

REQUEST FOR PROPOSALS:

NS Community Impact Sector Network Map & Data Dashboard

Published date: November 18, 2021

Intent to submit due: November 26, 2021 at 11:59 p.m. AST

Closing date: Friday, December 3, 2021 at 11:59 p.m. AST

COMMUNITY SECTOR COUNCIL OF NOVA SCOTIA

Submissions and questions are to be sent to the contacts listed at the end of this RFP. Any communications to the reference contact should have a subject line of "CSCNS Network Map RFP" for quick reference

About Us

The Community Sector Council of Nova Scotia (CSCNS) is committed to the success and sustainability of a vibrant network of over 6,000 nonprofit and voluntary organizations comprising the Community Impact Sector, that collectively contribute \$1.7 billion in direct, indirect, and spinoff benefits to the gross domestic product (GDP) of Nova Scotia. The CSCNS provides training, advocates for, and connects nonprofits, nonprofit social enterprises, and voluntary organizations across the province. The sector contributes to our collective wellbeing by providing communities with inclusive social, cultural, health, recreational, and economic programs and services. The CSCNS supports organizations in different sectors in the development of human resources in areas such as employee attraction, retention and training, as well as supporting the development of sector leaders by providing training programs that develop knowledge and skills in areas like human resource management and development, financial administration, diversity, governance, succession planning and other areas where formal training may be lacking.

The CSCNS itself was founded in 2012 and is part of a network of 14 Sector Councils designated by the Government of Nova Scotia. The Community Impact Sector is vital to Nova Scotia's economy, with strengths and opportunities, but not without its challenges. The CSCNS will support the sector to ensure it takes full advantage of the opportunities and builds upon its strengths. The CSCNS is committed to shaping an equitable Nova Scotia that prioritizes well-being and belonging for all.

Our Strategic Priorities

Over the past two years, the CSCNS has undergone substantial restructuring and sector engagement to identify its strategic priorities for 2020-2023. Due to a range of factors including COVID-19, the need to dismantle racist and oppressive systems, and resource pressures - the sector is facing a critical point in time. There is a need to reimagine existing ways of working to attract new talent and support strong leadership. Three main strategic priorities were identified in the strategic planning process that has influenced the direction of our efforts to create a connected and supported Community Impact Sector. They include:



- **Educate & Innovate:** Provide the tools, skills and knowledge to increase the capacity of community impact organizations province-wide and ensure they build a flexible and diverse workforce that will thrive in today's innovative digital economy.



- **Collaborate & Activate:** Facilitate, support, and activate connections across networks and encourage continued and new collaborations between impact organizations, for-profit businesses, and government, in order to build an inclusive, sustainable, healthy, and prosperous Nova Scotia for all.



- **Advocate & Celebrate:** Lead, champion, celebrate, give voice to, and advocate for, the sector. We heard that organizations want to see the CSCNS play a part in ensuring that the sector is heard, valued and supported in policy and practice, particularly in times of uncertainty and disruption.

CSCNS is excited to launch the process of creating a network map and dashboard so that we can visualize key labour market data as well as location information for organizations within the sector. This important work marks the beginning of our commitment to supporting organizations by creating tools for collaboration, information, and advocacy.

Building Our Data & Research Capacity

In order to achieve our strategic priorities, we need more data to better understand the sector. In 2020, the first [State of the Nonprofit Sector in NS report](#) was released by the Atlantic Provinces Economic Council (APEC) on behalf of CSCNS. This survey was completed by 445 nonprofits and offers an aggregate level understanding of key characteristics and contributions of the sector. In early 2022, we will be relaunching this survey with additional Labour Market Information (LMI) questions. As a result, we'll have a second point in time for data, allowing us to begin to track changes at a sector level.

Prior to launching the next iteration of the survey, we are working to clean and build out our existing Customer Relationship Management (CRM) database in order to have as accurate a sample of the sector as possible. Another identified priority is the need to map sector organizations to gain a better sense of who is working where, and doing what, so that we can more effectively understand gaps and potential opportunities for building connections. By building out our CRM, we will not only have a more comprehensive list for survey distribution, we will also have greater capacity to map sector organizations.

At present, the most comprehensive data set pertaining to the Community Impact Sector rests with the [Registry of Joint Stocks](#) - due to the fact that nonprofits must register and update their information annually. This data is publicly available, but only by searching by organization. Other potential data sources include the [NS Government Public Accounts](#), which indicates provincial government spending by organization (publicly available by pdf only) and CRA (e.g. T3010 Registered Charity Information Return).

Through this RFP we are seeking a contractor to assist us in expanding our distribution reach to the NS Community Impact Sector, map sector organizations, and develop a data dashboard for the sector based on previous data collected and the survey that will be administered in early 2022.

Invitation

CSCNS is seeking proposals from organizations, firms, or sole proprietors with experience in:

- Extracting publicly available data and analyzing large data sets (data mining) to be able to develop a comprehensive list of nonprofit organizations and charities registered in NS;
- Designing and building data dashboards, including design for external user functionality; and
- Designing and building interactive geographic network maps with multiple display options.

