



Request for Proposals

Software Developers

Custom Standalone Software -
Learning Management System (LMS) and Learning Pathway (LP)

1.0 Introduction

The First Nations Housing Professionals Association (FNHPA) is distributing this invitation to bid to qualified individuals or companies to develop a Learning Management System and Learning Pathway tool (software) for our First Nation Association.

Reservation of Rights Clause

The reader is advised that the FNHPA reserves the right to:

1. Accept a proposal without negotiation.
2. Negotiate changes to the technical or financial content of the successful proposal.
3. Cancel or reissue this RFP at any time.

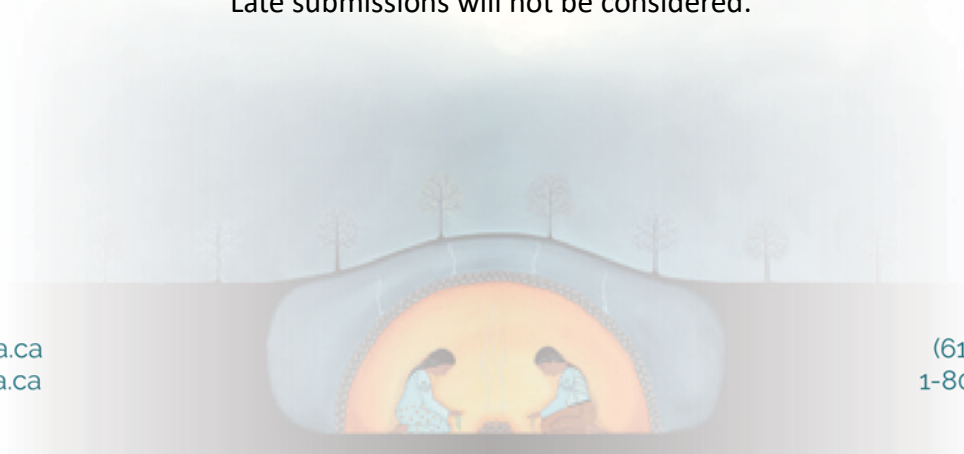
The information contained in this document is proprietary to FNHPA and may not be divulged to any third party.

Contact

Submissions are accepted in PDF format via email at mindy@fnhpa.ca

Mindy Denny, BACS, OCAP® - FNHPA Data Manager
First Nations Housing Professionals Association
473 Kokomis Inamo
Unit #1
Pikwakanagan, ON K0J 1X0

The deadline for submission is **November 20, 2025, at 11:59 p.m. EST.**
Late submissions will not be considered.



2.0 About FNHPA

The First Nations Housing Professionals Association (FNHPA) is the only national organization in Canada dedicated exclusively to supporting current and aspiring First Nations housing professionals. As the central hub for professional standards, certification, and support services, FNHPA plays a vital role in strengthening housing capacity within First Nations communities.

The FNHPA's efforts help to advance the goals of First Nations housing departments on-reserve, ensuring housing professionals are well-equipped to serve their communities effectively.

Vision:

FNHPA is the centre for professional standards, certification, and other services for existing and future First Nations housing professionals across Canada.

Mission:

FNHPA supports existing and future housing professionals in serving their communities by:

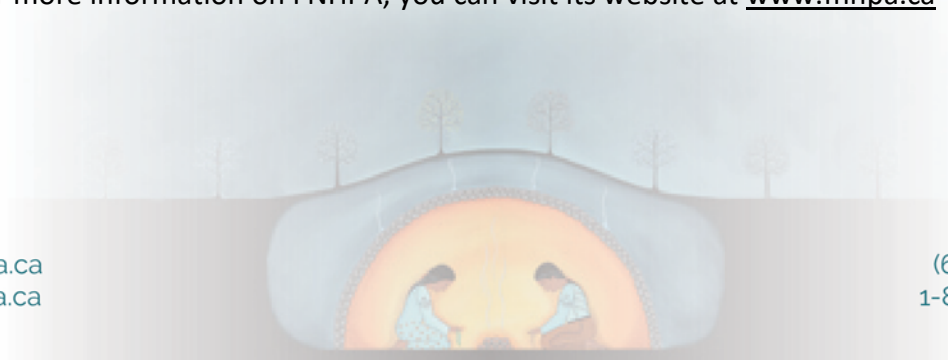
1. Providing national standards
2. Delivering education and certification programs
3. Facilitating communication and knowledge-sharing

Goals and Objectives

To develop capacity for housing professionals in First Nations through standard setting, certification, and training.

