



Request for Outsourced IT Proposals

RFP Issue Date: February 15, 2022

Questions Due: March 7, 2022

Proposals Due No Later Than: March 25, 2022

[Natasha Berman](#), Chief Operating Officer

[Bekah Cardwell](#), Director, Finance

Grist Magazine

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Climate. Justice. Solutions.

Seattle, WA | New York, NY



Request for Proposal (RFP)

Grist Magazine, Inc. (“Grist”) invites you (“Contractor”) to respond to this Request for Proposal (RFP). The purpose of this RFP is to solicit bid proposals from IT firms for one (1) part-time, outsourced IT resource. Qualified firms shall possess staff available for the work described below, as well as qualified with directly-related experience, skills, expertise, and resources necessary to assist Grist in setting-up and administering a basic IT function as described below.

Background:

[Grist](#) is a 501c3 nonprofit, independent media organization dedicated to telling stories of climate solutions and a just future. Our goal is to use the power of storytelling to illuminate the way toward a better world, inspire millions of people to walk that path with us, and show that the time for action is now. Founded in 1999, we have used the power of journalism to engage the public about the perils of the most existential threat we face. Now that three-quarters of Americans recognize that climate change is happening, we’ve shifted our focus to show that a just and sustainable future is within reach.

We count on the generosity of foundations, major donors, corporate and nonprofit partners, and a growing community of members for our financial support.

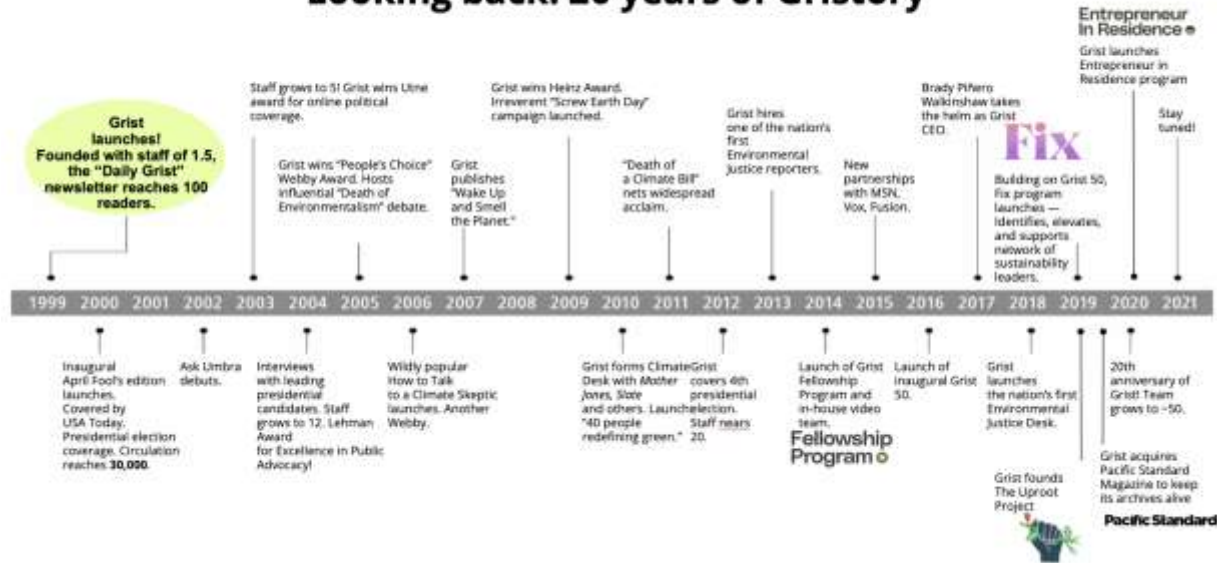
Grist was founded in 1999 in Seattle, WA, and later incorporated in Massachusetts in 2002. We are headquartered in Seattle, and have approximately 60 employees with 75% of our workforce being fully remote and distributed across 18 states. We have three main programmatic areas of work:

- **Grist Magazine (“editorial”):** Grist Magazine is our award-winning digital publication covering climate impacts, highlighting (and scrutinizing) promising solutions, and exposing environmental injustices. This empowers readers and shifts the climate narrative.
- **Fix (“solutions lab”)** Fix amplifies stories of hope and progress, shines a light on bright ideas and the people behind them, and brings together a growing community of visionaries — Fixers — who are leading the way to a planet that works for everyone. This shifts the narrative and helps build a connected network of leaders championing diverse solutions.
- **Talent and representation initiatives:** Initiatives like The Uproot Project, the Fellowship Program, and the Entrepreneur in Residence program address representation in media, because the way the climate story is told — and who tells it — matters. This helps tell a better climate story, shifting the narrative.

