

BID SOLICITATION

Grand Challenges Canada / Grands Défis Canada

MaRS Centre, West Tower, 661 University Avenue, Suite 1720, Toronto, Ontario, Canada M5G 1M1

T 416.583.5821 F 416.978.6826 E info@grandchallenges.ca



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®

Bid Solicitation Business Requirements & System Assessment Consultant

**Submission Deadline:
September 5, 2025 – 11:59 p.m.**

RFP Reference Number: RFP-2025-08-05

Introduction

OBJECTIVE

GRAND CHALLENGES CANADA/ GRANDS DÉFIS CANADA (“**Grand Challenges Canada**”) is seeking a Business Requirements & System Assessment Consultant to support Grand Challenges Canada for a six (6) month contract.

Grand Challenges Canada is embarking on a comprehensive digital transformation journey. This multi-year digital transformation initiative aims to dramatically improve Grand Challenges Canada’s operational efficiency. The key components of this transformation include:

- Automating and optimizing the Grand Challenges Canada’s end-to-end *Grants Management Process*

The Business Requirements & System Assessment Consultant will be responsible for:

- **Translating Business Needs into Solution Requirements (Functional and Non-Functional):** Based on Grand Challenges Canada’s business processes, develop detailed functional requirements (what the system must do) and non-functional requirements (how the system must perform, including security, scalability, usability, and integration specification).
- **Assessing Current System Capabilities:** Evaluate the fit and function of our existing Grants Management System (Fluxx) against the newly defined requirements, along with our process and identify gaps or strengths.
- **Guiding Future System Procurement:** Provide strategic recommendations and a high-level roadmap for future system purchases or enhancements necessary to meet the defined requirements. This involves advising on:
 - **Market Landscape:** Identify the different types of Grants Management software platforms or tools that best align with Grand Challenges Canada’s requirements
 - **Build vs. Buy vs. Enhance:** Providing an objective, high-level analysis of whether it’s more strategically sound to build a custom solution, purchase an off-the-shelf product, or enhance the existing Grants Management System for specific capabilities.

The objective of this “**Bid Solicitation**” is to select a candidate to enter into a contract with Grand Challenges Canada to provide the services described in the “Statement of Work”, attached hereto as Appendix A. All applicants or bidders (“**Bidders**”) are invited to submit a proposal or bid (“**Bid**”) for consideration by Grand Challenges Canada in accordance with the terms of this Bid Solicitation

Part 1: General Information

1.1 Objective

- a. The objective of this Bid Solicitation is to select a vendor to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work in a manner that will provide the best value for Grand Challenges Canada's funds, attached herein as Appendix A.

1.2 Period of Contract

- a. The resulting contract will be in effect from approximately **October 2025 to April 2026**, with the possibility of renewal or extension for successive six (6) – month terms up to a maximum of two (2) years, depending on the needs of the organization

1.3 About Grand Challenges Canada

One of the largest impact-first investors in the world, Grand Challenges Canada has supported a pipeline of over 1,500 innovations in more than 100 countries. Since 2010, innovations supported by Grand Challenges Canada have reached more than 85 million people with life-saving and life-improving initiatives who would otherwise not have had access.

We back bold ideas from local leaders solving the world's toughest challenges — turning innovation into impact where it matters most. As a non-profit innovation platform, we invest in innovation to produce real, measurable impact. From improving maternal health and mental well-being to increasing access to sanitation, digital health, and life-saving care, the innovations we support help people live longer, healthier, more hopeful lives.

With anchor funding from the Government of Canada and support from global partners, we invest in innovations that save lives, promote equity, and strengthen systems. By 2035, we aim to reach 750 million people with solutions that transform lives, especially in underserved communities.

We combine catalytic capital with deep support to help innovators scale impact. We focus on equity, evidence, and sustainable systems change. Together, we help innovations go further and grow faster.

For more information, please see: www.grandchallenges.ca.

1.4 The Problem

As an impact investor, we are accountable to our donors—and, in turn, must hold our funding recipients accountable to us for their expenses, activities, and results. This

mutual accountability demands clear oversight and structured processes across grants intake, financial monitoring, reporting, and impact evaluation. However, roughly **80 %** of our end-to-end grant-management workflow is currently manual.

