Request for Proposal

Improve JGI's Information Technology Infrastructure

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ABOUT JGI:

Founded in 1977, the Jane Goodall Institute is a global nonprofit organization that empowers people to make a difference for all living things. Our work builds on Dr. Goodall's scientific work and her humanitarian vision. Specifically, we seek to:

- Improve global understanding and treatment of great apes through research, public education and advocacy
- Contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- Create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them.

Dr. Jane Goodall founded the Jane Goodall Institute in 1977 and to this day continues travel the world to raise awareness about key environmental and humanitarian issues and to promote the programs of the Jane Goodall Institute.   The Roots & Shoots program, founded by Dr. Goodall in 1991 empowers young people in nearly 100 countries to become involved in hands-on projects for their local community, for animals and for the environment we all share. Dr. Goodall is devoted to establishing her legacy by ensuring that JGI's programming is rooted in solid thinking, cutting edge approaches and a strong, sustaining resource base.

JGI operates four core program areas in Tanzania, Uganda, the Republic of Congo and the Democratic Republic of Congo:

Protecting chimpanzees and other species: through targeted interventions in critical landscapes, ensuring sanctuary, and supporting local and national law enforcement.

Ensuring healthy habitats for chimpanzees and people through community action and monitoring, coupled with satellite remote sensing and modeling technologies.

Promoting sustainable livelihoods through education and community driven action, both in the chimpanzee range states and around the globe.

Improving health and gender outcomes through peer education and community based initiatives that help girls stay in school, delay pregnancy and achieve better social and economic outcomes in the long run.

In addition, we host research projects at the Tchimpounga Sanctuary in the Republic of Congo and continue the longest running field research on chimpanzees and baboons at Gombe Stream Research Center in Tanzania.

All of our conservation work is fueled by application of rapidly evolving mobile, cloud, satellite and UAV remote sensing, GIS and big data analysis technologies that enable better decision making either by bringing field data crowdsourced from community forest monitors and protected area rangers across the chimpanzee range or by monitoring in detail habitat change with very high-resolution satellite imagery. Our lead scientist and Africa program staff on the ground are continually working with a consortium of top-tier partners to develop new applications, approaches, platforms and tools to help local communities, protected area managers and government decisions makers to understand and protect their natural resources.

Dr. Goodall's Roots & Shoots program was founded in our Tanzania program in 1991. Today, the program is a dynamic force, inspiring young people across the globe to take action to benefit people, animals and the environment. In the United States, our program team works in all 50 states to train young people as well as formal and informal educators in the Roots & Shoots approach. These leaders then build groups within their communities to take action through hands-on projects in their own community. The young people in the group prioritize the issues they see and formulate a plan to address them through projects. The program is supported by a National Youth Leadership Council whose members mentor Roots & Shoots groups and serve as ambassadors for the program.

Additionally, Dr. Goodall does two major tours in the United States every year. These tours include lectures, media events, fundraisers, appearances on television and radio, and public events related to both JGI and Dr. Goodall's role as a Messenger of Peace for the United Nations.

OVERVIEW OF JGI'S CURRENT IT STATUS:

The Jane Goodall Institute (JGI) needs to modernize its Information Technology Infrastructure to support its current research, conservation and education mission. There is a need to organize, preserve and share Dr. Jane Goodall's archives and research, while at the same time protect and preserve JGI's information assets. Once the information is archived, JGI will need modern technology to make Dr. Goodall´s life history and lessons accessible to visitors to a future Jane Goodall Center, as well as those visiting the center on-line from any location on the planet.

JGI is vulnerable to the ever-increasing security and storage threats present in a world reliant on technology. Moreover, there is a need to upgrade the software and hardware underlying operations and program implementation to support JGI's research, conservation and education mission in USA and field offices in Tanzania, Uganda, Democratic Republic of Congo and Republic of Congo. In addition, state-of-the-art technology is required to significantly expand Jane Goodall's reach. We plan to stream her appearances virtually across vast geographies and to numerous classrooms in remote areas.

