



## Request for Proposal

### Data Architecture and Strategic Consulting Services

#### Abilities Centre

##### **I. Introduction**

Abilities Centre is soliciting proposals for consulting services in the area of data architecture and strategy. The successful applicant will present a proposal that includes conducting an audit of our organization's current data collection process, the various CRMs used by departments, the success/challenges and utilization of *ActiveNet*, recommendations for investments and resources required in successful data architecture, an implementation plan and a final report. Your response to this Request for Proposal should be clear and concise regarding processes to be undertaken, timelines, associated costs, and any other considerations.

Term of Engagement - The agreement shall be for a maximum of a four-month period and shall become effective immediately upon execution by all parties with implementation of all specified services to take place before the end of Q2 (August 31, 2025).

Compensation – Compensation for services shall be a fixed annual price for the duration of the engagement. Any extensions shall be performed at prices to be negotiated before the option is exercised.

##### **II. Description of Abilities Centre**

Abilities Centre is a non-profit organization and registered national charity with an annual budget of approximately \$8 million. We employ approximately 47 full-time staff and 75 part-time staff who deliver programs and services for people of all abilities, with special focus on the needs of individuals with a disability. These services include the operation of an accessible fitness facility, as well as the provision of employment services, adult day programs, camps and sport programs, post-rehabilitation, physical literacy and therapeutic recreation programs.



### III. Nature of Services Required

#### A. General

Abilities Centre is soliciting the services of a qualified consultant to provide the services and direction required to develop a robust strategic data architecture and implementation plan. These services are to be performed in accordance with the provisions contained in this request for proposals.

#### B. Qualifying Requirements

**Qualified Firm:** Consultants submitting proposals must be qualified to perform the prescribed duties in the Province of Ontario.

**Location:** Abilities Centre aims to support local (Durham Region) businesses and organizations who share our mission of accessibility and inclusion.

#### C. Scope of Work to be Performed

Abilities Centre desires the consultant to express an opinion on the fair presentation of its basic data audit with generally accepted principles, and to present a management letter to accompany all recommendations.

#### D. Standards to be Followed

To meet the requirements of this request for proposals, the consultant shall perform their duties with sound data governance and compliance.

#### E. Key Deliverables

- Interview Executive Leadership Team and all Department Leads
- Audit of Current Data Collection Points and CRMs used by Abilities Centre
- Perform SWOT Analysis of Current Environment.
- Data Architecture
- Technology Roadmap
- Technology Risk Assessment
- Integration Strategy
- Data Management Structure
- Analytics and Business Intelligence Opportunities
- Staff Training and Implementation Plan
- Final Report



#### F. Meetings to Attend

It is expected that the Consultant will meet with various Abilities Centre staff as needed in the lead up to, and throughout, the audit, strategy and implementation process.

Once the reports have been completed, it is expected that the Consultant will meet with Abilities Centre's Executive Leadership Team to present the results of the audit prior to drafting a strategy and implementation plan.

### **IV. Elements to Include**

#### A. Practice in Ontario

An affirmative statement should be included indicating that the Consultant and all key professional staff are properly qualified to practice in Ontario.

#### B. Consultant Qualifications and Experience

The proposer should state the qualifications and experience obtained which makes them fit to perform the duties of this Request for Proposal.

#### C. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required in this Request for Proposals.

Proposers will be required to provide the following information on their approach:

- Proposed segmentation of the engagement.
- Number of hours to be assigned to each proposed segment of the engagement.
- Sample size and the extent to which statistical sampling is to be used in the engagement.
- Type and extent of analytical procedures to be used in the engagement.
- Approach to be taken to gain and document an understanding of Abilities Centre's internal data structure.



D. Reports Required to be Completed

The proposal should include a listing of the reports and work that will be required to be completed by Abilities Centre prior to the commencement of the formal engagement.

E. Timelines

The proposal should include key timelines for all major steps, decisions, and deliverables, as well as clear delineations of what actions the applicant would be responsible for, and what actions Abilities Centre would be responsible for.

F. Cost

The proposal should include a fully costed budget, as well as clear payment terms and timelines that are attached to firm deliverables.

**As a charity, Abilities Centre welcomes offers to provide a portion of the service in-kind and can provide a business tax receipt for any in-kind donations.**

G. References

The proposal should include contact information for two client references.

**Submissions will be accepted until end of day March 27, 2025 and should be sent by email to David Wade, Vice-President, Finance, at [dwade@abilitiescentre.org](mailto:dwade@abilitiescentre.org).**

Submissions will be reviewed by the Vice-President, Finance with consultation from the Manager, I.T. Services. An interview will be scheduled with chosen applicants no later than March 31, 2025, and a recommendation of a preferred candidate brought to the Executive Leadership Team for final approval.