The end-to-end Grants Management Process, which is enabled by a technological platform called Fluxx, is generally characterized by numerous manual, slow, inefficient, duplicative, and inconsistent processes.

The process generally involves:

1. Issuing an RFP to solicit applications from innovators
2. Receipt, review, and selection of applications
3. Programmatic, financial, and legal due diligence processes
4. Initial management, Investment Committee, and/or Board approvals
5. Negotiation of funding agreement with the innovator; and
6. Final approval and signature of a funding agreement

As Grand Challenges Canada has grown from a small organization of several staff members to over a hundred staff, multiple additive, inconsistent and overlapping processes and tools have evolved to perform this critical business function.

Part 2: Standard Instructions, Clauses and Conditions

2.1 Submission of Proposal

- a. Grand Challenges Canada requests that each Bidder to **submit a Bid** using our online form, as early as possible between **August 5, 2025**, and no later than **September 5, 2025**, at 11:59 p.m. (the “**Closing Date**”). For greater certainty, Bids will only be accepted from **August 5 at 9:00 a.m. EDT** until **September 5, 2025, at 11:59 p.m. EDT (bid solicitation period)**. All questions regarding this RFP must be submitted via email to itsupport@grandchallenges.ca by **August 20, 2025**, at 11:59 EDT. Answers will be shared with all participating Bidders.
- b. The Bid must include the Bidder's firm or vendor's name, a contact name, address, telephone and fax numbers, and email address.
- c. Grand Challenges Canada requests that each Bid contain a covering letter signed by the Bidder or by an authorized representative of the Bidder. The covering letter should reference the RFP Reference Number. The Bidder's signature indicates acceptance of the terms and conditions set out and/or referenced herein. The signatory must have authority to commit the organization by making such a proposal. A contract will not be awarded until a signed covering letter from the Bidder is received by Grand Challenges Canada. If the Bidder fails to provide a signed covering letter when requested to do so by Grand Challenges Canada, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- d. It is the Bidder's responsibility to:
 - i. Obtain clarification of the requirements contained in the Bid Solicitation, if necessary, prior to submitting a Bid
 - ii. Prepare its Bid in accordance with the instructions contained in the Bid Solicitation
 - iii. Submit its Bid by closing time
 - iv. Send its Bid only to the “Contracting Authority” named in Paragraph 2.2 below
 - v. Provide a contact name, address, telephone number and email address in its Bid, as indicated in 2.1b above
 - vi. Provide a comprehensible and sufficiently detailed Bid, including all requested pricing details that will permit a complete evaluation, in accordance with the criteria set out in this Bid Solicitation.
- e. Bids will remain **open for acceptance** for a period of not less than twenty-one (21) calendar days from the Closing Date of the Bid Solicitation. Upon notification to the responsive Bidders, Grand Challenges Canada reserves the right in its sole discretion to extend the bid solicitation period at any time for up to twenty-one (21) calendar days.

- f. Bids and/or amendments thereto will only be accepted by Grand Challenges Canada if they are received at the email address indicated below in Paragraph 2.2, on or before the Closing Date specified herein.
- g. Bids received will become the property of Grand Challenges Canada and will not be returned.
- h. All information within this Bid Solicitation is to be held in confidence.
- i. Except as specifically provided otherwise in the Bid Solicitation, Grand Challenges Canada will evaluate a Bidder's Bid only on the documentation provided as part of its Bid. Grand Challenges Canada will not evaluate information not submitted with the Bid, such as references
- j. to website addresses where additional information can be found, or technical manuals or brochures not submitted with the Bid.

2.2 Contracting Authority

Grand Challenges Canada
661 University Avenue, Suite 1720
MaRS Centre, West Tower
Toronto, Ontario, M5G 1M1

Attention: Andre Lewis, Director, Digital Transformation and Information Security
Please submit bids using our online form

If you have any questions about how to submit, contact
itsupport@grandchallenges.ca. **Please do not email your bid.**

3.1 Late Bids

- a. The Bidder has sole responsibility for the timely receipt of a Bid by Grand Challenges Canada and cannot transfer this responsibility to Grand Challenges Canada.
- b. Grand Challenges Canada will return Bids delivered after the stipulated bid solicitation Closing Date and time referred to in Paragraph 2, Sub-paragraph 1a, unless they qualify as a "delayed bid" (see below).
- c. A Bid received after the Closing Date but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Grand Challenges Canada (a "delayed bid").
- d. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of Bids are not acceptable reasons for the Bid to be accepted by Grand Challenges Canada.

