

MA MAWI WI CHI ITATA CENTRE

We all work together to help one another.



REQUEST FOR PROPOSAL Information Technology Strategy

Proposals Must be Submitted by
4:00 pm, Friday, January 28, 2022
via e-mail in PDF format to:

Crystal Laborero, Consultant
Laboreroconsulting@gmail.com

December 9, 2021



Prepared For:
Ma Mawi Wi Chi Itata Centre
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INTRODUCTION

Ma Mawi Wi Chi Itata is a grandmother in the Winnipeg family of community service providers. She was established in 1984 to reclaim Indigenous people's inherent role and responsibility as the caregivers for Indigenous children and families. We are a community mandated, Indigenous directed and supported family support service organization delivering community-based programs and services to Indigenous children, youth and families living in Winnipeg.

In the true spirit of our name, Ma Mawi Wi Chi Itata, *“we all work together to help one another”*, our Centre has been a grounded, stable presence in Winnipeg's Indigenous community for over 30 years. We operate from a passionate belief in the resiliency of our Indigenous families and recognize they live and grow with a full range of spiritual, mental, physical and emotional strengths necessary for strong family and community relationships. We truly believe our families have inherent strengths and it is our role to create opportunities to realize these strengths. There is something very uniquely different and natural about how we care for one another... we often refer to this as the *“Ma Mawi Way”*.

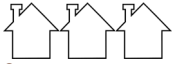


Today, with over fifty (50) programs, eighteen (18) sites, and 250+ Indigenous staff and 850 Indigenous volunteers, we provide a valued local presence in key neighbourhoods where our community lives. The Centre operates, three community care centres that connect individuals to a wide range of family resource support services and volunteer/capacity building opportunities, five residential care facilities and three foster care programs for children in care, a thriving Indigenous youth department with over 3,000 Indigenous youth registered in various cultural, training and employment readiness programs, youth leadership development and lastly, several innovative programs rooted in Indigenous knowledge: Aboriginal Head Start Program, Spirit of Peace - family violence prevention, Cultural Learning and Wellness Centre, Indigenous-led Housing First for adults and youth and Family Group Conferencing.

Since our inception, the Ma Mawi Wi Chi Itata Centre has evolved from being an advocacy-based agency, to one that works to empower community members to practice self-care through preventive and supportive services for children and families. Our organization is governed through an incorporated Board of Directors, comprised of knowledgeable and dedicated individuals from the Indigenous community.

Ma Mawi Wi Chi Itata Centre strongly believes in accountability, transparency, and effective use of resources. Authority for day-to-day operations is delegated to a management team consisting of an experienced Executive Director, Program Support, Program Development, Human Resources, Operations, Communications and Finance Managers and Executive Assistant. Programming is delivered through site offices, overseen through qualified Team Leaders. All areas within Ma Mawi are fully accountable, with regular reporting through to the Board of Directors by written reports, financial statements and annual audits.

Our annual budget is \$22 million. Funding Partners are Province of Manitoba, City of Winnipeg, United Way of Winnipeg, Winnipeg Foundation, Government of Canada, Rotary Club

of Winnipeg, other Foundations, private sector, individual donors, fundraising events and investments in our training social enterprise.

