

State Bar of Michigan
REQUEST FOR PROPOSALS (RFP)
Fractional Chief Information Officer (CIO) Services

1. Overview

The State Bar of Michigan is seeking proposals from qualified individuals or firms to provide **Fractional Chief Information Officer (CIO)** services. The selected partner will help guide the development of IT governance, infrastructure, and strategic direction through part-time, contract-based leadership.

This engagement will focus on creating IT policies and procedures, developing a multi-year IT strategic plan, establishing an IT steering committee, and defining the role of a future full-time IT Operations Director.

2. Organizational Background

The State Bar of Michigan is a public body corporate operating under the supervision of the Michigan Supreme Court and located in Lansing, Michigan. The State Bar has over 46,000 attorney members, an annual budget of \$12 million and a staff of 75 FTEs.

3. Scope of Work

The successful Fractional CIO will be responsible for:

A. IT Strategic Planning

- Assess current IT systems, staffing, and vendor relationships.
- Develop a 3–5-year IT strategic plan aligned with the organization's goals.
- Identify short- and long-term technology priorities and investments.

B. Policy and Procedure Development

- Draft and implement IT-related policies and procedures including, but not limited to:
 - Data security and privacy
 - Acceptable use
 - Vendor management
 - Business continuity and disaster recovery
 - Network and systems documentation standards

C. Governance and Decision-Making

- Establish an internal IT Steering Committee, including:



- Charter development
- Meeting cadence
- Decision-making framework
- Provide guidance to the leadership team on IT project prioritization and budget alignment.

D. Organizational Design and Role Definition

- Assess current and future IT staffing needs.
- Develop a detailed **job description and organizational fit** for a future IT Operations Director position, including responsibilities, reporting lines, and required qualifications.

E. Advisory and Leadership Support

- Provide part-time CIO-level insight and leadership to support key decisions during the engagement period.
- Advise on technology risks, trends, and opportunities.

4. Proposal Requirements

Interested parties must submit a proposal including the following:

- **Cover Letter**
- **Firm/Consultant Background:** Experience in fractional/virtual CIO work, particularly with associations or nonprofit organizations.
- **Approach and Methodology:** Describe how you will accomplish the Scope of Work.
- **Relevant Experience:** Examples of past clients and deliverables similar in scope.
- **Key Personnel:** Resumes or bios of those who will perform the work.
- **Timeline:** Proposed project schedule and availability.
- **Pricing Structure:** Hourly or retainer model, estimated hours, and total cost.
- **References:** At least two references from similar engagements.

5. Timeline

Milestone	Date
RFP Issued	September 18, 2025
Deadline for Questions	October 3, 2025
Proposal Submission Deadline	October 17, 2025
Final Selection	October 23, 2025
Project Start Date	October 30, 2025

6. Evaluation Criteria

Proposals will be evaluated on the following:

- Relevant experience and expertise
- Understanding of the scope and approach
- Demonstrated success in similar projects
- Availability and timeline
- Pricing value and transparency
- Quality of references

7. Submission Instructions

Please submit your proposal electronically in PDF format to:

Nancy Brown
Senior Management Advisor
State Bar of Michigan
nbrown@michbar.org

8. Terms and Conditions

- SBM reserves the right to reject any or all proposals.
- All costs incurred in the preparation of a proposal are the responsibility of the applicant.
- The successful bidder may be required to sign a confidentiality agreement.