January 30, 2024

REQUEST FOR PROPOSAL (RFP)
TO PERFORM THE DEVELOPMENT OF A COMPREHENSIVE INFORMATION AND
TECHNOLOGY/INTERNAL DATABASE SYSTEM

DEADLINE TO SUBMIT: 4 P.M., MONDAY, FEBRUARY 24TH, 2025

A. INTRODUCTION

Neeginan Education, Training and Employment Services, Inc. (NETES) is an Indigenous community driven, non-profit human resource development organization serving Winnipeg's Indigenous community. In support of its mandate, NETES 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), NETES Finance division and Neeginan Village (2 housing facilities).

NETES is seeking proposals for the following aspects of its business:

1. The development of a comprehensive Information and Technology/Internal Database system to replace all existing databases that currently is used by NETES Employment services, Neeginan College, Aboriginal Community Campus, Neeginan Learning & Literacy, Kookum's Place daycare, NETES Finance and Neeginan Village Housing Data systems.

To accomplish this, a vendor aligned with NETES's values will be engaged to perform the described work. With this work completed, NETES will be able to begin to execute the plans from it's roadmap to reduce technical and business risk in the future.

B. NATURE OF SERVICES REQUIRED

1. Information and Technology/Internal Database System

The successful vendor will develop an Information and Technology/Internal Database System to replace 3 existing data base systems. The purpose is to develop a Database system that will transition NETES's current technologies, including NETES' CATS, ACC and NEEGINAN COLLEGE data systems as well as two smaller systems built for our DAYCARE and HOUSING, into one system for all of NETES to engage. The new system will be made using Microsoft Dynamics to create more consistency and efficiency; and will be scalable into the future.

Project Information

The Database system will consist of, but not limited to:

- All functionality of NETES current CATS based system written in Microsoft SQL, Microsoft Access and Visual Basic, as well as ALL the functionality of the Aboriginal Community Campus' student system written in filemaker and all the functionality of Neeginan College's student system also written in filemaker. Also included is Neeginan Learning and Literacy student system, NETES finance system (for billing and accounting of programs), Kookum's place daycares (infant and preschool), and finally our existing Housing software from filemaker data systems. The latter three databases are currently smaller individual databases to be incorporated by the new system.

- New functionality determined while doing discovery on existing data systems and user/admin interviews to determine what is required. This discovery will encumber all departments: NETES Employment Services, Education (Neeginan College, Aboriginal Community Campus, and Neeginan Learning and Literacy), Netes Finance, Daycare (preschool and infant centre) and housing).

- Interdepartmental security levels to only allow access to the section of the database that the user is allowed. An employment services employee will have access to all areas they require but will be blocked out from seeing information from the ACC or NEEGINAN COLLEGE areas unless it is pertinent (such as client personal information such as name, marital status, address, contact information or anything else they require. Likewise, any employee from Neeginan College or ACC will only have access to the sections surrounding their areas. This is also true for other departments who will use this system such as finance, daycare, housing manager.

- Documentation articulating how to use from each area. Employment services will have its own manual, same for Education (ACC, NC, NLLC), Daycare (Infant and Preschool), Finance and Housing. This is to be started by successful vendor and continued by the NETES Information technology department. All basic functionality of the database system for each department will be detailed as much as possible and revisions will start at version 0.5 upon beginning.

- Recommended polices and guidelines for Information Technology including internal communication and data storage/filing for the new system. Also any advice on best practices or industry standards in the installation, initial setup and on-going use of the new data systems are to be provided by the successful vendor to undertake this project.

Deliverables

- Workplan and budget outlined - costs and budget for time and materials.
- Project is 100% completed within 24 months from start date.
- Presentations to management staff for input into IT Strategy
- User manuals are to be written in nontechnical terms to be understandable by non-IT people. User manuals written in nontechnical terms to be understandable by non-IT people.

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.

C. SUBMISSION OF PROPOSAL(S)

The submission of Request for Resources (RFR) proposal(s) is due by 4 p.m., Monday, February 24th, 2025.

All submissions should be forwarded by electronic means to:

Scott Desjarlais
Information Technology Director
Neeginan Education, Training and Employment Services, Inc. (NETES)
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E: sdesjarlais@netes.ca

The date and time of proposal submission is firm unless waived in writing due to unforeseen circumstances. Enquiries regarding the RFP can be directed to Scott Desjarlais via email or at 204-989-7130.