

Elev8 SharePoint Configuration Request for Proposal

Elev8 Baltimore Mission: Elev8 Baltimore partners with schools, families, and the community to ensure that every student is prepared for high school, college, career, and life.

Elev8 Commitment to Liberation and Equity: Elev8 Baltimore works to create liberating opportunities for youth and communities that have been oppressed by white supremacist structures and systems. We build committed partnerships with other organizations to provide training and tools for youth to advocate for themselves and bring equity to their communities.

About Elev8 Baltimore: Launched in 2009, Elev8 has been partnering with schools as a community school lead agency partner since 2009. In the past year, Elev8 Baltimore has increase from serving as the lead agency partner from 15 schools to 21 schools, launched South Baltimore Adult High School, a community school serving adults 21 and older, and launched high-dosage tutoring in nine schools. In addition to our partnership to support community schools, Elev8 also offers a comprehensive afterschool program in eight schools and programs for students in grades second through twelfth. Our schools serve a predominately Black population and are nearly all identified as Title I.

About the Request for Proposal: We are seeking partners to support restructuring in the following areas:

- Elev8 Baltimore Internal Fileshare System
- Set up Elev8 Baltimore Internal SharePoint Server

How to Respond to the Request for Information:

- Please see the specific questions in each section. They can be responded to in a body of an e-mail or in a short attachment.
- E-mail your materials to info@elev8baltimore.org and dheller@elev8baltimore.org by no later than September 27, 2023.
- Place the scope that you're providing to in the Subject Line of the Email.
- We have designed all questions to allow you to use existing materials. Keep it short and simple.
- Due to our ambitious timelines, early submissions will receive first consideration.
- Please review the invoicing and billing guidelines at the end of this document. Successful applicants may be asked to agree to an MOU with us. All partners must currently be vaccinated from COVID-19 to provide services. Elev8 Baltimore has strict billing and invoice formatting guidelines that partners must adhere to.



SharePoint Consultant Services:

Elev8 Baltimore seeks to reorganize and secure our internal Elev8 Baltimore fileshare by configuring SharePoint to become the organizations base file structure.

The consultant would have the following scope:

- Build SharePoint digital infrastructure to suit Elev8 usability.
- Introduce management and administrative team to SharePoint usage features.
- Baseline training of Elev8 system administrators and introduction of resource materials.
- Transference of current Elev8 filing system to SharePoint.
- Scheduled period of discovery, building, and walkthrough of system prior to introduction to Elev8 organization.
- Building security, access, and file tracking controls to the new system.

Billing and Invoicing Guidelines

ALL INVOICES MUST INCLUDE THE FOLLOWING INFORMATION

- The document should be on company letterhead
- The document must be titled “Invoice” and include the vendor's legal name and contact information, including a full mailing address, phone, and email. If applicable a separate remit address should be included. Legal name should match the name listed on your W-9.
- A unique invoice number that has never been used with Elev8 Baltimore
- The name of the school / site in which services are being provided. If you are serving multiple sites, a separate invoice for each site is required.
- Dates of service for the invoice (amount billed for services completed during specific period)
- Description of work that includes the services to be provided under this invoice
- Total Amount Due – Breakout must be consistent with the hourly rate listed in the partner’s / vendor’s quote or proposal. Failure to align the invoice with the rates listed in the original quote or proposal may result in non-payment of the invoice.

Invoices are paid Net 30 – Elev8 will pay the partner / vendor, upon submission of proper invoices, the prices stipulated in the contract for services rendered and accepted within 30 days of receiving a proper invoice.