

CRDF GLOBAL REQUEST FOR PROPOSAL

Deadline: February 7, 2020

Summary:

CRDF Global is seeking a contractor to implement a grant management system to provide comprehensive, cradle-to-grave administration of a large and diverse portfolio of subgrant activities. The grant management system should require average configuration and minimal customization. The grant management system must be responsive to the following requirements:

- Document Management: ability to upload files, associate files with project and participant entries, update and replace documents, classify and search documents
- Workflow Capability: ability to set pre-defined tasks for grant approval actions, ability to set ad-hoc tasks and to track task approvals by user or role
- Budget management: ability to track grant expenditures against pre-defined categories
- Integration with Costpoint: demonstrated ability to successfully integrate with the Costpoint accounting system
- Reporting: pre-defined and ad-hoc reports
- Cloud-based, mobile accessible
- Accessible by up to 200 internal users with external user access capability

Proposal Requirements:

Interested contractors are invited to submit a technical and financial proposal to CRDF Global detailing the proposed grant management system solution. Each proposal must include:

- Statement of interest and technical capabilities of the contractor
- An overview of the proposed grant management system, including screenshot demonstrations
- Demonstrated past performance implementing grant management systems
- Demonstrated past performance implementing Costpoint integration platforms
- Cost proposal, including licensing, implementation and user fees

Timetable:

January 24, 2020: RFP released
February 7, 2020: RFP submissions due
February 14, 2020: Contractor selection

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of compliance with system requirements and overall cost.

Submission:

Proposals should be submitted to procurement@crdfglobal.org no later than 5pm EST on Friday, February 7, 2020. Proposals should be submitted as electronic documents. More information on CRDF Global may be obtained at www.crdfglobal.org.