Request for Information (RFI)

INTRODUCTION:

The Grants and Contribution Transformation initiative at Global Affairs Canada has a 5-year plan (2023 to 2028) to streamline and modernize its Grants and Contributions system to support the International Assistance envelope. The initiative's goal is to make the system more efficient, effective, transparent, responsive and accountable. It will serve the needs of Programs funded by Global Affairs Canada, Partners and Canadians. The initiative will focus on minimizing the administrative burden, making it easier to apply for assistance, improving risk assessments and making performance data more current and easier to share.

We are transforming our Grants and Contributions system by replacing and automating outdated technology as well as streamlining business processes. As this initiative advances, we will rethink our approach to international assistance. We are committed to integrating the principles of diversity, inclusion and cooperation into every exchange and process.

The expected benefits of the Grants and Contributions Transformation initiative are:
- *Focusing on performance:* International assistance projects will take less time to administer, which will provide more time to monitor their performance.
- *Greater Impact:* Canadians will benefit from a system that emphasizes achieving greater value for every dollar invested.
- *Less time and financial investment for partners:* It will be easier to apply for Canadian International Assistance funding. Partners will receive a response to their proposals faster. Once funding has been approved, partners will spend less time on administrative tasks for their projects.
- *Evidence-based decision making:* This initiative aims to provide more accurate and current data about projects in relation to Partners, Themes, Countries and Regions which in turn will help Global Affairs Canada to make better funding decisions.

The Grants and Contributions Transformation initiative is divided into 3 phases.

1. *Phase 1 – Foundations:* A rethink of the way we capture, manage and share the information needed to deliver programs, including:
    - Harmonizing our risk-management and project-management processes
    - Creating a governance framework (for user access, document management, workflow/escalation and data)
    - Establishing a secure system for collecting data
2. *Phase 2 – Automation:* identifies and develops ways to reduce administrative tasks, allowing the focus to be put on what matters, including automated workloads and task management. It will also provide better financial management and reporting.

3. ***Phase 3 – Customization:*** Introduces solutions for which we do not yet have the tools nor the ability to implement, such as:
      o Automating processes at the project level
      o Managing data from multiple sources
      o Providing a virtual space for the Government of Canada and its stakeholders to share information

BACKGROUND:

The Grants and Contributions Transformation Initiative addresses commitments made in Canada's Feminist International Assistance Policy:

- Streamline and accelerate funding and reporting procedures of grants and contributions
- Reduce the administrative burden on recipients of funding
- Be more responsible, transparent and predictable

In his mandate letter to the Minister of International Development, the Prime Minister asked that Global Affairs Canada to improve the way we manage and deliver international development assistance. Modernizing the Government of Canada's grants and contribution system will create positive change in people's lives around the world.

OBJECTIVE:

The specific objective of this Request for Information (RFI) is to determine if there is an existing Grants and Contributions accelerator currently available that would either speed up the introductions of the base functionality or decrease the cost of installing the base technology, or preferably both. The focus of RFI is to determine if industry such product that addresses commitments made in Canada's Feminist International Assistance Policy:

- Streamline and accelerate funding and reporting procedures of grants and contributions
- Reduce the administrative burden on recipients of funding
- Be more responsible, transparent and predictable

The result of the RFI will provide sufficient information for the management team leading the Grants and Contributions Transformation initiative to either:

- Continue on the existing path of building the base functionality
- A Request for Proposal (RFP) might be generated in the event several vendors have existing solutions that would fulfill the requirement
- An Advance Contract Award Notice (ACAN) might be generated in the event a single vendor exists that fulfills the requirements.

SPECIAL CONSIDERATIONS:

Language: All services can be performed in either of the official languages, English and/or French.

Security: There are no security requirements for the request for information

Technical Architecture: Global Affairs Canada (GAC) has standardized on the Microsoft Power Platform and as such is looking for solutions built on a Microsoft compatible platform.

RESPONDING TO THIS RFI:

RFI responses must include:

- Written and/or published indicators that the software solution already exists in a production environment.
- Understanding and acknowledgement that if a vendor's written submission is considered compliant, an online demonstration of the existing functionality will be required.
- Understanding and acknowledgement that if the demonstration of the software confirms that the existing software is compliant, 3 reference sites where the software has been installed and is currently in production must be submitted.
- Name of the primary point of contact for the response including email address and phone number

The RFI responses must also include responses to the following:
1. Provide an overview of your Grants & Contributions (G&C) offering
2. Describe the prebuilt functional components that comes with vendor solution
3. Describe the data model that comes with the vendor solution
4. Outline the solution roadmap
5. If you have an innovation center, describe it.
6. GAC is looking for Microsoft compatible based solution, therefore describe how your product is Microsoft compatible, including but not exclusively:
   a. Describe your partner status and why this is important to continued success of the solution.
   b. Do you have a Microsoft Development Center / access to a Microsoft Development Center, describe.
7. What accessibility standards does your solution comply with?
8. The solution must support both official languages; describe your approach to ensuring the solution meets Canada's language requirements.
9. Would the vendor be able to provide a demonstration of their solution within two weeks of the completion of the closing date of the RFI?
10. Not including any professional services, what would the purchase or license cost of the software solution be for an enterprise license for all Global Affairs Canada staff. If the license cost is considered on an installation and on an annual maintenance basis, vendor must include both the original as well as the expected annual maintenance cost.
11. To be compliant, in addition to the above, the solution must have, and demonstrate the following existing functions and/or features using no code:

- Access Control Management
  - Including administrator functions to provide the ability to define user or group permissions on a field by-field basis and customize online forms with colors, fonts, and branding
  - Including external or unvalidated users
- Business Process Management
- Data Management
- Document Management
- Embedded and configurable Machine Learning
- Global Search Services
- Grants and Contribution Management
  - Including functions for Grant Managers to leverage payment schedulers to automate and optimize the grant administration process
- Mobile Access
- Automation for Workflow
  - Including automated approval process with configurable workflow steps
- Outcome Management
  - Including the ability to measure and evaluate impact for more strategic decision making.
- Customizable Dashboards:
  - Including multiple customizable dashboards that summarize the applications, awards, and tasks currently relevant to each user
- Report Designer:
  - Including Grantor access to a report designer allowing flexibility for multiple sections, templating, and word counts.
- Evaluation Interface:
  - Including an application review process that leverages a simplified application review interface with side-by-side application responses and reviewer scoring and comments.
- Smart Navigation:
  - Including grant application forms support question branching based on how the Grantee answers each question.