4.1 Legal Capacity

- a. The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated, together with the registered or corporate name and place of business. This also applies to Bidders submitting a Bid as a joint venture.

5.1 Rights of Grand Challenges Canada

- a. Grand Challenges Canada reserves the right, in its sole discretion, to:
 - i. Reject any or all Bids received in response to the Bid Solicitation
 - ii. Enter into negotiations with bidders on any or all aspects of their bids
 - iii. Accept any Bid in whole or in part without negotiations
 - iv. During the evaluation, members of the evaluation team may, at their discretion, submit questions to or conduct interviews with Bidders, at Bidders' cost, upon forty-eight (48) hours' notice, to seek clarification and/or verify any or all information provided by the Bidder with respect to this Bid Solicitation
 - v. To award one or more contracts, if applicable
 - vi. Not to accept any deviations from the stated terms and conditions
 - vii. Conduct a survey of Bidders' facilities and/or examine their technical, managerial and financial capabilities to determine if they are adequate to meet the requirements of the Bid Solicitation
 - viii. Contact any or all references supplied by Bidders to verify and validate any information submitted in their Bid, if applicable
 - ix. Correct any mathematical errors in the extended pricing of financial bids by using unit pricing and the quantities stated in the Bid Solicitation
 - x. Verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties deemed reliable by Grand Challenges Canada
 - xi. Incorporate all or any portion of the Statement of Work, Bid Solicitation and the successful Bid in any resulting contract
 - xii. Cancel the Bid Solicitation at any time without liability
 - xiii. Reissue the Bid Solicitation without liability
 - xiv. Extend the Bid Solicitation deadline without liability
 - xv. If no compliant Bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the Bidders who bid to re-submit Bids within a period designated by Grand Challenges Canada
 - xvi. Not to award a contract in part or at all.
- b. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

6.1 Communications – Solicitation Period

- a. To ensure the integrity of the competitive bid process, all enquiries and other communications regarding the Bid Solicitation must be directed, by email, only to the Contracting Authority identified in this Bid Solicitation. Failure to comply can, for that reason alone, result in the disqualification of the Bid.
- b. To ensure consistency and quality of information provided to Bidders, significant enquiries received and the replies to such enquiries will be provided to all Bidders, without revealing the sources of the enquiries.

7.1 Costs

- a. No payment will be made for costs incurred in the preparation and submission of a Bid in response to the Bid Solicitation. Costs associated with preparing and submitting a Bid, as well as any other costs incurred by the Bidder associated with the evaluation of the Bid, are the sole responsibility of the Bidder.
- b. No costs incurred relating to the work before the receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract. In addition, the Contractor is not to perform work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any Grand Challenges Canada personnel other than the Contracting Authority. The Contracting Authority is the only authority that can commit Grand Challenges Canada to the expenditure of the funds for this requirement.

7.2 Governing Law

This Bid Solicitation is governed by the laws of the Province of Ontario and Canada as applicable therein. A Bidder and Grand Challenges Canada shall attempt to resolve any disputes, differences or claims arising under the Bid Solicitation in good faith. Any action or proceeding relating to this Bid Solicitation may (but need not) be brought in a court of competent jurisdiction in the Province of Ontario, and for that purpose now irrevocably and unconditionally attorns and submits to the jurisdiction of such Ontario court.

Part 3: Bid Preparation Instructions and Evaluation Procedures

1.0 Format of Bid

Section 1: Technical Bid

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in the bid solicitation, as well as demonstrate how the Bidder will meet the requirements of Evaluation Criteria and Basis of Selection, as described in Appendix B.

Section 2: Financial Bid

The Bidder must submit its financial bid in accordance with the Basis of Fees, attached herein as Appendix C. The total amount of any taxes (e.g., the Harmonized Sales Tax (HST), Goods and Services Tax (GST), etc.) is to be shown separately, if applicable.

