

Request for Proposal: SharePoint Assessment

Community Legal Services of Mid-Florida, Inc. d/b/a Community Legal Services

Issue Date: October 2, 2025

Timeline Overview

Proposals Due: October 30, 2025

Vendor Announced: November 24, 2025

Projected Start Date: December 2025 or January 2026

Projected Completion Date: No later than August 2026

Proposal Requirements

Submitted proposals shall not be more than 2 pages, or they will be automatically disqualified. This includes attachments.

Project Summary

Community Legal Services (CLS) seeks to contract with a consultant to enhance our operational efficiency and data security by conducting a comprehensive assessment and evaluation of our Microsoft SharePoint environment. We have been using SharePoint for years with little planning. Our staff report difficulty finding things, and we would like to start course correcting. The selected vendor will evaluate the current state of our SharePoint infrastructure, conduct interviews and focus groups with staff regarding the best-case scenario as it relates to SharePoint, and ultimately provide CLS with a roadmap and planning document to help us move toward those goals.

Proposal Submission

Please submit proposals no later than 5:00p.m. Eastern Time, October 30, 2025 to Kelly Purcell at kellyp@clsmf.org cc. Eli Mattern at elim@clsmf.org, subject must include: SharePoint Evaluation.

Proposals should include the following information:

Proposal Requirements	Percent of Grading Rubric
Overview of vendor: Name, point of contact, legal entity, mailing address.	10%
Brief explanation of project management methodologies: This should include project management tools (Trello, Clickup, etc) that the vendor prefers and intended frequency of communication about project deliverables. There is no one correct answer, we will grade this section on whether the proposed vendor provides sufficient clarity around their working style and methods.	10%
Detailed budget: Budget should include a proposed payment plan which encompasses the stated deliverables. The proposed payment plan should tie milestone payments to significant deliverables. Note: CLS understands that timeline and milestone deliverables could shift during contract negotiations.	25%
Brief Summary of Similar Work: Vendor should describe work they have done or similar projects they have worked on. These sections need not be more than a few sentences so our review committee can understand the gist of the work.	35%
References: Vendor should provide 3 references, preferably previous clients to whom the vendor has provided similar services.	15%
Proposal generally: Proposals will also be graded on clarity of vision and overall style.	5%

About Our Program

Community Legal Services (CLS) is a nonprofit legal aid organization serving twelve counties in the Central Florida area. We receive over 100,000 requests for civil legal assistance every year on issues such as family law, consumer protection, housing related matters, and many more.