



CANADIAN  
WOMEN'S  
FOUNDATION

FONDATION  
CANADIENNE  
DES FEMMES

# REQUEST FOR PROPOSALS FRACTIONAL IT DIRECTOR





# REQUEST FOR PROPOSALS FRACTIONAL (PART-TIME) IT DIRECTOR

ISSUED: NOVEMBER 28, 2024

SUBMISSION DEADLINE: DECEMBER 27, 2024

## Overview

The Canadian Women's Foundation (the "Foundation") is inviting proposals for the services of a Fractional IT Director. The Director will drive the development and implementation of a forward-thinking IT Strategy that aligns with the Foundation's goals. This Director will oversee IT infrastructure, data governance, cybersecurity, and digital transformation efforts, while ensuring operational excellence and innovation. Additionally, the role will be responsible for evaluating the feasibility of an internal IT department while improving cross-functional collaboration and digital literacy within the organization.

The full scope of the services can be found here ["Scope of Services"](#)

The engagement type: Individual Consultant or Firm

To satisfy the Foundation's requirements in this area, the successful Fractional IT Director will have:

- significant experience (at least 10 years) leading the development and implementation of IT strategy and operational plans for small or medium sized businesses
- excellent communication skills, capable of conveying complex technical information to non-technical stakeholders
- expertise in analyzing IT systems requirements and recommending effective solutions
- a commitment to responsive and timely service
- be free of any obligations or interests that may conflict or affect their ability to perform search services for the Foundation.

This RFP and the related information provided is strictly confidential. We ask that recipients do not share any information related to this process with any party outside

of their own firm.

The Foundation reserves the right to cancel or alter the RFP process as described in this document at any time.

The Foundation is not liable for any costs incurred by respondents in preparing responses to this RFP or for any work performed prior to an official appointment being made.

The Foundation's budget for these services is up to \$70/hr for 20 hours per week (3 days per week) inclusive of all taxes and fees.

## **About the Canadian Women's Foundation**

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than \$260 million to fund over 3,300 life-transforming programs throughout Canada. For more information, please visit our [website](#).

### **Scope of Services**

The Fractional IT Director will be required to:

#### **IT Strategy 40%**

- Develops and implements a long-term organization-wide IT strategy that aligns with overall organizational objectives and covers infrastructure, security, data management, and digital transformation initiatives.
- Assesses the feasibility and need to build an internal IT department
- Identifies and implements collaboration tools that streamline knowledge sharing and improves cross-functional communications
- Provides regular performance reports on IT systems and strategy implementation to senior management.

#### **IT Operations 30%**

- Responsible for system management and maintenance of the network, servers and cloud services

- Identifies potential upgrades or new technology solutions
- Oversee technical support to staff, ensuring quick resolution of IT-related issues
- Oversees the deployment and upgrades of IT hardware and software
- Develop and enforce IT policies, including staff training initiatives in areas such as digital literacy, cybersecurity and data privacy
- Incorporates technology needs with organizational talent requirements to support recruitment/onboarding/learning and development

#### **Security and Data Governance 25%**

- Develops a master data management strategy that aligns with the organization's IT strategy
- Establish and institutionalize an enterprise-wide data governance program to ensure consistent and compliant data practices
- Manages IT security measures to safeguard the organization's data and digital assets, including regular risk assessments and audits
- Ensures compliance with regulatory requirements regarding data privacy and protection
- Develops and oversees IT disaster recovery and crisis management plans to minimize operational disruptions

#### **Vendor Management and Budgeting 5%**

- Negotiates and implements agreements with IT vendors and service providers, ensuring cost efficiency and alignment with goals
- With the VP, Finance and Operations, manages the IT budget and ensures that resources are aligned with strategic priorities
- Act as the primary liaison for IT vendors and contractors.

### **Selection Criteria**

The Foundation will use multiple criteria to select the most appropriate Fractional IT Director. The evaluation of proposals will be based on the set of criteria outlined below:

- Credentials, qualifications, and demonstrated experience
- Budget clarity and reasonable return on investment
- Reflection of the mandate, values, and commitments of the Canadian Women's Foundation
- Overall quality of the proposal and strength of approach

## Proposal Requirements

Proposals will be no more than 10 pages in length and include the following information:

- 1. Overview:** Brief introduction of the individual or firm, including relevant experience.
- 2. Approach:** Describe your approach to fractional IT services for non-profits and how you would meet the requirements listed in the scope of services.
- 3. Experience and Qualifications:** Provide relevant examples of previous IT leadership in similar organizations.
- 4. Project Plan:** Outline a high-level plan for the first 3-6 months, including milestones.
- 5. References:** Include at least two references from previous or current clients
- 6. Cost Proposal:** Specify hourly or project-based rates (3 days per week maximum), including any additional costs.

## Proposal Submission

Please submit proposal and/or direct questions to:

Marie Imber  
Senior Manager, People and Culture  
[mimber@canadianwomen.org](mailto:mimber@canadianwomen.org)

## Meetings

Our intention is to meet with one or more individuals/firms. The meetings will be held at Canadian Women’s Foundation’s offices or virtually at the dates specified below, and we will endeavor to provide the successful firms with as much advance notice as possible.

## Key Dates

The projected major milestones of this project on the following dates (ETS):

Date	Milestone
November 28, 2024	Issuance of RFP
December 13, 2024	Deadline for confirmation of intention to submit

	a proposal.
December 13, 2024	Deadline for RFP-related questions.
December 27, 2024	<b>Final deadline for written proposals.</b>
Week of January 13 <sup>th</sup> and/or 20 <sup>th</sup>	VP, Finance and Operations and panel conduct meetings with /receive presentations from short-listed respondents as deemed necessary.
Week of January 27, 2025	<b>Confirm selection of firm/ Individual Contractor</b>