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Looking back: 20 years of Gristory



Current IT Situation:

As a fairly small organization, Grist has not created an IT department or function as yet. Our tactical IT work has been handled by a former HR & Operations Manager who split IT work with our Salesforce /ESP Administrator and one outsourced IT contractor. Grist has almost doubled in size over the last 2 years and we feel it is time to solicit strategic IT and helpdesk expertise in order to help us assess our current strengths and weaknesses, create a prioritized strategic plan, then roll-up their sleeves to implement that plan for both for the enterprise as well as individual IT set-up and needs.

Future IT Project Needs: In priority order:

Ranking/ Order of Importance	IT Areas	Description	Needed Tasks/Responsibilities
1	Infrastructure/ Helpdesk	The implementation and operations of all technology infrastructures which includes data center, network and server services, telephony, service monitoring, user support/help desk, workstation management, servers, storage and related software.	<ul style="list-style-type: none"> • New hire set-up and configuration • New hire IT Onboarding and security set-up (2-factor authentication, 1-Password, etc) • Post-hire IT services/support • Equipment inventory and maintenance

2	Functionality	To ensure that the network runs smoothly. The IT department must evaluate and install the proper hardware and software necessary to keep the network functioning properly.	<ul style="list-style-type: none"> • Periodic system reviews and audits to ensure system continuity • Make recommendations as needed to scale
3	Governance	IT governance is about making decisions in a repeatable structured manner to support investment in and use of IT to achieve an organization's goals. The goals of IT governance are to ensure IT investments generate business value and to mitigate IT risks (cyber security, phishing, ransomware attacks, remote worker security and secured networks)	<ul style="list-style-type: none"> • Inventory management • Enterprise application audit, inventory and control process to avoid unnecessary redundancies/expense (i.e. do we need 3 project management applications) • IT policies and procedures (i.e. Acceptable Use, etc.) • Cyber security audit and suggested revisions/new policies and processes based on our organization needs and risks
4	Network Contingencies/ Business Continuity	To provide a fall-back to cover the possibility that unexpected events cause the installation of the new network to fail, or the new network proves to be unusable after deployment. Determine the potential areas of failure and define alternative approaches to recovery for each area.	<ul style="list-style-type: none"> • Assessment network and systems strength and security • Business continuity plan identifying and suggesting cost effective solutions to highest risks • Implement business continuity work plan

Contract Term: The contract period shall be for one year following and proper execution of the contract documents, with the option of additional one (1) year renewals, exercisable upon the mutual agreement of Contractor and Grist.

Price/Adjustment: The negotiated contract price shall be firm for one year without increase for one year from the effective date of the contract, provided we do not change out the selected IT resource.



Contractor Response: In response to this Request for Proposal, each Contractor shall minimally include:

- A list of qualifications, credentials, certifications that the Contractor possesses as an organization and/or by its suggested employees for this assignment
- Detail of techniques/approaches/methodology the Contractor may use demonstrating a thorough understanding of the anticipated services described above as well as the Contractor's background and experience with that method.
- A description of Contractor's prior experience providing the services described above.
- The resumes/credentials of person(s) who may be assigned to perform services under the proposal. Credentials may be subject to verification.
- A list of three clients for whom the Contractor or key personnel has provided similar services during the past 36 months. It is desirable that the Contractor
- Detailed price proposal
- Grist is committed to providing firms who actively support Diversity, Equity, Inclusion and Justice ("DEIJ") an opportunity to compete. To that end, please provide a description of Contractor's Diversity, Equity, Inclusion and Justice policies.

Evaluation Criteria: After identifying the short list of the most qualified Contractor(s) based on the evaluation criteria, Contractor representative(s) may be asked to clarify their proposals by making individual presentations to the evaluation team.

Point of Contact: If you have any questions, please contact [Bekah Cardwell](#), Director, Finance by the Questions Due date noted below. She can be reached at (206) 876-2020 ext. 240. If you have no questions, please submit proposals to Bekah by the Proposals Due date listed below.

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Thank you for your time and consideration.