Inherent vulnerabilities in computer networking environments, competing priorities against already decreasing budgets, lack of resources to correctly forecast current IT needs, and the lack of capacity to

implement IT plans and maintain IT investments are major contributors to what has become a crisis in safeguarding JGI's information and maximizing its capacity to support conservation efforts and impact a critical mass of youth and adults.

WHAT WE SEEK IN A VENDOR:
The Jane Goodall Institute is a committed, hardworking and passionate organization. We all wear multiple hats. Consequently, we seek a vendor who is forward-thinking and proactive.

The Vendor must has staff located within a 25 mile radius of Vienna, Virginia. The Vendor must be a registered Microsoft Gold Level Certified Partner.

Since we are planning to work with this vendor to perform a requirements analysis for the Institute, we are looking for a strong values alignment with them. Our values are detailed below:
- We strive to respect, nourish and protect all living things; people, animals and the environment are all interconnected
- We believe that knowledge leads to understanding, and that understanding will encourage us to take action
- We believe that every individual has the ability to make a positive difference
- We believe that flexibility and open-mindedness are essential to enable us to respond to a changing world
- We require integrity and compassion in all that we do and say

BUDGETING:
JGI received a grant from Microsoft to cover the cost of this work and to support the implementation of this review and actual deployments of priority systems and components. The grant is intended to not only cover this scope of work but to support the implementation and actual deployments as well. It may not be feasible for the latter to be entirely covered by the vendor. The vendor is requested to outline the details of the work they can provide JGI pro bono.

PROPOSED TIMELINE:
June 8, 2017 - RFP Issued

July 8, 2017 – Bids due, evaluation begins by review panel

July 22, 2017 – Scored rankings by review panel complete and recommendation is prepared.

July 28, 2017 – Contract offered to winning proposal, contract finalized over the week

August 4, 2017 – Project kick off

December 15, 2017 – Completion of Project

REQUIRED OBJECTIVES:

While the successful bidder may include other functionalities, JGI has a list of objectives:

We are in the process of forming a strategic alignment between the Jane Goodall Institute and Microsoft to help accelerate a digital transformation for JGI. This would better position the JGI organization to be able to scale in size, and have a lasting impact on future generations.

Our objectives are to preserve Dr. Jane Goodall's archives and research; provide scientific and academic communities world-wide with secured access to data using state-of-the-art analytical tools and storage and further transform the current JGI Roots & Shoots program by using virtual technologies to bring Jane Goodall to young people globally, making her work come alive before them. With resources, technical support and partial staff time of Microsoft Research and Data Scientists, our Conservation Science program could scale-up its Enterprise GIS Information Platform to support the entire Institute and finalize and operationally use its GIS based, Decision Support Systems for monitoring chimpanzee habitat health and connectivity in Africa. It is our goal to utilize as many of Microsoft's cloud based services (e.g. O365, Dynamics365, Azure Cloud and Intelligent Cloud Services) as feasible to help create a digital transformation for the Jane Goodall Institute.

JGI's audio and video connectivity both internationally and domestically is crucial to the effectiveness of the organization. An upgrade to the current telecommunications system should be addressed. An example of one of our current challenges in this area is that our conference call bridge has consistently failed during important domestic and international meetings.

This RFP focuses on performing a requirements analysis and preparing a draft and final implementation plan that defines the best solutions, as well as a migration plan and budget to stand up an Information Technology architecture for the JGI technology required to support the Jane Goodall Institute headquartered in Vienna, Virginia. The RFP should also include, with the actual migration to O365, the potential migration of the long-term Gombe Data to Azure held at Duke University, and the development, migration and operational maintenance and use of JGI's great ape habitat health Decision Support System and geospatial mapping tools to Azure, fully integrated with Esri's ArcGIS platform.

The digital transformation work by a contractor must be cloud based but also include solutions for low bandwidth environments in Africa. The Storage requirements equate to approximately 250TB of data, but could be larger and should be validated by the analysis and by cost.

