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Vital Signs Data Partner

REQUESTS FOR PROPOSALS

August 2024



Project Description

Community Foundations of Canada (CFC) is seeking proposals for a Data Partner in the [Vital Signs Program](#). Vital Signs is Canada's most extensive community-driven data program, spearheaded by CFC and led by community foundations (CFs) around the world.

CFC is looking for a partner who will be able to build data infrastructure over time. As the first step in this process, we are seeking proposals for a pilot project to explore utilizing Vital Signs to elaborate on learnings and public datasets related to the [Healthy Communities Initiative \(HCI\)](#).

The purpose of this Request for Proposals is to identify a Data Partner with appropriate expertise that can provide comprehensive data in a manner that is cost-effective, flexible, and prioritizes open access to community level data. The ideal partner would lead the design and creation of a customizable and user-friendly dashboard, map and/or other data projects (available in both official languages) using appropriate software to help CFC and CFs better understand how Vital Signs data trends across Canada and how they compare to other communities and nationally. CFC is open to considering additional scopes of work to continue to build on this data platform as future needs arise after successful implementation of this first phase of work. In addition, the Data Partner should have experience with capacity building, ideally with community foundations, to help them better understand, utilize and communicate about their local data.

About CFC

At CFC, our purpose is to relentlessly pursue a future where everyone belongs. We believe in a future that is bright; a future that is just and sustainable; a future that goes beyond the status quo. We're building a movement that connects community foundations, people and partners to make this future a reality.

We do this through:

- National granting programs for charities and nonprofits;
- Learning and capacity-building opportunities for philanthropic organizations, and;
- Creating connections and opportunities across the philanthropic sector.



How We Work

Our team is committed to working together in ways that best support community, our team and our partners. This outlines how we prefer to work with partners, and we encourage partners to reflect on this and suggest ways to adapt it to encapsulate their own ways of working.

We ask that CFC and partners commit to...	We do this by...
Build trust through reliability and transparency	- Proactively communicating when there is new information and delays - Prioritizing and adapting to ensure established deadlines are met wherever possible
Champion opportunities for impact by working within CFC structures and systems for maximum efficiency	Using CFC systems for project management, communications and invoice to ensure efficient use of community funds
Embed learning and reflection through open and solutions-oriented feedback	- Delivering and receiving feedback openly and work together to implement - Being timely, clear and specific in our feedback
Tell the story of community philanthropy by ensuring our work is accessible, open and inclusive	- Simplifying content and explanations wherever possible - Making content and information freely accessible - Ensuring a diversity of perspectives are considered

Project Objectives

As we reimagine the possibilities of what the Vital Signs Program can help us understand this project is seeking to achieve the following:

1. Build a bilingual data platform utilizing software and data visualization tools that are cost-effective and scalable to visualize Vital Signs data across the country for the network of 207 community foundations.
2. Help CFC identify and add the right datasets from StatsCan or other open data sets to clearly communicate with CFs and other stakeholders. Specifically for this pilot project focusing on data related to the Healthy Communities Initiative objectives and outcomes, including:
 - a. creating safe and vibrant public spaces where everyone belongs;
 - b. improving mobility options and accessibility, and;
 - c. providing innovative digital solutions to improve connections.
3. Engage in capacity building to help CFs and CFC more easily access and utilize the data in various formats (e.g. downloadable spreadsheets, dashboards, etc.), to understand and utilize their data in more impactful ways.



Budget, Timeline and Scope

Budget

The budget for this initial pilot program is a maximum of \$20,000 + HST, with the possibility of additional projects upon completion of the initial phase of work.

Additional project budgets will be determined based on the scope and deliverables.

Scope of Work and Timeline

The vendor will be selected by the end of August, 2024. Agreements must be signed and invoices for this project must be submitted by September 15, 2024. The duration of this project will be from September 2024 to February, 2025.

