

**BUSINESS ANALYST DISCOVERY SERVICES
FOR B.C. FIRST NATIONS
ONLINE LEARNING HUB**

REQUEST FOR PROPOSALS

JULY 2026



SUBMISSION DEADLINE

Proposal Deadline: August 28, 2026

RFP contact:

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All communications and questions regarding this RFP should be directed to the RFP contact via email. Email is the preferred method of communication. Please include "FPCC Business Analyst RFP" in the subject line for all RFP-related correspondence.

PROJECT OVERVIEW

The First Peoples' Cultural Council (FPCC) Learning Centre is a newly established department in the organization with the purpose of delivering high quality training and knowledge transfer to First Nations community-based revitalization practitioners. FPCC has a strong foundation of creating and delivering learning opportunities. We are looking to increase the reach and accessibility of our offerings by leveraging web-based tools that can support knowledge sharing for First Nations individuals across B.C.

The Learning Centre is seeking a qualified consultant (Business Analyst) to lead a discovery process for a learning platform, which may include both a learning management system and a comprehensive resource library, to support First Nations arts, culture and language revitalization in British Columbia. The purpose of the work is to define content needs, function requirements, MVP scope, and platform options, including if and how existing systems can be leveraged and if/what new platforms are required.

ORGANIZATION BACKGROUND

The First Peoples' Cultural Council (FPCC) is a provincial Crown Corporation formed by the Government of British Columbia in 1990 to administer the First Peoples' Heritage, Language and Culture Program. The First Peoples' Cultural Council is supported by *the First Peoples' Heritage, Language and Culture Act* in legislation.

The mandate of FPCC is to assist B.C. First Nations in their efforts to revitalize their languages, arts, and cultural heritage.

FPCC is committed to providing communities with a high level of support and quality resources. Our cultural heritage, and the living expression of our identities, is integral to the health of all members of our First Nations communities, as well as to the well-being of all British Columbians.

The First Peoples' Cultural Council serves:

- 204 B.C. First Nations communities
- 36 First Nations languages
- 90+ language dialects
- First Nations individuals
- First Nations arts and culture organizations

WHAT WE DO

Specific activities of FPCC include:

- Facilitate opportunities for First Nations communities in B.C. to receive funding for cultural heritage, language and arts projects
- Develop and deliver training and resources that support community-based revitalization work
- Advise government on programs and issues related to First Nations languages, arts and cultural heritage
- Facilitate relationship-building opportunities between government and non-government entities and First Nations experts
- Offer a network of information and opportunities to First Nations artists, language champions and cultural heritage experts
- Advocate for First Nations languages, arts and cultural heritage in B.C.

PROJECT GOALS/OBJECTIVES

The overarching objective of this project is to conduct a comprehensive discovery process that will inform the development and/or implementation of software solutions to meet FPCC's knowledge sharing goals. This project will uncover what existing technology systems owned by FPCC can be leveraged to meet the goals of the Learning Centre and will identify the needs and opportunities for further development and/or procurement of new systems. The Business Analyst will examine data, business goals, workflow needs, constraints, and platform possibilities, and turn those into clear recommendations and a roadmap for FPCC.

Within the core objectives for this project, the Business Analyst will be expected to:

- Assess current and future content requirements.
- Define learning and platform use cases.
- Identify the minimum viable product.
- Determine future capabilities enabled by the content.
- Evaluate whether existing platforms can be used, extended, or integrated.
- Identify compatibility/alignment requirements with existing infrastructure plans for the FPCC website
- Identify any new platforms that may be needed.
- Recommend a platform approach and implementation roadmap.

The discovery process should focus on three key areas:

1. THE CONTENT

In this context, the content refers to learning resources produced by FPCC and partner organizations (such as handbooks, templates and toolkits), and online courses and related materials (such as syllabi, course outlines, course videos, etc.). The final deliverable for this project should address what content would be part of the system; the requirements for content management; and what risks or sensitivities apply.

- What content currently exists? What content is predicted to be developed, in what formats and scope?
- How is content currently accessible? What are the barriers to access?
- What are the governance, privacy, retention, and stewardship requirements?

- Are there Indigenous data sovereignty considerations, including OCAP®-aligned principles where applicable?

2. THE FUNCTION

In this context, the function refers to how the system will meet identified needs for knowledge sharing. The final deliverable for this project will detail the various and related functions desired, including but not limited to a learning management system as well as a resource library with robust search and discovery capabilities. It will also identify the minimum viable product (MVP) needed to meet the core functions and what future capabilities and functions the product should support. It should distinguish immediate needs from longer-term ambitions.

- What are the desired functions of the system?
- What are the core user workflows for both learners and administrators?
- What is the minimum viable product?
- What could be deferred to a “phase 2” or later?
- What reporting and analytics are needed?
- What content formats and learning pathways must be supported?
- What personalization, assessment, or recommendation features are needed in the short term? In the long term?

3. THE PLATFORM

In this context, the platform refers to the web-based solution(s) that meet the function and content needs. The final deliverable for this project should identify what could be achieved with existing platforms, what integration could be possible with such platforms, and if/what new platform(s) might be required. The discovery should compare reuse, integration and replacement options alongside consideration of new platforms.

- What are the existing platforms within FPCC? What function and content needs do those platforms address?
- Can we extend what we have with configuration or integration?
- What are the gaps and constraints?
- What APIs, exports, and interoperability requirements exist?
- What is compatible with other systems, such as the FPCC website?