<p>COMMUNITY CARE</p>  <p>3 community care sites</p>	<p>COMMUNITY CARE (3) locations are natural gathering places for Winnipeg’s urban Indigenous community that are community driven, culturally relevant prevention and support-based programs that include drop-in, emergency services, workshops, training and volunteer opportunities.</p>	<ul style="list-style-type: none"> • Asset Builders Program • Community Drop-In • Short-term Emergency Services • In-home Support Services • Lunch Program: Winnipeg Harvest • Parenting Program: embracing the family spirit • Personal Growth and Development • Referrals and Advocacy • Senior and Youth programming • Community Mobile Outreach • Volunteer Program
<p>CARING FOR OUR RELATIVES <small>(formally named “children in care programs”)</small></p>  <p>3 care home programs 5 youth care homes family group conference all our relations lodge - (visiting-reunification) youth mentorship housing (youth aging out)</p>	<p>CARING FOR OUR RELATIVES <small>(formally named “children in care programs”)</small> Protect children and honor the sacred bond of families with their children by ensuring (a) connections to family are maintained (b) family group conferencing serves as a foundation to heal and rebuild families. We acknowledge the broader & inclusive Indigenous definition of the family.</p>	<ul style="list-style-type: none"> • Care Homes (also known as foster care): Emergency placement, short and on-going Indigenous care homes • Youth Care Homes (also known as group care): female and transgender 13 -17 and boys 11-14 years of age • Family Group Conferencing (FGC) • All Our Relations Lodge - visiting-reunification home resource • Nicikwe/Niciwam - in-home support • Youth Housing Programs (also known as youth aging out): Yellow Shawl Mentorship Housing, Youth Housing First Program and In-Home Mentorship Support.
<p>YOUTH LEADERSHIP DEVELOPMENT several youth driven programs in education, recreation, training and employment rooted in Indigenous culture that promote leadership.</p>	<p>Investing in INDIGENOUS YOUTH LEADERSHIP DEVELOPMENT that honors youth as the current and future generation of leaders through culture, education, recreation, empowerment, training, employment and leadership development opportunities.</p>	<ul style="list-style-type: none"> • Pow Wow Clubs: all ages • Hunters and Gatherers: scouts program • Positive Athletic Cultural Experiences: PACE • Positive Adolescent Sexuality Workshops: PASS • Future is Yours - employment readiness • Summer programming and camps • Rites of Passage for girls and boys • Youth Leadership Development opportunities • Sacred 7 Youth Council
<p>INDIGENOUS KNOWLEDGE</p>  <p>1 cultural healing centre 1 gathering place 1 child daycare 1 housing first hub 2 aboriginal head start 10 sister agency networks</p>	<p>Returning to our INDIGENOUS values and practices for caring for one another. Specialized programs to lead truth and reconciliation initiatives and by taking a leadership role with the support of our strong sister organization network.</p>	<ul style="list-style-type: none"> • Windy Hill Cultural Training, Healing Learning Centre • King Street Gathering Place for Truth and Reconciliation • Family Group Conferencing (FGC) • Spirit of Peace - family violence prevention • Aboriginal Head Start - Little Red Spirit • Child Development Centre - daycare • Housing First for adults and youth • Partnerships with sister organizations • Training Centre for professional development

OBJECTIVE

Ma Mawi Wi Chi Itata Centre is seeking proposals for the development of a comprehensive Information Technology Strategy that will assist the organization in meeting its mandate and objectives over the next 5 years.

Presently, Ma Mawi Wi Chi Itata is in a service relationship with an IT firm that provides day to day support for our existing IT needs. We are not looking to replace this arrangement via the strategy but rather enhance and take a forward-looking approach to our IT functions.

We have approximately 134 workstations, a variety of laptops, 4 virtual machines and two servers.

SCOPE OF INTEREST

The selected service provider is expected to develop and deliver a comprehensive Information Technology Strategy that is delivered in non-technical language. This type of strategy would be a first of its kind for the organization and is vital to ensure organizational effectiveness, safety of information, and focus our resource investments.

The IT Strategy must consist of, but not limited to:

1. IT asset inventory including website and social media collaterals
2. Desired IT site environment and infrastructure
3. Risk Management, Security and Governance requirements - should consider a disaster recovery plan, implications to insurance, remote access requirements
4. Servers, devices, and storage
5. Customer, user, and IOT interfaces
6. IT personnel, Human Resources, training, and management
7. Data Base - Review and recommendations
8. Policies and Guidelines attached to Information Technology
9. Estimated costs and budget

PROJECT DELIVERABLES

- ✓ Strategy must be easily understood by nontechnical people
- ✓ Process for developing the IT Strategic Plan and workplan with timelines & budget outlined
- ✓ Review existing documentation and IT Infrastructure
- ✓ Facilitated session with key executive staff to gather input for IT Strategy
- ✓ Presentation of IT Strategy to executive team for feedback and approval
- ✓ Project must be completed by late spring of 2022

SUBMISSIONS SHOULD INCLUDE:

- Demonstrate the consultant`s expertise in the areas of IT strategy development
- Provide details of experience in the administration and delivery of similar projects where the applicant has completed on time and within budget
- Provide resumes for all individuals involved in the project, demonstrating that they have the appropriate experience/skills for the described role
- Identify any options to “add value” to this project - additional features that would be beneficial to this project and its outcome
- Include two references with contact information from past projects or contracts, ideally of a similar nature to the one described in this proposal
- An outline of the range of services that will be provided and how the methodology for carrying out this work will be approached
- A chart showing the appropriate timing of the deliverables and milestones together with a listing of related fees.

SUBMISSIONS

Submit by:

Friday, January 28th at 4:00pm to: laboreroconsulting@gmail.com in PDF format.

RFP Inquiries directed to:

Crystal Laborero laboreroconsulting@gmail.com | 204-799-1549