



THE EPISCOPAL DIOCESE OF MARYLAND

Request for Proposals - IT Audit and Assessment Services

The Episcopal Diocese of Maryland, based in Baltimore, Maryland, is seeking proposals to provide an audit and assessment of its constituent database, financial, fundraising, administrative and communications operations and systems compatibility.

About Us

The Episcopal Diocese of Maryland (EDOM) is a vibrant community of 100 congregations, 26 Episcopal schools and other ministries spanning 10 counties and the City of Baltimore in western, central, and southern Maryland. We are a part of The Episcopal Church and the worldwide Anglican Communion.

EDOM is governed from our diocesan center in Baltimore with twenty full-time staff. The diocesan staff supports the mission of the diocese by:

- Building community with constituents, congregations and leadership
- Providing administrative support to staff and ministry leaders
- Managing financial transactions and investments
- Communicating and engaging with constituent members and leadership
- Tracking and documenting trainings for clergy and lay leadership
- Fundraising and tracking gifts for annual and capital campaigns

Project Description

EDOM is soliciting proposals to perform a comprehensive audit and assessment of IT systems, applications and procedures with an emphasis on cross-platform compatibility, efficiency and sustainability. The respondent should plan on interviewing a wide range of staff members to gain an overall picture of the current state of our software infrastructure and needs of our staff members.

The respondent will conduct a comprehensive review and assessment of the efficiency, effectiveness and cross-platform compatibility of our IT and communications systems including, but not limited to:

- Accounting and financial management
- Constituent, leadership and clergy database
- Fundraising
- Staff email
- File management, collaboration and sharing
- Email marketing and constituent communications
- Telephone system
- Campus security systems and cameras

Respondent will also provide recommendations for new systems, processes or upgrades as needed.

Contact by email only

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Submission Deadline: August 30, 2024