



ADDENDUM #2 TO RFP's FOR  
Data Assessment  
&  
Data Governance Framework  
August 4, 2021

- The most recent Addendum states that engagements for the Environmental Data Scan and Data Governance Framework will not be executed in parallel; does this mean that the two projects will be completed in sequence (i.e. the Environmental Scan will be completed, and the Data Governance Framework will be begin after)?  
*Yes this would be our intent; scan then framework*
- (If completed in sequence) Will the Environmental Data Scan be made available for use/reference in the Data Governance Framework?  
*Yes*
- What is the projected start date and completion date of the Data Governance Framework?  
*We don't have a projected start date nor end date, the proponent should propose timelines; NG and proponent would agree upon mutually agreeable dates*
- Will engagements be limited to employees within the seven departments of the Nunatsiavut Government, or is it anticipated that external partners will be included in the engagements (i.e. provincial/federal governments or agencies)?  
*Limited to employees of the Nunatsiavut Government*
- Approximately how many content/document types does NG currently create and/or collect other than Microsoft Office and PDF documents?  
*Other than MS Office and PDF, we collect about 5 other document types*
- What is the approximate volume of the digital assets or stored items (e.g., 500 GB, 1TB, 10TB, etc.) that NG is currently managing?  
*We have approximates on some data, 500 GB of data located in SharePoint, 20 GB on file shares; the data assessment will provide more accuracy of the approximate volume of digital assets and/or stored items.*
- We noticed that there was no timeframe referenced in either RFP and for planning purposes were wondering what the completion date for the work would be?  
*We don't have a projected start date nor end date, the proponent should propose timelines; NG and proponent would agree upon mutually agreeable dates*

- Does each of the 7 departments have their own data storage mechanisms and respective teams to manage them (both physical and electronic)?

*Yes, some departments have data located in SharePoint, file shares or external cloud. Some departments are using SharePoint only. The purpose is to definitively document what data is stored where and by what department*

- Is Information Technology managing electronic data for all the departments in scope for this engagement?

*The IT division doesn't manage all electronic data, we need an assessment to learn what data is within NG and where it is stored*

- Does each of the 7 departments have their own data subject matter experts who will be available to provide information in the engagement sessions?

*Yes*

- Is NG looking to know at the granular level such as number of tables, records and size of the data storage? Or would knowing till the type of storage suffice? For example, in a particular department, NG data is stored in SQL Server and 25 physical files in a cabinet. Is this level of inventory enough or would NG like to know how many tables and records in SQL server and names of each file and type of information that exists in the cabinets?

*We don't need to know the number of tables and records, but we do need to know what data exists and the size of data (GB, TB). If data is in a system/database created by a staff member for example, we need recommendations on where it should be stored*

- In case NG wants to know the inventory of tables, records, and size, would we be given access to all the data or would NG's IT division provide this information?

*See above*

- Since NG will not execute both engagements in parallel, which one of the two will be the first engagement that NG wants to complete before starting with the second?

*Our intent is to do the scan then framework*

- As the NG has not yet passed legislation in the areas of data privacy, will there be directional guidance and the NG's vision available that we can leverage as the foundation?

*Yes, key staff would need to be interviewed*

- Among the deliverables listed, we plan to propose an enterprise data governance operating model to cover the 'roles and responsibilities', 'decision making structures', and their 'Accountability' through a RACI matrix aligned with the operating model. Please confirm if this is the NG's expectation.  
*NG expectation is outlined in RFP. Bidders should propose the model they feel will meet the RFP scope of work.*