- What platforms are available that align with the identified Content and Function goals?
- Which of these platforms are suitable for Indigenous learning needs?
- What is the recommended target architecture?

SCOPE OF WORK

The Business Analyst will:

- Conduct stakeholder interviews and focus groups.
- Review current systems, processes, and data sources.
- Identify content types, ownership, governance, and access requirements.
- Document current-state and future-state workflows.
- Define functional and non-functional requirements.
- Identify MVP requirements and future-phase capabilities.
- Assess existing platforms and integration options.
- Produce recommendations, risks, assumptions, and next steps.

The Business Analyst will also address the unique Indigenous context for this work, by including respectful, community-informed and culturally safe considerations for:

- Accessibility.
- Consent, attribution, and reuse permissions.
- Support for multiple languages and character sets.
- Offline or low-bandwidth access.

DELIVERABLES

The primary deliverable for this project will be a comprehensive report that details the discovery findings and makes recommendations regarding all three focus areas of Content, Function and Platform. The report should include:

- A current-state assessment.
- A future-state vision.

- Content inventory and future-state content scope.
- Administrator, user and collaborators' (community members) requirements.
- MVP definition.
- Platform options analysis.
- Recommendation with rationale.
- Risks, dependencies, and assumptions.
- Implementation roadmap and next-step plan.

ESTIMATED TIMELINE

Request for Proposal timeline

- RFP release (July 27, 2026)
- Deadline for questions (August 21, 2026)
- RFP submission deadline (August 28, 2026)
- Interview period (September 7 – 18, 2026)
- RFP vendor selection (September 18, 2026)

Project timeline

- Project kickoff (October 19, 2026)
- Interim project check-in 1 (November 25, 2026)
- Interim project check-in 2 (January 20, 2027)
- Interim project check-in 3 (March 3, 2027)
- Final deliverable due (March 29, 2027)

BUDGET

Please provide cost proposals to accomplish the scope outlined above. The budget must include costs necessary for the entire project, including:

- Research, writing and development of final report deliverable
- Costs related to facilitating and supporting virtual and/or in-person interviews and focus groups with stakeholders, including FPCC staff and potentially also BC First Nations community members (travel expenses must be pre-approved and will be reimbursed at FPCC rates.)
- Software/ tools licensing required to perform discovery work
- Any other anticipated costs

EVALUATION CRITERIA

All RFP submissions must include the following:

- **Profile:** Company or individual name, background, history and list of main projects/clients.
- **Approach and Methodology:** A detailed description of how the scope of work outlined in this RFP document will be completed and carried out. Clearly indicate all resources required to complete the work.
- **Portfolio:** Provide examples of previous work that demonstrate similarity in projects (e.g. scope, size, Indigenous peoples, government, or non-profit.) Showcase work that demonstrates similar projects with First Nations in B.C. and/or Canada.
- **Work plan/timeline:** Describe a detailed timeline of the project and identify key milestones for each phase of the project. Please also indicate what is needed from FPCC staff in order for the project to be streamlined in a timely fashion.
- **Key staff:** Describe the key staff who will be working on the project and highlight their qualifications and experience.
- **Cost:** Provide detailed breakdown of costs associated with project (See Budget section).

RFP EVALUATION

FPCC will review proposals, answer questions during the question period and then shortlist bidders for interviews. Only shortlisted proponents will be contacted for interviews. Evaluation of the submitted proposals will be based on the following criteria:

Criteria	Weight	Description
Indigenous Cultural Competency & Experience	20%	Demonstrated experience working with B.C. First Nations; understanding of OCAP® principles and trauma-informed/culturally safe engagement.
Approach & Methodology	25%	Feasibility, depth, and quality of the proposed discovery process, workshop facilitation, and user-mapping strategy.
Qualifications & Portfolio	20%	Profile of key staff, Business Analysis certifications, and examples of similar LMS/Resource Library discovery reports.
Value / Cost Proposal	20%	Total cost, clarity of the budget breakdown, and value for the investment.
Project Management & Timeline	15%	Realistic work plan, clear milestones, and reasonable expectations of FPCC staff time.

TERMS AND CONDITIONS

No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the FPCC in any way to award a contract.

Equipment

Computer equipment, software and work materials will be supplied by the proponent unless otherwise specified.

Confidentiality

Confidential information, in any form, that the proponent receives because of this agreement must not be disclosed, released, or transmitted to anyone other than those persons designated by the FPCC.

Use of AI

The Proponent shall not use any AI System to provide the proposal or otherwise in relation to the Proponent completing a proposal for this RFP, unless expressly approved by FPCC in writing, which approval may be withheld in FPCC's sole discretion.

"AI System" means the Proponent's proprietary technological system or any third party technological system used by the Proponent that, autonomously or partly autonomously, processes data related to human activities through the use of a genetic algorithm, a neural network, machine learning, large language models or other techniques in order to generate content or make decisions, recommendations or predictions, including all computer software (and all modifications, updates and upgrades thereto), physical hardware and associated specifications.

Limitation of Liability and Proponents Expenses

By submitting a proposal, the Proponent agrees on behalf of itself and its successors or assigns, that they will not make claims for and otherwise irrevocably waives any claims whatsoever (whether arising under contract law, tort law, administrative law or otherwise) and howsoever arising, including claims for compensation, costs, damages, expenses, losses, and loss of profits, relating to the RFP or with respect to the RFP competitive process, including claims for costs, expenses and loss of profits if no Contract is made with the Proponent, including any other Proponent.

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a Proposal and for subsequent finalizations, if any, with the FPCC.