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# Request for Proposals

Information Technology Managed Services Provider

**Date:** June 10, 2026

**RFP Deadline:** June 30, 2026

**Organization Seeking Proposals:** Immigrant Justice Corps (IJC)

**IJC Contact Name:** Nicholas Lawrence

**IJC Contact Email:** [nlawrence@justicecorps.org](mailto:nlawrence@justicecorps.org)

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## Background

Immigrant Justice Corps (IJC) is a nonprofit that recruits and trains advocates dedicated to serving the legal needs of immigrant communities. We place early-career attorneys and advocates as fellows with host organizations, where they provide legal services. IJC is based in New York City but has a national presence, including staff in 5 states and placed fellows in 28 states as of May 2026. Our services include recruiting fellows, providing technical assistance and legal training, and providing support to fellows and host organizations.

We are currently accepting proposals from vendors to provide managed services for IJC's complex technical and compliance needs. The purpose of this request for proposals (RFP) is to solicit proposals from vendors to form the basis of a competitive evaluation for the organization that is best able to meet IJC's needs.

IJC is currently served by an existing Managed Services Provider. Once finalists are identified, IJC will provide more information to final candidates about technical specifications for current IT services received.

## Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 5pm on the RFP Deadline. All proposals received prior to this date will be reviewed. Submissions must be signed by an authorized representative of the bidding vendor.

**Proposal Content.** The proposal should include a description of the vendor's qualifications, prior experience, and a proposed plan for how they will meet IJC's stated objectives within the project scope. The proposal must clearly identify all costs in a project budget.

If any work in the proposal would be contracted to a third party or outsourced in any way, this must be clearly stated in the proposal. The proposal must identify by name any organizations or third parties to whom work would be contracted.



**Format.** Competitive responses should be submitted with the following format:

- Single PDF Document, including attachments
- Sections addressing:
  - o Executive Summary
  - o Proposed Technical Approach
  - o Qualifications and Experience
  - o Budget
  - o Customer Testimonials
  - o Subcontractor Plan (if applicable)
- The file should be named “VendorName\_IJC\_MSP\_Proposal\_2026.pdf”
- We recommend proposals not exceed 10 pages (excluding testimonials and budget)

Contract terms and conditions will be negotiated upon selection of the winning bidder.

Proposals should be submitted to the IJC Contact ([nlawrence@justicecorps.org](mailto:nlawrence@justicecorps.org)).

## Project Scope

IJC is seeking a vendor to support IJC’s core technology needs and IT Support. IJC is also evaluating proposals for supplemental services for information security and technology management.

IJC has a hybrid workforce, including 31 current staff members. Most staff are based in our headquarters in New York City, and we have a small number of remote employees including staff based in New Jersey, California, Illinois, and Texas. IJC staff utilize approximately 50 devices provided by the organization, including laptops, desktops, and tablets. In addition to staff accounts, IJC provides limited Microsoft and Google account licenses for third parties, including IJC Fellows, board members, and consultants (approximately 175 active licenses). Third party accounts support individuals based in over 25 states.



Your proposal should describe how your organization could meet IJC's needs in the following areas:

## Core Technology Needs

The vendor selected will manage all aspects of IJC's core technology systems, including:

- Microsoft 365 ecosystem licensing and administration, including SSO
- Google ecosystem administration
- Asset lifecycle management (approximately 45 devices)
- Physical office and network hardware at IJC's New York Headquarters

## IT Support

The selected vendor will provide the ability for IJC personnel (staff, fellows, and third parties with IJC accounts) to submit tickets for technology troubleshooting, including:

- Password resets
- Access issues
- Device management
- Multi-factor authentication
- Email

Please specify availability (times, volume) of helpdesk support and average time to service response. Please specify how tickets may be submitted.

IJC prioritizes helpdesk support for core staff. Fellows and other third parties must be able to access IJC email accounts but generally have limited additional needs.



## Supplemental Services

IJC is considering seeking support for two additional categories of services, which we currently manage in-house. Supplemental services should be priced separately, for consideration but not necessarily inclusion within the final selection. We ask that proposals describe how the bidder would also meet the following needs of IJC in the following supplemental areas:

### Information Security

Support for IJC's information security program, including:

- Policy review
- Data governance
- Requirements arising under Federal and New York State contracts

### Technology Management Oversight

Support managing requirements and administration of external technology services, such as supplemental platforms and applications used by individual teams.

## Budget

Proposals must identify all costs associated with delivery of the proposed services. All costs must be itemized and clearly explained. Any contracted or outsourced work must be included in the budget.

Please specify:

- Contract term (one year)
- Whether costs are one-time, monthly, or annual
- Any costs billed per user or per device
- Total projected cost for the first project year
- Total projected cost for the subsequent project years, if renewed

The budget must be inclusive of all fees and charges associated with the services.



## Minimum Qualifications

IJC will consider vendors with the following minimum qualifications:

- Demonstrated ability to transfer services from an existing MSP
- At least 5 years experience providing managed IT services.
- Demonstrated expertise in information security best practices.
- Familiarity with compliance frameworks for public contracts and associated requirements (Federal, New York State, New York City).

## Evaluation Criteria

IJC will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Primary Criteria
  - o Appropriate and comprehensive proposed technical approach for both core and supplemental services
  - o Qualifications and experience
  - o Value and cost (including one-time startup fees and monthly/annual recurring costs)
- Secondary Criteria
  - o Previous experience with nonprofit organizations
  - o Current customer testimonial (Please provide at least 2)
  - o Understanding and alignment with IJC's mission
  - o Completeness and clarity of response



## Additional Terms

### Questions

Applicants should direct questions to the IJC Contact. IJC will consider any questions before the final deadline.

### RFP Timeline

Final submissions should be sent to the IJC Contact identified at the top of this RFP. All proposals must be received by IJC by a final deadline of no later than 5pm (Eastern Time) on the RFP Deadline. IJC will review proposals submitted before this deadline on a rolling basis. We anticipate selecting a shortlist of candidates by the end of June, and we will interview potential candidates in July. We anticipate making a final selection by August 2026.

### Terms of RFP

IJC reserves the right to amend or cancel this RFP at any time. IJC reserves the right to request any additional information from applicants that it deems necessary. IJC will consider only complete responses. IJC will not reimburse applicants for costs incurred in developing a response. Any confidential information included with the application must be clearly identified.