Building Futures

Request for Proposal (RFP)

Data Infrastructure Scoping & Procurement Consulting Services

Issue Date:	11/3/2026
Proposal Due Date:	5:00 PM EST, 12/4/2026
Anticipated Award Date:	1/8/2027
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Submission Method:	Via email: msantacroce@bfri.org

1. Introduction & Purpose

Building Futures is issuing this Request for Proposal (RFP) to identify a qualified independent consultant or consulting firm ("Consultant") to assist with the scoping, evaluation, and procurement of one or more data infrastructure upgrades.

The engagement is expected to help Building Futures clarify its current-state data environment, define requirements for future-state infrastructure, and run a vendor selection / procurement process, without committing Building Futures in advance to any specific vendor, platform, or technical approach.

2. About Building Futures

Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupation to train individuals as highly skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island’s construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new RA programs in multiple sectors, which include healthcare, information technology, advanced manufacturing, and marine trades, among others. Apprenticeship Rhode Island (ARI) works with employers, industry partnerships, government, and community-based organizations and others to expand the proven model of RA to benefit the state’s workforce and economy and its people.

Building Futures currently comprises 27.0 FTE and is located in the Valley neighborhood of Providence, Rhode Island.

3. Current State & Problem Statement

At present, Building Futures’ day-to-day business operations currently rely on a series of legacy Excel- and Access-based databases and workflows that are insufficiently capable of scaling with ongoing and anticipated programmatic and analytical needs of the organization. These legacy products exist in three important domains:

1. A *participant database*, currently comprised of approximately 2,600 records dating back to 2007, tracking a number of participant-specific data points relative to demographics, socioeconomic status, program entry and exit, and apprenticeship placement and completion;
2. A series of *program intake, enrollment, and tracking spreadsheets* used by Building Futures' training and Apprenticeship RI teams and external partners to manage program operations; and
3. An *Apprentice Utilization Program (AUP) database* used by a different program team and external partners to monitor project-level compliance with applicable labor and apprentice utilization standards set forth by certain local ordinances and collective bargaining agreements. In all three instances, the legacy systems and processes:

- Require significant manual input to update and aggregate data as required to carry out routine programmatic tasks;
- Present obstacles to timely, actionable program and cross-organizational analytical activities; and
- Exist in organizational siloes that inhibit cross-training and unified, coherent, data-driven storytelling about program and participant activities.

In general, Building Futures is conceptually interested in procuring one or more integrated data products that will, overall, modernize and streamline inputs and outputs while improving daily business operations for key program and training personnel.

4. Scope of Work

The Consultant's scope of work may include, but is not limited to, the following phases. Building Futures welcomes proposals that recommend an alternative or refined approach.

4.1 Discovery and Current-State Assessment

- Conduct stakeholder interviews and document current data systems, workflows, and pain points
- Assess data quality, governance, security, and compliance posture
- Produce a current-state findings summary

4.2 Requirements Definition and Future-State Scoping

- Facilitate requirements-gathering sessions with staff and leadership
- Define functional and technical requirements for the proposed infrastructure upgrade(s)
- Develop evaluation criteria for vendor/solution selection
- Deliver a requirements document and/or technical scope of work suitable for vendor RFPs

4.3 Market Research and Vendor Landscape

- Identify and shortlist candidate vendors, platforms, or solutions
- Prepare comparative analysis (cost, functionality, scalability, support, risk)

4.4 Procurement Support

- Draft and/or issue a vendor-facing RFP or RFQ on Building Futures' behalf
- Support vendor Q&A, demonstrations, and reference checks
- Assist with proposal evaluation, scoring, and vendor selection recommendation
- Support contract negotiation as needed (advisory role; final decisions rest with Building Futures)

4.5 Transition & Handoff

- Document final recommendations and decision rationale
- Provide a transition/implementation roadmap for internal staff or a future implementation vendor

5. Deliverables

- Project work plan and timeline
- Current-state assessment report
- Requirements document / technical scope of work
- Vendor landscape and comparative analysis
- Procurement documents (RFP/RFQ, evaluation scorecards)
- Final recommendation report with implementation roadmap

6. Tentative Timeline

Building Futures anticipates the following high-level schedule. Proposed timelines from respondents may vary and should be included in the proposal.

Milestone	**Target Date**
RFP Issued	11/3/2026
Proposals Due	12/4/2026
Proposal Review and Finalist Interviews (if applicable)	12/5/2026-12/30/2026
Award Notification	1/8/2027
Engagement Start	2/1/2027
Anticipated Completion	4/30/2027

7. Budget

Building Futures has an estimated budget of $25,000-$30,000 for this engagement. Respondents unable to work within this range are still encouraged to propose alternative scopes or phased approaches that fit within budget constraints.

8. Consultant Qualifications

Respondents should demonstrate the following minimum qualifications:

- Demonstrated experience scoping and/or procuring data infrastructure (e.g., data warehouses, CRMs, cloud migrations) for comparable government or non-profit organizations of similar size, scope, mission, and programmatic portfolio.
- Familiarity with relevant data governance, privacy, and security requirements (e.g., HIPAA, FERPA, protocols related to sensitive program participant PII, and the like)
- Vendor-neutral approach to technology recommendations.
- References from at least two (2) comparable prior engagements.
- Familiarity with Registered Apprenticeship and/or related workforce development programs is preferred.

9. Proposal Requirements

Proposals should be concise (recommended maximum of 5-7 single spaced pages, excluding resumes/appendices) and include the following sections:

- Cover letter / statement of interest
- Firm or consultant background and relevant experience
- Proposed approach and methodology, mapped to the Scope of Work (Section 4)
- Proposed project team and roles, with resumes or bios
- Proposed timeline
- Pricing (fixed fee, hourly, or phased — please specify) and payment schedule
- At least two (2) references from comparable engagements
- Disclosure of any subcontractors or partner organizations to be used
- Disclosure of any conflicts of interest, including existing vendor relationships

10. Evaluation Criteria

Proposals will be evaluated based on the following criteria.

Criterion	**Weight**	**Score (0–5)**
Relevant experience & qualifications	25%	
Proposed approach & methodology	25%	
Team qualifications	15%	
Cost / value	20%	

Criterion	Weight	Score (0–5)
References	10%	
Vendor-neutrality / conflict of interest disclosure	5%	

11. Submission Instructions

- Submit proposals via email to msantacroce@bfri.org no later than 5:00PM EST on December 4, 2026.
- Proposals should be submitted as a single PDF file titled ["BuildingFutures_ConsultantName_RFPResponse.pdf"]
- Late or incomplete proposals may not be considered.

12. Terms & Conditions

- This RFP does not commit Building Futures to award a contract or to pay any costs incurred in preparing a response.
- Building Futures reserves the right to reject any or all proposals, negotiate with any respondent, or cancel this RFP at any time.
- The selected Consultant will be required to sign, without limitation, contractual documents including a scope of work and confidentiality agreements as applicable prior to engagement start.