The goals of the network map and dashboard are to provide visually appealing and user-friendly experiences for external audiences seeking accurate and up to date information on the sector and the organizations within it. The network map should serve to provide users with a visual understanding of who the sector organizations are, their primary focus and who they are serving, and where they are located. The dashboard should provide users with an understanding of key data points so as to show the performance and impact of the sector based on collected survey data.

Scope of Work & Deliverables

The contractor will manage the project timelines and deadlines, keeping the CSCNS team on track and adjusting timelines when necessary. As the data extraction process will be integral to the development of our CRM's distribution list for this year's State of the Sector survey launching in January 2022, it will be necessary for the contractor to work closely with the project team to take an iterative, agile approach to project management and delivery.

Key activities and deliverables for the CSCNS Dashboard include:

- Providing recommendations for dashboard design and data points to be displayed;
- Developing an interactive dashboard with key sector insights from the 2020 and 2022 State of the Sector Surveys;
- Developing a functional ability to show trends over time;
- Developing a functional ability to change display options based on indicators of interest;
- Ensuring the ability to be embedded on the CSCNS website or on an external micro site that can be accessed seamlessly from the CSCNS website;
- Ensuring the ability to be modified to remain consistent with current branding and design; and
- Testing and launch support for the embedded elements of the dashboard.

Key activities and deliverables for the CSCNS Network Map include:

- Identifying and extracting publicly available data on nonprofits and registered charities in Nova Scotia to be stored in an excel file for further CRM development and use in survey outreach;
- Developing a taxonomy (with the CSCNS project team) for coding focus areas of work (and any other data requiring coding) for organizations;
- Developing a list of data points to be included in the network map;
- Obtaining organizational data points from the extracted data as identified in the design phase and included in the taxonomy;
- Coding identified organizations based on the taxonomy for primary areas of focus;
- Working with the CSCNS project team to combine external data extracted with the CSCNS internal CRM to provide a comprehensive directory of the sector;
- Developing wire frames and a design for the network map and making recommendations for where it should live (i.e., on the existing CSCNS web site or an adjacent micro site);
- Creating a network map that is interactive, allowing users to filter by location, organization focus area, and other indicators as developed in the design phase; and
- Testing and launch support for the network map.

Submissions

Submitted proposals by firms must demonstrate knowledge about the Community Impact Sector in Nova Scotia and available data, as well as a deep understanding of the proposed project. The submitted proposal must demonstrate prior success in data extraction and interactive online data visualization.

Mandatory Submission Requirements:

- Firm overview and areas of expertise;
- Profiles of key staff for the project;
- Specification of any deliverables that will be subcontracted or outsourced;
- Summary of data visualization experience, including examples of dashboards and network maps;
- Proposed approach and methodology, work back plan, and timeline;
- Total proposed budget, including fees for each deliverable; and
- A brief statement on relinquishing ownership of intellectual property and copyrights of the produced materials.

Proposed Budget

The total budget for this project, inclusive of all applicable fees, is \$100,000 CDN including HST. All proposals must include proposed costs to complete the deliverables as described.

Evaluation Criteria

- Clarity, presentation, and organization of the proposal;
- Clear articulation of approach to meeting project deliverables including processes, timelines, costs and any potential barriers to success;
- Demonstration of data visualization and dashboard development experience and successes;
- Demonstration of network mapping experience and successes;
- Demonstrated ability to extract/ harvest data from multiple sources;
- Viability of methodology and approach; and
- Cost effectiveness.

*Preference will be given to local firms that are located and operate in Nova Scotia.

Target Schedule

RFP published	November 18, 2021
Notice of intent to submit due:	November 26, 2021 at 11:59 pm AST (via email to rmanzer@csc-ns.ca)
Applications close	December 3, 2021 at 11:59 pm AST
Review of applications (may include follow up questions)	December 6, 2021
Award of contract	December 10, 2021
Anticipated Commencement of project	December 13, 2021
Anticipated completion of project	March 31, 2021

Our Team

The successful firm will work in close collaboration with a CSCNS project team including the Executive Director (Annika Voltan) and the Senior Research Analyst (Reg Manzer).

Additional Terms

It must be clearly stated in the proposal if the firm submitting the proposal is working alongside another firm or plans to outsource work to meet the deliverables listed above. The subcontracted firm's name and a description of the organization must be provided in the proposal. Additionally, the total proposed budget and fees must be inclusive of any outsourced or contracted work. The CSCNS reserves the right to decline to work with firms or subcontractors that are not aligned with the organization's values and that may reflect negatively on the organization, stakeholders, and/or the sector at large.

All material produced, data collected, and reports generated by the contractor or subcontractor on behalf of CSCNS are confidential and become property of CSCNS. The contractor may not share program materials, data, industry or organization contact information, etc. unless authorized by the CSCNS.

Submission Information & Questions

Proposals can be submitted electronically via email, PDF preferred, with the subject line "Proposal CSCNS Network Map and Dashboard" to Reg Manzer, CSCNS Senior Research Analyst, at rmanzer@csc-ns.ca **no later than December 3, 2021 at 11:59 p.m. AST**. Late submissions will not be considered. Questions regarding this request for proposals should also be directed to Reg Manzer at rmanzer@csc-ns.ca.

Contracting Authority

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