Timeline	Deliverables
<i>Phase 1: Plan</i> September 2024 to October 2024	• Responsible for creating a mutually agreed upon work plan that has clear RACI allocation, aligns with project timelines (see below) and uploading this work plan into CFC's project management software. • Responsible for leading up to 4 x 1 hr planning meetings with the CFC team to carry out the planning work and a clear agenda provided in advance • Responsible for submitting a proposal for the appropriate platform and/or software to house data with a clear analysis of the cost implications, ability to grow and adapt with Vital Signs and functionality for end-users. Explore up to 2 alternatives, if required, based on CFC feedback ◦ CFC will provide up to 2 rounds of additional questions and clarifications and provide a decision on the platform by October 2024. • Identifying and agreeing upon data sets to complement Vital Signs Data in service of the Healthy Communities Initiative—related to placemaking, public spaces, etc. and clean/update them accordingly (e.g. utilizing CFC's catchment areas for the Community Foundation Network). • Participate in ongoing bi-weekly and/or monthly meetings.



Timeline	Deliverables
<i>Phase 2: Design and Build</i> October- December 2024	● Responsible for identifying data indicators from StatsCan that would serve the objectives of Vital Signs priorities and the objectives of the Healthy Communities Initiative related to placemaking and cultural, recreational and community spaces, etc. and clean/update accordingly. This could include up to 15 indicators. ● Responsible for working with the CFC team, and where appropriate community foundations, to confirm catchment areas for the community foundation network in alignment with Census Subdivisions ○ CFC provides up to 2 rounds of feedback based on consultations with community foundations. ● Responsible for leading up to 3 x 1hr design sessions in the chosen platform to come to consensus on features, visualizations and data points to include using sketches, wireframe and journey maps where appropriate. ● Responsible for building all data visualizations and maps. ● Responsible for tracking any English text which would require translation and providing in an editable format to CFC for translation. Responsible for updating the French side of the platform with translations. ● Responsible for leading a QA session with the CFC team and making adjustments prior to launch to ensure accuracy and accessibility with final sign off from CFC. ● Create a final data platform available in English and in French with sign off from CFC.
<i>Phase 3: Sharing and Learning</i> January 2025 to February 2025	● Responsible for troubleshooting any issues during launch and making adjustments as needed. ● Responsible for planning, designing and delivering, in consultation with CFC, up to 3 capacity building sessions or resources (e.g. webinars, workshops, etc.) to the community foundation network on how to access the data platform, filter their data appropriately, export their data, etc. ● Responsible for participating in a debrief and learning



Timeline	Deliverables
	retrospective led by CFC on the project.

Evaluation Criteria

CFC will use the following criteria to evaluate all proposals. All applicants should submit by August 26, 2024 and will be notified of the result by September 4, 2024.

Criteria	Description	Weight
Capacity and availability	The Data Partner has the capacity to deliver the work in the timeline proposed.	/20
Community Foundation Expertise	The Data Partner is sufficiently familiar, or has a plan to become familiar, with the community foundation model and audiences, as well as the philanthropic and nonprofit sectors.	/20
Data Visualization Expertise	The Data Partner has sufficient experience with data visualization tools that utilize geographic data, working with large, publicly available datasets, and layering different datasets together in easily understandable and digestible formats.	/30
Budget	The Data Partner has provided sufficient budget details that align with the stated budget. Note that budgets over the stated amount will not be considered.	/20
Overall Fit and adaptability	The Data Partner demonstrates an overall fit with CFC's culture, goals, and ability to work flexibly to ensure that the project meets its objectives and can be utilized by CFC in the future.	/10



Point of contact

If you have any questions about any of the above, or about submitting a proposal for this RFP, please contact Kathleen Slemon, Manager Monitoring, Learning and Evaluation at kslemon@communityfoundations.ca.

Submission requirements

To submit a proposal to this RFP, please respond to the complete list of questions in the following [ZohoForm](#). We invite you to prepare your responses in advance and copy and paste them into the [online application form](#) once this step is complete (answers can only be submitted once online.)

1. Name and email of contractor/vendor
2. Please summarize your approach or strategy to this type of work (max 150 words)
3. Please summarize your relevant expertise and experience, including links to project or deliverable examples. (max 300 words)
4. Please provide a timeline of how quickly you would be able to start this work with CFC if awarded the project (max 200 words)
5. Please provide a pricing schedule and/or a project budget (max 200 words)
6. Please provide any additional information, examples or experiences you believe might be relevant to this project. (max 500 words). If you would like to attach CVs of team members, examples of comparable projects, or other documents, please do so here (upload).
7. Please provide the contact information of 2 references who can speak to similar work you have conducted.

Proposals will be accepted until **August 26, 2024** and all applicants will be notified by **September 4, 2024**.