The tasks under this RFP include:

- The implementation and migration to Office 365, including hardware and infrastructure investments that will need to be made to support Office 365 to ensure full functionality of the system and connectivity between JGI offices in the US, in Africa and other countries around the world.
- The recommended solution, based on the current JGI operational needs and recommendations for the best ERP system and help with implementation and the migration

- The evaluation of how to migrate the long-term Gombe data located at Duke University to Azure
- The plan for the digitization of artifacts and records related to Dr. Jane Goodall
- The plan for the creation of digital archives
- Assessment of JGI's audio and video telecommunications platform and recommendations and help in implementation of a new system. Both international and domestic connectivity are crucial to the effectiveness of the organization.
- The development and integration of JGI's Enterprise ArcGIS platform with Azure
- The migration, operational use and maintenance of JGI's Decision Support Systems to Azure and integration with other Microsoft systems such as Power BI and other- potential dashboard systems such as Esri's Insights
- The plan to support the research and data collection, management, analysis, visualization, sharing and communication efforts of our Chief Conservation Scientist and Conservation Science department.

Solving the IT Operational Requirements will require a strategy that responds to IT needs throughout the organization. Specifically, an IT Architecture Plan and Strategy should include:

1. Interviews with the Senior Management Team within JGI to determine the baseline operational requirements.

2. Interview with Duke University to understand the requirements for the long-term Gombe data migration to Azure; define required process for migration and prepare a migration plan.

3. Review prior IT strategy documents that may be deemed relevant.

4. Research and propose a solution to our communication difficulties faced by our current telephone system and video limitations, bearing in mind restraints of communication capabilities in Africa.

5. Research and prepare migration plan of best Microsoft tools available for an ERP within JGI based upon the non-profit status, size of organization, and complexity.

6. Research and prepare a migration plan for the use of O365 within JGI based upon the non-profit status, size of organization and complexity.

7. Research and prepare migration plan of best solutions for digitization of records to include video, photos, artifacts and paper records

8. Research and prepare a plan to make Dr. Goodall´s vision, programs (including the Roots & Shoots youth leadership program) and public appearances accessible on-line in modern, interactive modalities.

9. Research and prepare a plan to support technically and financially the development of an Enterprise GIS for JGI that leverages Microsoft Azure and Esri ArcGIS platforms, technologies and

tools for conservation. This currently includes chimpanzee habitat health and great ape habitat connectivity DSS. However, a list of other emerging research questions that leverages both innovative Microsoft research and technologies and JGI's conservation and research needs, should be identified by this analysis.

10. Interviews with appropriate people (a list of contacts will be communicated to vendor) to understand the requirements for the development, migration and integration of JGI's Enterprise GIS platform and chimpanzee DSS to Azure cloud.

11. Prepare budget requirements that include people training, capacity building and long-term maintenance costs based upon recommended plans as defined above.

12. Prepare the plan for the actual migration to O365 and Azure (as outlined above including Chimpanzee Habitat Health DSS) and ERP system and definition of all elements needed for the capacity to implement.

PROPOSAL FORMAT:

Executive Summary: Please describe your approach and why you feel it best meets our specific needs.

Technical Approach: 50 Points
- Explain the process you will follow to modernize JGI's Information Technology Infrastructure, as outlined in the objectives section above, including major milestones and evaluation.
- Address any important technology information and specifications used in your solution.

Management Structure: 15 Points
- Describe how your organization will manage the project and involve partners, if needed.
- How do you communicate with clients
- Describe your processes; including lines of reporting and your project management approach
- Schedule of deliverables: include major milestones and testing proposal.
- The team's organizational structure you will employ for client service delivery

Cost Proposal:: 20 Points
- Identify Hourly Labor Costs tools and functionalities.
- Identify Training costs to train JGI staff.
- Other Costs: identify other expenses, consulting fees,. to complete this project.
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Attachments: 15 Points
- Brief biographies of all who will work on account
- Four Past Quals with relevant experience, including professional references and contact information

JGI CONTACTS AND STAFFING:
Carlos Drews (Executive Director) cdrews@janegoodall.org and Isaac Mintz imintz@janegoodall.org
(Head of Finance and IT) will serve as staff support/contacts for the project.
Linda Berdine will serve as Board support lberdine@bdkcorp.com