1. To attract members to FNHPA who have a desire to obtain and maintain a professional designation.
2. To engage, promote and communicate while enhancing credibility.
3. To support First Nations with timely and relevant products and services to enhance housing capacity.
4. To obtain government, business, and political support and develop partnerships with like-minded organizations.
5. To pursue the vision and mission in an innovative, effective and financially responsible manner.

For more information on FNHPA, you can visit its website at www.fnhpa.ca



3.0 Project Description

The First Nations Housing Professionals Association (FNHPA) is seeking a qualified software developer or development team to build a custom assessment and reporting tool with enabled internal control. This tool must be developed as a standalone software solution, fully owned by FNHPA, with no subscription-based licensing.

FNHPA currently delivers a strengths-based capacity development tool—the *First Nations Housing Management Assessment and Learning Pathway*—via the Absorb Learning Management System (LMS). The tool includes ten short assessment modules designed for First Nation housing staff, assessing both individual and organizational competencies across key housing management domains.

The tool provides a reflective snapshot of housing management capacity and generates a personalized Learning Pathway—a comprehensive development plan outlining skills, competencies, and resources needed for individual and community growth.

Reporting to the Data Manager and in collaboration with the FNHPA Data team, the developer will develop a new platform that will automate the analysis of responses, assess competencies across all modules, and generate tailored Learning Pathways.

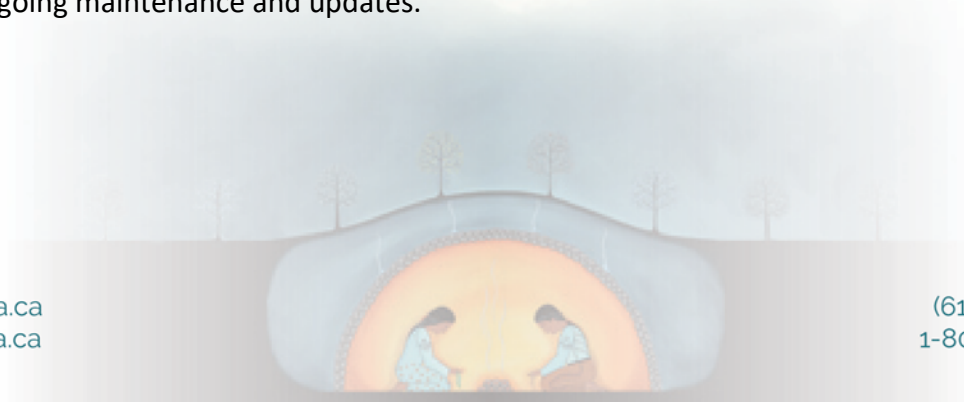
The platform must respect OCAP® principles and uphold Indigenous data sovereignty, ensuring that FNHPA retains full ownership and control of all data. The solution must be securely hosted on a dedicated server and include provisions for ongoing maintenance and updates.

4.0 Scope of Work

Services and deliverables must be fulfilled by March 1st, 2025

1. Software Ownership & Architecture

- Develop a standalone web-based application assessment tool.
- The software must be fully owned by FNHPA, with no third-party licensing or subscription fees.
- The platform must be deployed in a secure environment and include provisions for ongoing maintenance and updates.



2. Data Governance & OCAP® Compliance

- Implement secure data storage and access protocols that align with OCAP® principles (Ownership, Control, Access, Possession).
- Ensure FNHPA retains full control and ownership of all data, with no external hosting arrangements.
- Include features for data export, backup, and auditability.

3. Data Security Requirements

The platform must meet the following standards:

- Encryption & Protection
 - End-to-end encryption for data in transit (TLS/SSL) and at rest (AES-256 or equivalent).
 - Secure authentication protocols (e.g., multi-factor authentication, role-based access control).
- Server & Infrastructure Security
 - Secure server environment with regular patching, monitoring, and compliance with Canadian privacy laws and Indigenous data governance frameworks.
- Data Access & Auditability
 - Full administrative access for FNHPA to all data and system logs.
 - Audit trails for data access, modifications, and usage.
- Backup & Disaster Recovery
 - Automated daily backups with secure offsite storage.
 - Disaster recovery plan with defined RTO and RPO.
- Privacy & Consent
 - Informed consent mechanisms for data collection.
 - Privacy notices and opt-in features aligned with ethical research and First Nations protocols.

