



Request for Proposals:

Comprehensive Technology Systems Assessment

Advertised March 25, 2021

To be prepared for the South Yuba River Citizens League

Address

313 Railroad Avenue
Suite 101
Nevada City, CA 95959

Primary Contact

Betsy Brunner
Communications & Engagement Director
(530) 265-5961
betsyb@yubariver.org

About the South Yuba River Citizens League

The South Yuba River Citizens League (SYRCL, pronounced “circle”) is the leading voice for the protection and restoration of the Yuba River watershed. Founded in 1983 through a rural, grassroots campaign to defend the South Yuba River from proposed hydropower dams, SYRCL has developed into a vibrant community organization with over 3,500 members and volunteers based in Nevada City, CA.

SYRCL also runs an annual Wild & Scenic Film Festival (WSFF) that inspires environmental activism and a love for nature—through film. Wild & Scenic shares an urgent call to action, encouraging festival-goers to learn more about what they can do to save our threatened planet. Wild & Scenic Film Festival is the largest annual fundraiser for the South Yuba River Citizens League (SYRCL). Locally, we raise funds and awareness to recover California’s wild salmon and protect the Yuba River watershed.

We take our festival On Tour to more than 180 events each year, partnering with groups who are working to protect and restore the important places in their communities. Globally, Wild & Scenic On Tour generates critical funds and increases awareness for grassroots environmental causes.

Mission Statement: SYRCL unites the community to protect and restore the Yuba River watershed.

Project Goals

SYRCL employs 26 year-round staff in five departments: Administration, Development & Membership, Watershed Science, River People, and the Wild & Scenic Film Festival. Staff use a wide range of systems to accomplish work needed to fulfill our mission such as grant writing, business communications, workflow and file management, donor management, and safety. A Technology Inventory has been collated and SYRCL’s Technology Committee has identified which systems the applicant should address. These are denoted in Exhibit A.

The intended purpose of this project is to provide recommendations that will allow better understanding of current and future systems needed to support SYRCL’s core business functions. This will be achieved by identifying systems which are user-friendly, intuitive, integrated, safe, and secure.

The chosen vendor will assess all the systems listed in Exhibit A and interview approximately 12 staff. The final deliverables should be a report and presentation to SYRCL’s Technology Committee that will address each of the following:

1. Assessment of current technology systems that identifies:
 - Current software integration or lack of integration with a description of possible vulnerabilities and inefficiencies.
 - Current technological gaps and redundancies.
 - Obstacles or issues that were identified during the course of the project.
 - Recommendations on technological improvements, upgrades, trainings, or adoptions to optimize SYRCL’s core business functions of grant writing, business communications, workflow and file management, donor management, and safety.
2. Technology Vision
 - 3-year Technology vision for SYRCL with detailed business and IT recommendations.
 - Prioritized recommendations on enhancements to improve overall efficiency, security, and better user satisfaction.

Request for Proposal – Section Outline

- Estimated costs for each major enhancement and approximated timeframe for development and execution of improvement.
- An implementation plan mapping identifiable steps to bring proposal to life.

Funding for this project has been secured through the Campbell Foundation. The project must be completed by October 29, 2021.

Application Guidelines

Full proposals should be sent via email to betsyb@yubariver.org by 5:00 pm Friday, April 23, 2021.

Proposals should include the following:

1. Applicant’s contact information, scope of work, timeline, deliverables, and budget (with justification as appropriate),
2. Succinct and specific responses to the questions in Exhibit B,
3. Optional: If possible, an example of a completed evaluation project you have done which demonstrates what SYRCL can expect as a completed deliverable, and
4. Resumes, CVs, or bios of all staff who will contribute to the project.

