



November 24, 2023

RFP for a Cree Language and Culture Digital Platform

Request for Proposals (RFP) - Cree Language and Culture Software Application

Issued by: Enoch Cree Nation

I. Introduction

A. Background

Enoch Cree Nation seeks proposals for the development and operation of a Cree language and culture software application accessible through web browsers and mobile phones, with text, image, audio and video capabilities.

The project will be executed using a build-operate-transfer model where training and mentorship is provided to Nation members as they complete an approved training course, with the ultimate goal of taking over development and ongoing operations of the application.

B. Objectives

The primary objectives of this project are:

1. To create an interactive, configurable platform that promotes the learning and preservation of Enoch Cree Nation's language and culture.
2. To develop a high-quality, user-friendly application accessible through web browsers and mobile phones.
3. To incorporate audio and video capabilities for enhanced learning experiences.
4. To work with the vendor on a build-operate-transfer model ensuring long-term sustainability and ownership by Enoch Cree Nation.

II. Scope of Work

A. Deliverables

The selected vendor will be responsible for the following:

1. **Design and Development:** Create a robust software application meeting the specified objectives.
2. **Integration of Audio and Video Features:** Implement features for audio and video content delivery.
3. **User Interface/Experience Design:** Develop an intuitive, engaging world-class interface.
4. **Content Management System (CMS):** Include a system for easy content updates (text, image, audio, video) and management.
5. **Quality Assurance:** Conduct rigorous testing to ensure functionality and security.



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6. **Training and Documentation:** Provide training materials for administrators and end-users, and mentorship to Nation-identified developers-in-training.
7. **Operation and Maintenance:** Operate the platform efficiently during the agreed-upon period.
8. **Transfer of Ownership:** Provide mentorship to Enoch Cree Nation developers as they proceed through software training, and facilitate a smooth transition of ownership to Enoch Cree Nation at the end of the initial operation period.

B. Timeline

1. **Proposal Submission Deadline:** 5pm MST, December 18, 2023
2. **Vendor Interviews:** January 8 - 12, 2023
3. **Vendor Selection:** January 18, 2023
4. **Development Phase:** January 22, 2023 – May 31, 2024
5. **Testing and QA:** June 1 – June 15, 2024
6. **Deployment:** June 15, 2024
7. **Vendor Operation Period:** June 15 – July 31, 2024
8. **Transfer of Ownership to Nation:** August 1, 2024

III. Proposal Submission

A. Eligibility

All interested vendors must meet the following criteria:

1. Demonstrated experience in developing similar software applications.
2. Capability to operate and maintain the platform for the specified duration.
3. Compliance with all legal and regulatory requirements.

B. Proposal Contents

The proposal should include the following:

1. **Company Profile:** Overview of the vendor's experience and expertise.
2. **Technical Approach:** Detailed explanation of the proposed solution.
3. **Timeline:** A proposed project timeline with milestones.
4. **Budget:** Detailed cost breakdown including development, operation, and transfer phases.
5. **References:** Contact information for at least three clients for whom similar work has been performed.



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IV. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

1. **Technical Expertise:** Demonstrated proficiency in developing similar applications.
2. **Innovative Approach:** Creativity and innovation in the proposed solution.
3. **Cost-effectiveness:** Reasonableness and transparency of the budget.
4. **References and Track Record:** Client feedback and successful project history.

V. Selection Process

1. **Proposal Submission Deadline:** 5pm MST, December 18, 2023
2. **Evaluation of Proposals:** December 18, 2023 – January 5, 2024
3. **Vendor Interviews (if necessary):** January 8 – 12, 2024
4. **Vendor Selection:** January 18, 2024

VI. Terms and Conditions

A. Confidentiality

All information provided in the proposals will be treated as confidential.

B. Modification or Cancellation of RFP

Enoch Cree Nation reserves the right to modify or cancel this RFP at any time.

C. Ownership of Intellectual Property

All intellectual property rights developed under this project will be transferred to Enoch Cree Nation upon completion.

D. Proponent Questions

Any questions shall be submitted in writing to the RFP Contact Person below; all questions will be shared with other interested proponents.

VII. Contact Information

For inquiries and proposal submissions, please contact:

Cheri Greaney, cheri.greaney@enochnation.ca; (780) 298-0060

Josh Burger, josh@protaea.ca; (780) 991-6858

Submit bids to the above email addresses or if submitting by mail: Attention Cheri Greaney and Josh Burger, Box 29, Enoch, Alberta, T7X 3Y3 must be received by December 18, 2023.