



Request for Proposals: IT Services

Evergreen Social Impact (ESI) is soliciting proposals for IT Specialist to support ESI and its Sponsored Projects with IT solutions and troubleshooting.

Date Issued: Sept 15, 2025

Proposals Due: Sept 26, 2025

Estimated Term: The estimated term of this subcontract will be Oct 1, 2025 – June 30, 2027.

Contact Person: Sarah Hiller, Director of Operations

Contact Email: sarahh@evergreensocialimpact.org

Evergreen Social Impact (ESI) Background

ESI (www.evergreensocialimpact.org) is a 501(c)3 tax exempt, Washington State nonprofit corporation. ESI was founded in April 2021 and launched operations on July 1, 2021. ESI is a fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. ESI can act as a 'nonprofit incubator' for new entities that are in start-up mode, or as a long-term administrative home for tax-exempt and public/private partnership organizations.

Opportunity and Scope of Work

Opportunity

ESI is looking for IT support for its employees, all of which are remote. Time commitment is not expected to be more than 10 hours per month.

Services to be Performed (Scope of Work)

Your proposal is expected to cover the following services:

- User support and workstation troubleshooting for all ESI employees (currently around 10)
- Online services administration (e.g., Microsoft 365)
- Upgrade planning and implementation
- Periodic IT surveys, as requested
- Support of computers, including desktops and laptops
- Management of network devices, including firewalls and switches, excluding ISP equipment
- Limited support for mobile devices

Deliverables

The work performed is expected to produce the following:
Same as services noted above. Service should be reliable and fast.

Timeframe

The following is the anticipated timeframe of the RFP, services, and deliverables to be provided.

Deliverable	Date
Issue Request for Proposals	9/15/25
Proposals due	9/26/25
Evaluate proposals	9/27/25 - 9/29/25
Select consultant and finalize subcontract	9/30/25

ESI reserves the right, at its sole discretion, to revise the above timeframe, with or without notice.

Proposal Submission

Required Components and Content

To simplify the evaluation process and obtain maximum comparability, please organize your proposal into the following components:

1. Executive Summary
Describe your understanding of the work to be performed, the estimated fees (hourly rate, estimated hours required to execute on the scope of work, a total not to exceed proposed fee), and your ability to perform the work within the time frame provided.
2. Professional Experience
Describe qualifications for this engagement. This could include resume(s), CV(s), and links to websites and/or LinkedIn profiles that highlight capacities to successfully perform the functions outlined in this RFP.
3. Additional Questions/Information
 - a. Identify if the proposal is from a registered minority-owned, women-owned or veteran-owned small business (per the Office of Women and Minority Business Enterprises under the Revised Code of Washington chapter 39.19 or as certified by the Washington Department of Veteran Affairs).
 - b. Speak to your commitment to diversity, equity and inclusion.
 - c. Speak to any value-adds you and/or your entity may offer if engaged by Evergreen Social Impact.
 - d. Provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Method of Submittal

Proposals should be submitted via email, no later than 9/26/25, with "RFP: IT Services" in the subject line, to Sarah Hiller at sarahh@evergreensocialimpact.org. Questions regarding this RFP may also be addressed to this same email address.

Proposals not submitted per the above proposal submission guidelines may be considered non-responsive and not be evaluated.

Evaluation of Proposals

Finalists may be asked to submit additional materials, including references.

Total compensation under this contract will be based on the following criteria:

- Price (inclusive of travel and other routine business expenses)
- Prior experience
- Qualifications
- References, if requested
- Completeness and timeliness of the proposal

ESI will evaluate and award the contract to the submitter whose proposal is deemed to be in the best interest of ESI.

Thank you for your time and consideration of this Request for Proposal.

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