Research Management System (RMS) Opportunity

Minor Repairs/Services Contractor

***The Opportunity***

The Research and Innovation Branch of Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) operates a Web based Research Management System (RMS) through which it administers research program calls, monitors research projects, and stores research applications and project reports. The RMS is a tool developed for OMAFRA by Smart Simple Software Inc. The RMS has more than 2,500 research projects in its repository.

The attached brochure depicts the scope of activities, workflows and documents that might be produced within the RMS on a daily basis. An example of the online use of information based on the RMS repository is available at this [***RMS Project Search Link.***](https://omafra.smartsimple.ca/ex/ex_viewreport.jsp?key=&token=@Gg4KSBgZeFpZRhZcSRxXQlJYYlNwEnph)

OMAFRA is in need of a person experienced in the use of Smart Simple’s research management tool to serve as the **RMS Minor Repairs/Services Contractor** for a period of six months. The following is the list of services that the successful contractor will provide:

1. Upload French translations of new RMS project fields to comply with the ministry’s French language requirements
   * On demand data uploading services
   * Monitoring information to be exported to French translators
2. Building and testing a project management template for innovation projects in conjunction with innovation partners
   * Requires an understanding research or commercialization project reporting
   * Involves customization of existing templates to respond to operational needs
3. Work with University of Guelph (UofG) research project analysts to ensuring that RMS is well positioned to exchange data between the RMS and the new research management tool of by the UofG
   * Details knowledge of the UofG tool is not required but previous work exchanging data across two or more different systems or data sources would be essential

***Duration***

The **RMS Minor Repairs/Services Contractor** will be contracted by OMAFRA to provide services (i.e. your time) on location at #1 Stone Rd Guelph. Work can be done daily at a minimum of 10 hours per week and a maximum of 20 hours per week (work on Saturday or Sunday could be allowed with special permission). Our preference is that the **RMS Minor Repairs/Services Contractor** will be available 4 to 5 days per week over approximately six months.

Work will start as soon as possible (as early as April 25, 2016). The work will end on September 30, 2016, or when the maximum number of service hours has been reached, whichever comes first.

***Rate***

The hourly rate for **RMS Minor Repairs/Services Contractor** is **$50 per hour**. This is a non-employee, service contract with a maximum allowable contract time of **400** hours.

***Application***

Please send a letter or email outlining your interest in the opportunity, qualifications and experience to [oswald.zachariah@ontario.ca](mailto:oswald.zachariah@ontario.ca). You can reach Oswald or Stuart at 519-826-4173. The successful applicant will be determined based on qualification and demonstrated experience with Smart Simple’s research management tool and experience providing services using similar information technology tools. Applications should not exceed two pages and must be received by end of day April 15, 2016.