RFP Timeline

Milestone description	Start
Distribute RFP	3/25/2021
Open Solicitation	3/31/2021
Responses Due	4/23/2021
Selection Process	
Review RFPs and Identify Top Candidate	4/24/2021
Announce Finalist	4/30/2021
Negotiation	5/3/2021
Contract Award	Early Summer 2021

Exhibit A – Technology Systems Inventory

Category	Systems
Filing Sharing	
	Sharepoint
	Google Docs (for outside collaborations)
	Dropbox
	P Drive server (hardware at the office) - houses QB and GIS files
External Comms	
	Salsa
	Zoom
	Skype for Worldwide Calling (WSFF)

Request for Proposal – Section Outline

Donor Management	
	Salsa CRM
	Salsa Engage
	Point of Sales
	Authorize.net
	Paypal
	Square
	Stripe
	Eventbrite
	Crowdrise (old, still some active sites)
	EFT
Volunteer Management	
	Volunteer Local (Daniel to confirm)
Internal Comms	
	Office 365
	Slack
	Zoom
	Microsoft Teams
Grant Management	
	Asana
Finance	
	Quickbooks
	Microsoft Excel
Communications	
	Websites
	Blue Host
	Network Solutions
	Go Daddy
	www.yubariver.org
	Yubashed.org (2)
	Adobe Creative Suite (2 licenses; may need 2 more)
	Adobe Document Cloud
	Canva (paid)
	Survey Monkey (free)
	Google Forms (free)
	Wordpress (SYRCL website) + Elementor
	Lynda.com subscription (training tools)
	Bitly
	Facebook, Instagram, Twitter

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	LinkTree
	Later.com (not currently using)
	HootSuite (SYRCL not currently using, WSFF uses)
	MailChimp? Not using anymore, but still have data stored there, under free account
Watershed Science Software	
	ESRI Arc GIS
	Microsoft Access
WS Hardware	
	Drones <- I use my personal (commercially registered) drone
	RM database
	Samsung Tablets x2 (Tab Active2)
	Arrow 100 GPS units x2 (includes brackets for tablets and survey rod)
	Game Cameras x3
	Trimble Geo7X
	Garmin GPS 64st x 2
	Solinst Levellogger x 54
	Solinst Barologger x 4
	River Monitoring Equipment
	Hanna pH meters x22
	ECTestr11s x24
	SupcoST09 Thermometer x23
	YSI Professional Plus Series Multimeter
	Turbidity Reader
	Hobo Temperature Loggers ProTemp_v2 x22
	Hobo Shuttle
Wild & Scenic Film Festival Software/Programs	
	Filmchief
	WSFF website
	Hubspot
	Vimeo
	Interdubs
	Authorize.net
	XPS Shipping
	Hootsuite
	Google Ad Grant
	Asana (project management)
Wild & Scenic Film Festival Hardware	

Request for Proposal – Section Outline

	Mac Desktop computer
	Disk Copier
	Shipping Label Printer
	Several large external hard drives
SYRCL Hardware	
	18 SYRCL provided laptops + docking stations
	28 Desktop Computers: each with dual monitors, mouse, and keyboard
	5 Brother desktop Printers
	1 Sharp Network Printer
	1 (Model) Fax/Printer/Copier combo unit
	P Drive
Wishlist	
	Agisoft Metashape
	DJI Mavic 2 Pro + 2 Intelligent Flight battery (it comes with one battery, but we'd need 3 batteries to do a full Rose Bar redd survey or a full Long Bar survey)
	MapIR Mavic 2 Pro Survey3 Bundle
	Survey3N Red+Green+NIR (RGN, NDVI) camera
	32GB SD card capacity
	SLR camera with video capability
	Lapel mic
	Extra battery & dual battery charger
	GoPro(s) (waterproof)

Exhibit B – Background Questions

Please provide succinct responses to the following questions and prompts.

1. How long has your company been specifically involved with technology systems assessments?
2. Briefly describe your organization’s experience relevant to the systems and platforms detailed in Exhibit A and describe which systems in Exhibit A that your organization has the LEAST experience with.
3. Describe your knowledge of data architectures, data management and analytics and how it has been applied on similar projects like this.
4. What does your organization offer that isn’t included in this RFP?
5. Describe the diversity policies your organization has in place. Address how your organization, and any partners you work with, will bring diversity to this project.

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6. What might distinguish your approach on this project from other applicants?
7. Describe how you will measure the success of this project to SYRCL and to your own organization.