CAHRD

Creating futures one family at a time!

REQUEST FOR RESOURCES (RFR) PROPOSAL

TO PERFORM

THE DEVELOPMENT OF A COMPREHENSIVE INFORMATION AND
TECHNOLOGY/INTERNAL COMMUNICATION SYSTEM

AND

WRITING PROPOSALS FOR FUNDING FOR PROGRAM DEVELOPMENT

DEADLINE TO SUBMIT: 4 P.M., MONDAY, MARCH 28TH, 2022

A. INTRODUCTION

(CAHRD) Centre for Aboriginal Human Resource Development Inc. is an Indigenous community driven, non-profit human resource development organization serving Winnipeg's Indigenous community. In support of its mandate, CAHRD has various divisions including Employment Services, Aboriginal Community Campus (an adult learning centre), Neeginan College of Applied Technology (post-secondary training), Neeginan Learning & Literacy Centre (literacy programs), Kookum's Place Daycare (2 facilities – Preschool and Infant Centres), and Neeginan Village (2 housing facilities).

CAHRD is seeking proposals for two aspects of its business:

1. The development of a comprehensive Information and Technology/Internal Communication System; and
2. Writing proposals for funding for program development.

Proposals will be considered for one or both of these features.

To accomplish this, a vendor aligned with CAHRD's values will be engaged to perform the described work. With this work completed, CAHRD will be able to begin to execute on the delivered roadmap in a considered manner to reduce technical and business risk in the future.

B. NATURE OF SERVICES REQUIRED

1. Information and Technology/Internal Communication System

The successful vendor will develop an Information and Technology/Internal Communication System Roadmapping Strategy to understand how CAHRD's current business processes and technologies enable current and future needs. The purpose is to develop a strategy that will transition CAHRD's current technologies, including CAHRD's internal communication and data storage/filing processes, into those that create more consistency and efficiency; and will be scalable into the future.

This will provide CAHRD with the information required to plan, set priorities and timelines for enhancing and developing said systems.

Project Information

The Strategy will consist of, but not limited to:

- A technical assessment of CAHRD's current technology highlighting business and technical risks, and position on technology life cycle.
- Documentation mapping current business processes including the technology being used to enable them, the staff engaged in them, the information used as inputs and outputs, and any deficiencies or opportunities from both a business and technical perspective.
- Documentation articulating current business strategy and future vision.
- Documentation articulating current technology strategy and future strategy aligned with the future business vision.

- A future business plan to enable the future business vision.
- A future technology plan to enable the future technology strategy.
- A gap analysis to articulate the work required to move from the current state to the future state.
- A series of proposed projects and high-level cost estimates of those projects to accomplish the work discovered in the gap analysis.
- Recommended polices and guidelines for Information Technology including internal communication and data storage/filing.
- A transformation road map that organizes the projects in order of business priority and current technical risk.

Deliverables

- Strategy is written in nontechnical terms to be understandable by non-IT people.
- Workplan and budget outlined - costs and budget for time and materials.
- Presentations to management staff for input into IT Strategy.
- Project is completed within 5 months from start date.
- Submissions should include:
    - Demonstration of expertise of project team.
    - References showing consultant's ability to deliver similar projects on time and within budget.
    - Range of services that will be provided and timing of deliverables with related fees.

2. Writing Proposals for Funding for Program Development

CAHRD is requesting submissions to write proposals to secure funding for program development.

Deliverables

- Will be available to write proposals as required.
- Will consult with CAHRD regarding proposal requirements.
- Monitor government funding opportunities.
- Will provide completed proposals in a timely manner.
- Will keep information about CAHRD and proposal confidential.
- Submit costing model.

C. SUBMISSION OF PROPOSAL(S)

The submission of Request for Resources (RFR) proposal(s) is due by 4 p.m., Monday, March 28th, 2022.

All submissions should be forwarded by electronic means to:

> Heather E. Ranville
> Executive Assistant
> (CAHRD) Centre for Aboriginal Human Resource Development Inc.
> 304-181 Higgins Avenue
> Winnipeg, MB   R3B 3G1
> E: hranville@abcentre.org

The date and time of proposal submission is firm unless waived in writing due to unforeseen circumstances. Enquiries regarding the RFR can be directed to Heather Ranville via email or at 204-989-7111.