Proposal Format

Please submit a proposal in Word or PDF format that outlines the following:

- **Executive Summary:** A concise overview of your understanding of the project, your proposed approach, and why your firm is the best fit
- **Proposed Approach and Methodology**
- **Project team & Resumes:** Identify the proposed project lead and key team members, including their roles, relevant experience, and qualifications. Provide resumes for all named individuals.
- **Project Plan & Timeline:** A project plan, including proposed phases, tasks, and timelines
- **Pricing Proposal:** Detailed cost breakdown by phase of deliverables. Specify your billing rates for all proposed team members.
- **References:** Provide at least three (2) client references for similar projects, including client name, contact person, title, email and phone number.
- **Risk Management:** Identify potential risks for this project from your perspective and propose mitigation strategies.
- **Experience and Qualifications:** Demonstrate your company's relevant experience by providing details of similar projects you have successfully completed. For each project, please provide the following:
 - Project Title
 - Context: Describe the client's original challenge that led to the project.

- Actions: Detail the specific steps your company took to address the challenge
- Results: Quantify the positive outcomes and benefits achieved for the client. Include metrics, improvements, or any other tangible results that demonstrate the project's success.

Submissions should be made via our online form. If you have questions about how to submit, please contact itsupport@grandchallenges.ca

2.0 Evaluation Procedures

- a. Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- b. Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Bid Solicitation, due to the need for independence and perception of independence.

Appendix A: Statement of Work

A. Title

This Bid Solicitation seeks to engage an individual for hire in the role of:

Business Requirements & System Assessment for Grand Challenges Canada

B. Scope of Work

The Business Requirements & System Assessment Consultant will be responsible for providing the following services:

Project Summary

Grand Challenges Canada is seeking proposals for a Business Requirements & System Assessment Consultant to assist in a critical phase of its digital transformation: **The detailed definition of business requirements and the assessment of current system fit for its core operational processes.**

The selected consultant will be responsible for:

Phase 1: Detail Requirements Definitions

- **Reviewing & Validating Grand Challenges Canada's Grants Management Business Processes:** Conduct a thorough review of Grand Challenges Canada's internal business processes, providing expert feedback, identifying potential areas for optimization.
- **Conducting Consultant-Led Stakeholder Interviews:** Facilitate and conduct interviews with key business stakeholders, focusing on collecting detailed functional and non-functional requirements and specifications that align with validated business processes.
- **Defining Detailed Functional Requirements:** Document precise functional requirements for each process step, specifying system behaviours and user interactions.
- **Defining Detailed Non-Functional Requirements:** Capture critical non-functional requirements, including but not limited to security (e.g., data encryption, access controls, GDPR adherence), performance, scalability, and integration capabilities.
- **Validating Requirements & Specification:** Lead formal validation sessions with key stakeholders to ensure all requirements and specifications accurately reflect business needs and obtain sign-off.

Phase 2: Current System Fit Assessment

- **Assessing Current Systems vs. Defined Requirements:** Evaluate the capabilities of the existing Grants Management System (Fluxx) against the newly defined and prioritized functional and non-functional requirements.
- **Identifying Gaps & Strengths:** Clearly document where current systems meet, partially meet, or fail to meet the requirements, highlighting both areas of strength and critical gaps.
- **Develop High-level Enhancement Options:** For requirements not met by current systems, propose high-level options for enhancing existing platforms (if feasible) to bridge identified gaps.

Phase 3: Future System Guidance & Roadmap

- **Research Market Solutions:** Based on the identified gaps and future requirements, conduct research into potential and scalable market solutions (software platforms, tools) that could address Grand Challenges Canada's needs.
- **Develop Future System Recommendations:** Provide clear, justified recommendations for future system purchases or strategic approaches to fill remaining technology gaps.
- **Outline Strategic Roadmap for Procurement:** Develop a high-level, phased roadmap for future systems procurement and implementation, aligning with the overall digital transformation timeline.
- **Prepare High-level Cost/Benefit Estimates:** Provide preliminary cost estimates and anticipated benefits for recommended future solutions.

