

ACT – AUTISM COMMUNITY TRAINING SOCIETY

Request for Information

June 13, 2014

To Whom It May Concern:

Project Background

The objective of this Request for Information (RFI) is to solicit interest in a Request for Proposal (RFP) and ultimately enter into contract with a qualified vendor for a business solution tool including maintenance, data migration from current system (Raiser's Edge), and training and support that will assist ACT in its delivery of services. The tool must be web accessible, scalable, a Microsoft product, and facilitate the following areas of operations:

- Tracking Information Calls and Interactions
- Managing Registry of Autism Service Providers (RASP)
(www.actcommunity.ca/rasp)
- Tracking of Events, Donation and Bursaries
- Operational Reports
- Business Analytics
- Workload Management Functionality

About ACT – Autism Community Training Society

ACT- Autism Community Training Society was founded in January 2005 and is a registered non-profit society providing information, training, and support to families with children with autism spectrum disorder. ACT's mission is to provide excellent information and training, in accordance with international best practices. ACT has 11 staff members and its office is located in Burnaby, BC. In 2013, ACT received over 2,000 information contacts and in excess of 111,000 visits to our website.

To meet the deadline for the initial approval, **all expressions of interest to this RFI must be received electronically by 4:00 PM (PST) on June 19, 2014.** The e-mail should be sent to Amy Severson: aseverson@actcommunity.ca. Please include the words "**RFI: Intent to Respond**" in the subject line.

Please respond to the following questions in your letter of intent:

1. Have you worked with a non-profit organization before? If so, please describe the scope of work and outcome(s).
2. Do you provide onsite or remote implementation?
3. Describe your approach to, experience with, security and privacy in the context of data capture and storage.

Terms and Instructions:

Timeline	
Process	Deadline
Issue RFI	June 13, 2014
Expression of Interest	June 19, 2014 – 4 pm
Issue Request for Proposal	June 23, 2014
Written Questions Due	June 26, 2014 – 4pm
Responses Posted	June 30, 2014 – 4pm
RFP Responses Due	July 16, 2014
Selected Vendor Presentations	TBD

Letter of Intent to Respond

ACT – Autism Community Training Society asks that all vendors email a letter of intent declaring their intention to respond to this RFI by the given deadline. The e-mail should be sent to Amy Severson: aseverson@actcommunity.ca and received no later than 4 pm, June 19, 2014. Please include the words "**RFI: Intent to Respond**" in the subject line.

General Conditions

ACT – Autism Community Training Society (ACT) is not obligated to any course of action as the result of this RFI. Issuance of this RFI does not constitute a commitment by ACT to award any contract.

ACT is not responsible for any costs incurred by any vendor or their partners in the RFI response preparation.

Information submitted in response to this RFI will become the property of ACT.

All responses will be kept private from other vendors.