations, and how CLC currently uses technology and IT products to achieve its goals. This will include interviews with organizational leaders and a representative cross-section of staff to understand current state of technology use at CLC.
- B. Become familiar with the currently existent IT support structure and meet with the managed service

provider (MSP) to discuss existing systems at CLC.

C. Write a Strategic IT Plan for CLC which will include:

- A comprehensive current-state assessment of technology use, infrastructure, security, and IT governance
- A gap analysis comparing current capabilities to organizational needs
- Identification of technology supported opportunities aligned with CLC's mission
- Evaluation of the MSP relationship, including performance, capacity, and alignment with future needs
- Cybersecurity risk assessment, including shadow IT, vulnerabilities, and compliance considerations
- Review of existing security tools and practices with recommendations for improvement
- A prioritized roadmap with timelines, cost estimates, staffing implications, and recommended vendors or solutions
- Recommendations for policies, procedures, and governance structures to support sustainable technology use including internal capacity

D. Conduct an in-person presentation in Washington DC to present findings to key stakeholders, make recommendations, and answer questions.

EVALUATION CRITERIA

Consistent with CLC's DEI goals, CLC encourages obtaining bids from small businesses, service-disabled veterans, minority-owned firms and woman-owned businesses to the fullest extent practicable.

The following evaluation criteria will be used:

- Price
- Relevant experience
- Availability of services within the required delivery time
- Bidder's previous record of performance and services
- Ability of bidder to render satisfactory service
- Financial stability of the vendor
- Payment Terms
- Ability to provide work product samples

SUBMISSION REQUIREMENTS

- Description of the firm that includes a general overview, names and credentials of the project team, and number of full-time employees.
- Description of the firm's relevant past performance, including experience advising mission-driven organizations
- Description of proposed approach to the scope of work
- Project timeline
- Project Lead contact information and biography
- Proposals must be received prior, to be considered

CLC reserves the right to select no proposals should no bidder submit a proposal that meets the organization's needs.

BUDGET

CLC has budgeted \$30,000 for this scope of work. The successful partner will have the ability to review the recommendations from CLC's AI assessment and roadmap RFP that is being conducted concurrently.

CONTACT INFORMATION

Please send proposals or any questions regarding proposals to CLC's Human Resource Department at hr@campaignlegalcenter.org. We are pleased to answer any questions your organization may have prior to you submitting your proposal.

ABOUT THE CAMPAIGN LEGAL CENTER

At CLC, we are advancing democracy through law, fighting for every American's right to participate in the democratic process. CLC uses tactics such as litigation, policy advocacy, communications and partnerships to win victories that result in a more transparent, accountable and inclusive democracy. Our long-term goal is a government responsive to the people.