Request for Proposal (RFP)
IT Current State Assessment

Gabriel Dumont Institute of Native Studies and Applied Research Inc.

Issue Date: November 19, 2025

RFP Number: GDI-IT Current State Assessment-2025

Closing Date: December 12, 2025

1. Introduction

Gabriel Dumont Institute (GDI) seeks proposals from qualified cybersecurity firms to conduct a comprehensive assessment of its digital infrastructure. The goal is to enhance data protection, regulatory compliance, and threat resilience across our institutional system.

2. Background

Gabriel Dumont Institute, established in 1980, is a non-profit organization dedicated to promoting the renewal and development of Métis culture through research, resource development, and the delivery of Métis-specific educational programs and services. GDI operates as the arm's length education affiliate of the Métis–Nation Saskatchewan.

GDI consists of five entities that collectively deliver education, training, employment services, scholarships, and cultural programming throughout the province of Saskatchewan. These programs and services are central to GDI's mission of supporting Métis learners and communities. GDI employs over 230 staff at 12 locations across Saskatchewan. Our current IT department consists of one IT Coordinator and two IT Technicians.

As technology plays an increasingly critical role in achieving these objectives, GDI recognizes the need to evaluate its current IT environment. A comprehensive IT Current State Assessment will provide insight into infrastructure performance, cybersecurity posture, and cloud readiness. This will ensure systems are secure, scalable, and aligned with best practices. This assessment will guide future investments, strengthen operational resilience, and support GDI's long-term strategic goals.

3. Project Objectives

- Identify any vulnerabilities in the current IT systems and networks.
- Assess the current state of cyber security policies and procedures.
- Assess current state of data security and backup systems.
- Assess for cloud readiness.
- Ensure compliance with IT governance.
- Improve threat prevention, detection, and response capabilities.

4. Scope of Work

The assessment will include the following:

- Internal and external network infrastructure.
- Cloud services and remote access.
- Email systems and endpoint devices.
- Security awareness programs.
- Incident response and disaster recovery plans.

5. Final Deliverables

The successful vendor will provide the following deliverables upon completion of the assessment:

- Executive summary for leadership.
- Technical report with findings and risk ratings.
- Compliance gap analysis.
- Prioritized remediation roadmap.
- Final presentation to IT and administrative teams.

6. Mandatory Requirements

Vendors must meet the following mandatory requirements:

- Proven experience in implementing IT Current State Assessments for educational or non-profit organizations.
- Ability to provide training and support across multiple locations.
- Canadian IT compliance standards.
- Commitment to cultural sensitivity and Indigenous engagement.
- Company profile and relevant experience in education.
- Assessment methodology and tools.
- Project timeline and milestones.
- Pricing structure (fixed or hourly).
- References from similar projects.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Functionality and alignment with GDI's needs.
- Relevant experience and qualifications.
- Methodology and approach.
- References and performance history.
- Ability to meet timelines.
- Cost-effectiveness.
- Implementation and support plan.
- Cultural alignment and sensitivity.

8. Proposal Submission Instructions

Vendor proposals must be submitted in PDF or Word format by December 12, 2025. Submissions should be sent to beverly.lonsdale@gdins.org with the subject line: 'RFP Submission – IT Current State Assessment – Gabriel Dumont Institute'.

9. Legal and Confidentiality Clauses

GDI reserves the right to accept or reject any proposal. All submitted materials will be treated as confidential and used solely for the purpose of evaluating the proposal. Vendors must comply with all applicable privacy laws and regulations such as the Personal Information Protection and Electronic Documents Act.

10. Indigenous Engagement Statement

GDI encourages proposals from Indigenous-owned businesses and those demonstrating a commitment to Indigenous engagement. Vendors should describe how their solution supports Métis cultural values and community inclusion.

11. Contact Information

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