Request for Proposal (RFP)

IT Infrastructure Audit Services

Issued by: The Center for Applied Linguistics (CAL)

Issue Date: July 30, 2025

1. Introduction

The Center for Applied Linguistics (CAL) is a nonprofit organization based in Washington, D.C., with a mission to promote access, equity, and mutual understanding for linguistically and culturally diverse people around the world. Founded in 1959, CAL conducts applied research, develops language assessments and instructional tools, and provides professional development services to support education, research, and language policy initiatives.

CAL's stakeholders include K–12 schools, adult education programs, government agencies, and international partners. Its core areas of focus include English learner education, dual language and bilingual education, immigrant and culturally diverse learners, adult ESL, and heritage language preservation. CAL's work is supported by federal and state contracts, private foundation grants, and revenue from language testing products and training services.

In support of its mission, CAL maintains a hybrid IT environment consisting of physical servers, cloud-based systems, and legacy platforms. The organization seeks proposals from qualified vendors to conduct a comprehensive IT infrastructure audit to assess performance, security, compliance, and modernization needs.

2. Scope of Work

The selected vendor will be responsible for auditing the following components:

A. Physical Infrastructure (On-Premise)

- SVHQHV – Hyper-V host with Active Directory Domain Controller

- SVHQCFS – Veritas backup server for CAL's on-site servers

- SVHQSYN01 – Synology storage server for image and data backups

B. Virtual/Cloud-Based Servers

- Active Directory & Authentication: SVHQDC01, SVHQDC02, SVHQDS, SVHQCA
- File & Print Services: SVHQFS, SVHQPRN, SVHQBK
- Database Servers: SVHQSQL, SQL, SVHQAPP
- Email Services: SVHQEX1 (Exchange server)
- Learning Management: CAL-MOODLE (Azure-based Moodle), SVHQWS (Wowza streaming)
- Business Systems: SVHQSBP, SVHQSFS (Solomon Business Portal and File Server)
- Security Services: SVHQVPN, SVHQSWA (VPN and SonicWall log server)

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- Web and FTP Services: SVHQSU (Secure FTP), SVHQWEPAPP (Web server)
- Legacy System: WS7-Office1997 (Windows 7 workstation with MS Office 97)

- STOVA (full-featured event tech platform) hosted off-site

- WordPress (Content management system)

C. Deliverables
- Review of existing IT program working group assessments and recommendations

- Inventory verification of servers, OS versions, and installed software

- Security vulnerabilities and compliance review (e.g., patch levels, antivirus, firewall, user permissions)

- Review of backup and disaster recovery protocols

- Recommendations for upgrades, replacements, or decommissioning of legacy systems

- Recommendations for automating online courses including certificate management

- Review of authentication, access control, and integration with Azure/Office 365

- Network architecture overview (for as applicable)

- LMS recommendations based on CAL's program needs assessment

- Compliance review with NIST 800-53, CIS Controls, and CMMC Level 1 standards

- Final report with prioritized action items and risk mitigation strategies

3. Proposal Requirements
- Company background and relevant experience

- Methodology and timeline for the audit (anticipated duration is 2–4 weeks)

- Key personnel and qualifications

- Sample deliverables or audit templates

- Cost estimate

- Three references from similar engagements

4. Evaluation Criteria
- Technical expertise and relevant experience (30%)

- Proposed methodology and timeline (25%)

- Cost (20%)

- References and past performance (15%)

- Quality of proposal (10%)

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5. Submission Instructions

Please submit your proposal electronically in PDF format to:
Lolita Hewett-King
lhewett-king@cal.org
Subject: IT Infrastructure Audit RFP Submission

Proposals must be received by August 15, 2025. Late submissions may not be considered.

All qualified vendors may respond, including current and past contractors, provided they disclose any actual or perceived conflicts of interest. CAL reserves the right to evaluate such conflicts and determine eligibility.

6. Questions

Questions regarding this RFP should be submitted to Lolita Hewett-King at the email address above.

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