



## REQUEST FOR PROPOSALS – DIGITAL INFRASTRUCTURE PROCUREMENT

The Canadian Information Processing Society (CIPS) is a federation of Provincial Societies whose individual members at the Provincial level are information technology professionals. CIPS advocates on behalf of its members and the public for competent and ethical IT products and services. CIPS also provides leadership and guidance to the IT community, including members of the public and government policy makers provincially, nationally and internationally. For more information on CIPS and CIPS services including certification and accreditation see: [www.cips.ca](http://www.cips.ca)

### **CIPS' Need**

As part of a new three year plan CIPS needs a new website that enables the improved delivery and security of member information, services and benefits. The website needs to be fully integrated with a robust member management system.

Key elements are a website, an identity management system, a member management system (MMS), a learning management system (LMS), and an automated certification application and discipline process. The underlying architecture of the National website needs to accommodate sub-domains for CIPS Provincial Society websites.

Through agreements with its Provincial Societies CIPS National is responsible for managing member data collecting member dues and for accepting and assessing applications for certified member status in the Provinces.

### **Current Infrastructure**

CIPS currently has a word-press website hosted off-site by Cirrus Tech Limited which is maintained and updated by a contract employee. CIPS uses Membee as its member management system and Moneris for its payment gateway. While certified members of CIPS are required to obtain professional development credits, CIPS does not have a learning management system and its certification application and disciplinary process are largely manual.

### **Scope of Work**

CIPS National requires the assistance of a consultant or firm with proven experience assisting associations to procure and deploy comprehensive digital capabilities.

More specifically the scope of the procurement work will include but not limited to:

Identification and documentation of CIPS' requirements;

Development of an RFP;

Identification of potential vendors and distribution of the RFP to identified entities;

Participation in the review of RFP submissions;

Participation in the selection of the best solution for CIPS.

### **Submission Content**

Interested parties should respond with proof of experience, a proposed approach, proposed price and team lead.

**Submission Deadline**

All proposals should be submitted in writing no later than 8 pm eastern on Monday May 14, 2021. Proposals are to be sent to the attention of:

Mary Jean Kucerak  
Chief Operating Officer  
[mj@cips.ca](mailto:mj@cips.ca)

Receipt of your proposal will be acknowledged. Late proposals will not be accepted or opened by CIPS.

**Submission Evaluation**

All submissions received by the deadline will be reviewed by CIPS. The review process will include an interview with at a minimum the Team Lead. In reviewing all submissions, points will be awarded as follows:

Relevant Experience including professional qualifications of the suggested team 25%,

Proposed approach 25%

Cost 25%

Interview 25%.

Team members in possession of the I.S.P. and or ITCP would be considered an asset.

CIPS reserves the right after conclusion of its review process to not select a winning bid.

**Evaluation Timelines**

CIPS anticipates that the review process will be completed by June 15, 2021. Negotiations to finalize a contract with the selected bidder will be concluded by June 25, 2021 with work to commence July 5, 2021.

**Questions and Answers**

Any questions related to this Request for Proposals should be submitted in writing no later than May 5, 2021 to [mj@cips.ca](mailto:mj@cips.ca) .

Responses to all questions received will be posted to [www.cips.ca/RFP](http://www.cips.ca/RFP)