C. Deliverables

The Business Requirements & System Assessment Consultant will be expected to meet the following expectations and deliverables:

- **Validated Business Process Documentation:** Sign-off on Grand Challenges Canada's internal business process maps
- **Detailed Functional Requirements Document:** A comprehensive list of all functional requirements, prioritized.
- **Detailed Non-Functional Requirements Document:** A comprehensive list of all non-functional requirements.
- **Functional Specifications Document:** Detailed technical specifications derived from the requirements.
- **Current System Assessment Report:** Analysis of existing systems' fit against defined requirements, including identified gaps and strengths.
- **Future System Recommendation Report:** Justified recommendations for new systems or strategic approaches.
- **High-level Procurement & Implementation Roadmap:** Phased plan for future system acquisition.
- **High-level Cost/Benefit Analysis:** Preliminary financial estimates for recommended solutions
- **Executive Presentation:** Summary of findings, recommendations, and roadmap

for leadership.

Overview of Support

The selected Business Requirements & System Assessment Consultant will report to report to the Contracting Authority and will define the process and implement the infrastructure needed to provide the contracted services.

Contract Award

Grand Challenges Canada reserves the right to negotiate contract terms and award one or multiple contracts based on the evaluation of proposals. Please see Grand Challenges Canada's Contracting and Procurement Policy for additional information.

Gand Challenges Canada may include additional legal terms as may be required by its funder(s) in the final contract

Inquiries

For inquiries or clarification regarding this RFP, please contact **itsupport@grandchallenges.ca**.

Appendix B: Evaluation Criteria and Basis of Selection

Evaluation Criteria and Process

Only those Bids that meet all mandatory requirements identified in this Bid Solicitation will be further evaluated, based on the criteria listed below.

The Bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the Bid.

The Bid must identify the qualifications and experience of the personnel who will carry out the tasks, by systematically addressing each of the experience criteria as detailed below.

The firm's profile and resume for each proposed resource must be included in the Bid.

For each resume submitted, the Bidder should ensure that:

- i. The name of the individual is clearly indicated
- ii. The resume clearly demonstrates where, when and how the stated qualifications/experience of the individual were acquired.

For evaluation purposes:

- **Where** means the name of the institution, as well as the position/title held
- **When** means the start date and end date (e.g., from January 2000 to March 2002) of the period during which the individual acquired the qualifications/experience
- **How** means a clear description of activities performed and the responsibilities assigned to the individual in this position and during this period.

Listing experience without providing any supporting data will not be considered to be "demonstrated" for the purpose of this evaluation. Full details should be included that describe the number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, etc.

Mandatory Criteria for Technical and Financial Bid

In addition to those elements described above, the Bidder shall also provide:

1. **Basis of fees**, which will be evaluated separately, as described in Appendix C
2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
3. **Description of support team**, including bios, relevant experience and specific expertise that they will bring to this role – this section should demonstrate the ability of the firm to deliver on the specific items outlined in **Deliverables** in Appendix A
4. **Description of support process**, including specifics regarding the level of responsiveness that Grand Challenges Canada can expect on a regular basis –

- this section should include details about measures in place for when the primary contact/support staff are not available.
5. **Two (2) client references ONLY**, for whom you have provided the services described in the statement of work – any Bidder who provides less or more than (2) references will be automatically disqualified from the bidding process and be given no further consideration.
 6. **Value-added services**, including whatever the Bidder may want to add to its proposal.

Scoring Rubric for Evaluation

1. Experience (80%)

- I. **Understanding of the Project & Objectives (10%)**: Demonstrate comprehension of the specific scope of this RFP.
- II. **Proposed Approach & Methodology (25%)**: Clarity and suitability of the proposed approach, including how it leverages GCC's internal process review.
- III. **Consultant Experience & Team Qualification (20%)**: Relevant experience of the company and the qualifications, expertise, and availability of the proposed project team.
- IV. **Project Plan & Feasibility (15%)**: Realism and thoroughness of the proposed project plan and timeline
- V. **References (10%)**: Positive feedback from client references

2. Fees (20%)

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the proposal represent a particularly thoughtful and efficient use of resources?

Evaluation of Bids will also be guided by the Objective and Principles of Grand Challenges Canada's Contracting & Procurement Policy, found at www.grandchallenges.ca/funding-opportunities/resources/.

Based on the evaluation of the criteria described above, competitive Bids could be invited to an interview. The purpose of the interview would be to further assess the bidders' capacity to best deliver the scope of work.

Appendix C: Fees

Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A. Bidders are requested to provide the hourly fee for personnel involved in delivering the proposed deliverables.