4. Intelligent Assessment & Reporting Engine

- Develop backend logic to analyze responses from ten modules (7 individual-level, three administration-level).
- Generate:
 - Strengths and gaps analysis
 - Managerial style classification
 - Career development stage identification
 - Organizational capacity insights

5. Personalized Learning Pathway Generator

- Automatically generate tailored Learning Pathways based on assessment results.
- Include:
 - Recommended training and certification programs



- Resources for early-career and advanced professionals

6. User Experience & Accessibility

- Design an intuitive interface with:
 - Progress tracking
 - Save and exit functionality
 - Exemption options for non-applicable questions (skip-logic)
 - Comment fields for additional context
- Ensure compatibility across devices and browsers.

7. Reporting & Output

- Generate downloadable, shareable final reports for participants.
- Reports must include:
 - Summary of results
 - Key insights
 - Personalized Learning Pathway

8. Server Deployment & Maintenance

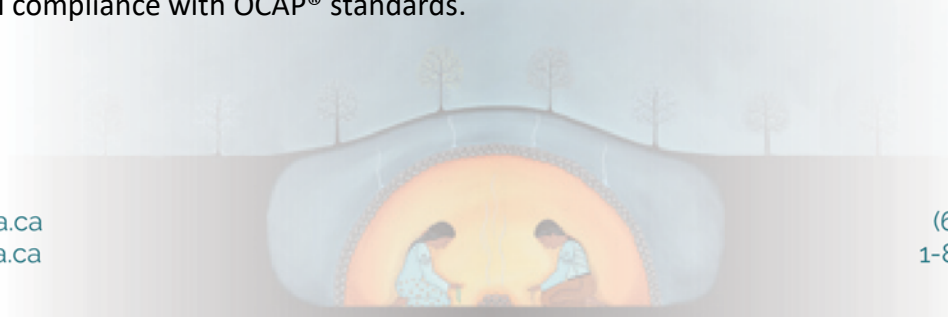
- Deploy the application.
- Provide documentation and training for FNHPA IT staff.
- Offer ongoing maintenance, updates, and technical support options.

5.0 Information and Data Governance

The First Nations Housing Professionals Association (FNHPA) enforces a strict and unwavering commitment to the OCAP® principles—Ownership, Control, Access, and Possession—as the foundation of its data governance practices. Consultants and service providers must comply with mandatory data governance protocols. Requirements are binding within both the Request for Proposal (RFP) process and any resulting contractual agreements.

FNHPA asserts full intellectual and cultural ownership rights over all frameworks, methodologies, and knowledges developed or co-developed under its direction. Consultants are prohibited from copying files, retaining files outside of the FNHPA environment, and are required to permanently delete project files produced on behalf of FNHPA upon completion. They are required to ensure all data remains within Canadian jurisdiction, and adhere to OCAP®, secure handling, access, and transmission protocols. Unauthorized use, adaptation, or dissemination of FNHPA intellectual property is strictly prohibited.

FNHPA retains the right to require partners to enter into Data Governance Agreements with the FNHPA and consult legal experts to uphold First Nation data governance and sovereignty to ensure full compliance with OCAP® standards.



6.0 Required information

Submissions require the following information.

General Information:

- Business name, address, and lead contact
- Background history
- Identify collaborators and summaries of relevant experience

Qualifications:

- Certificate of insurance
- Listed experience with software development services.
 - Experience working with First Nation organizations is an asset.
- Three written client references addressed to FNHPA
- Disclosure of potential conflicts of interest
- Demonstrated relevant knowledge

Service Costs:

- Detailed fee structure
- Listed cost items

7.0 Process and Timelines

Proposals are assessed against several criteria, such as experience working with First Nations organizations; cultural relevance, approach; clarity, feasibility, and budget by the FNHPA Data Manager, Human Resources and Chief Executive Officer.

Preference is given to consultants with a strong commitment to First Nations principles of self-determination, respect, and collaboration.

The following factors are assessed:

Proposal Evaluation Criteria (Total: 100%)

- Technical Expertise and Experience – 10%
- Methodology and Approach – 20%
- Budget and Value Demonstration -10%
- Team Qualifications – 10%
- Understanding of Requirements – 10%
- Innovation and Value-Added Features – 10%
- Capacity Building and Knowledge Transfer Approach -10%
- Risk Management and Quality Assurance – 10%
- Deep Understanding of First Nations Data Governance and Data Sovereignty – 10%

