

Request for Proposal

Date: February 17, 2021

Organization: Atlantic Canada's First Nation Help Desk, Mi'kmaw Kina'matnewey

Title: Virtual Solution for Atlantic First Nation Health Centre Teams

Deadline: **March 3, 2021, 4:30pm Atlantic Time**

Introduction

Atlantic Canada's First Nation Help Desk (ACFNHD) and Mi'kmaw Kina'matnewey (MK) are seeking proposals from consultants/firms to lead this project that will explore the need for and potential solution for the sharing and storage of health related information relevant to the needs of First Nations health centre teams. The successful consultant/firm will work closely with the ACFNHD team and others, including the First Nation & Inuit Health Branch (FNIHB) and health centre teams from across the Atlantic First Nation communities.

MK encourages all enquiries with respect to the expectations and/or scope of work sought through this proposal by email to Allan MacKenzie, Director of ACFNHD at: allan@kinu.ca. Consultants/firms will be selected for this project based on the criteria stated in the Scope of Service below. All proposals received via email by 4:30pm Atlantic Time on March 3, 2021 will receive full consideration.

Background

The successful consultant/firm will lead the project in assessing, understanding the needs, and identifying and evaluating possible virtual solutions that will facilitate an improved experience for Atlantic First Nation health teams to access information, communicate, and share. The solution is anticipated to be a website with functionality that permits rapidly evolving content, a secure environment, real-time updates, and collaboration.

Specific to health, ACFNHD provides the following for health centres across Atlantic Canada's First Nation communities:

- Fibre connectivity;
- Management of routers, switches, and Local Area Networks (LANs);
- Protection against inappropriate content, virus and malware threats;
- Video conferencing and other help desk services.

Scope of Service

- With guidance from ACFNHD, engage an advisory group with representation from various parties including but not limited to: FNIHB, health centre teams, ACFNHD;
- Meet bi-weekly (in person or virtually) with the advisory group to provide updates on progress and seek direction;
- Gather previously obtained data that would inform the work;
- Conduct surveys, focus groups, and key stakeholder to further understand the need and desired functionality of the solution;
- Adopt/develop a tool or matrix to evaluate solutions, considering functionality and alignment with needs of First Nation health centre teams;
- Based on the assessment, identify the following:
 - Initial design and development of the virtual solution;
 - Estimated costs and resources associated with content management, maintenance, licensing, and website host.
- In consultation with the advisory group, determine the best options;
- Based on evaluation, identify, rank, and provide a rationale for each solution.

Report/End Result

It is hoped that the end result will be the implementation of the recommended virtual solution. Maintenance and content management may or may not be contracted out.

Proposal Submission

1. Cover letter of transmittal;
2. Legal name of the consultant/firm, address, phone, email address, year the firm was established, and type of business;
3. If applicable, an organization chart indicating roles of all individuals and firms involved in this project, as appropriate. Include brief resumes for all individuals identifying their qualifications and experience;
4. A clear articulation to the firm's approach to be used in this project;
5. Qualifications, related experience, and references;
6. Proposed scope of work and plan to accomplish the work, including a timeline showing completion dates for all segments of work;
7. Fee schedule and proposed fee to accomplish the work.

Please submit your proposal to: allan@kinu.ca