



# NUNATSIAVUT

kavamanga Government

## REQUEST FOR PROPOSALS INFORMATION MANAGEMENT, DATA ANALYSIS AND EPIDEMIOLOGY SERVICES

**Issue Date:**

**August 9, 2021**

**Closing date and time:**

**4:00 p.m. ADT, August 30, 2021**



The Nunatsiavut Government is requesting proposals for Information Management, Data Analysis and Epidemiology Services. The duration of the contract for these services will be until March 31, 2022.

## 1. Project Context

As a regional Inuit government within the province of Newfoundland and Labrador, the NG has many of the rights and responsibilities of other governments. It is responsible for advancing the Indigenous, constitutional, democratic, social, and human rights of Labrador Inuit. The Department of Health and Social Development (DHSD) is one of NG's seven departments, each of which reflect the unique principles of the Labrador Inuit Constitution (the fundamental law of Labrador Inuit).

Nunatsiavut encompasses all lands in the Labrador Inuit Settlement Area, including the Inuit Communities of Nain, Hopedale, Makkovik, Postville & Rigolet. The NG also provides certain programs and services for Labrador Inuit who live in the communities of Happy Valley-Goose Bay, Mud Lake, and North West River, as well as the Canadian Constituency (Labrador Inuit who live outside of Nunatsiavut and Upper Lake Melville).

The NG works closely with national, provincial, and regional partners in ensuring the needs of Nunatsiavummiut are met. Many of NG's services occur in tandem with federally and provincially provided services, and these services and programs rely heavily on the availability of timely, accurate and relevant information about the Labrador Inuit's health and social indicators.

## 2. Project Overview

The Nunatsiavut Government, Department of Health and Social Development, has a number of programs and services that require the expertise and leadership from an independent consultant in the areas of information management, data analysis and epidemiology. This independent consultant is required to conduct statistical and epidemiological analysis of public health and population health data to support research, decision making, policy development and administration in order to advance the monitoring, promotion and protection of health in Nunatsiavut. The focus of the work required for this RFP relates to the Qanuippitaa? National Inuit Health Survey (QNIHS) and to the Nunatsiavut End TB Regional Action Plan. This work can be conducted remotely. Travel to Labrador may be required.



### 3. Scope of Work

The NG is requesting proposals for the following services to be performed by the consultant:

- Participated in key initiatives related to the tuberculous (TB) elimination strategy and the TB Program.
- Provide technical support to front line staff regarding surveillance activities and projects.
- Support data collection and provide advice during TB outbreak investigations in the Inuit Communities.
- Provide strategic advice and technical support to the content and methodology development of the Qanuippitaa? National Inuit Health Survey (QNIHS) and other applied health research projects led by the department.
- Participate in the creation and management of processes and protocols for a database capable of securely storing the Nunatsiavut QNIHS data, adhering to data privacy and security protocols.
- Work with the NG Inuit Health Survey Manager, as well the National QNIHS Data Sub-working Group, to plan for national data analysis, as well as to clean and prepare regional QNIHS data for national level analysis.
- Work with the Regional QNIHS team to create a regional data analysis plan and conduct regional level analysis.
- Contribute to regional QNIHS data reporting and ensure accuracy of reported results from an epidemiological perspective (including public reports, community level reporting as well as academic or other types of published reports).
- Provide ongoing analysis of the Regional QNIHS data in response to internal data analysis requests.
- Play a key role on the Regional Inuit Health Survey Steering Committee, and contribute to National level QNIHS Data Sub-Working Group discussions when needed.
- Collaborate and work closely with NG staff in information technology and information analyst roles.

### 4. Project Deliverables

- Up to date TB program related information and reports as requested by the NG DHSD team.
- Regional sampling methodology for the QNIHS.
- Regional processes and protocols for information management of QNIHS data including data cleaning and processing.
- Regional data analysis plan for the QNIHS.

### 5. Timeline

These services are required until March 31, 2022.



## 6. Evaluation Criteria for Proposals

The NG will evaluate each proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

1. Completeness, thoroughness and relevance of the proposal submitted in response to this RFP;
2. Relevant experience of the individual or firm;
3. Relevant experience and knowledge of key personnel;
4. Total price for performance of the requested services;
5. References, including the contact information of former clients;
6. Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
7. Other criteria as may be applicable.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from the proponents

The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. Any proposal that is accepted may be accepted in whole or in part.

The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, within their proposal, a calculation of the Inuit Content Factor for the proponent.**

## 7. Proposal Content

### Table of Contents

Proposals should include a table of contents properly indicating the section and page numbers of the information included.

### Executive Summary

Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the proponent's unique qualifications and services.

### Background Information

Provide general information on the proponent, including a brief history and the number of years in business. The proposal should include resumes, relevant project experience, availability, current workload and office location of all key personnel.



### Project experience

Project experience should include a comprehensive list of relevant project of key personnel, including links to any publicly available examples where possible.

### Quote

The proponent should include a detailed quote for the services requested.

### References

The proponent should include references related to relevant work experience.

### Other Benefits

The proponent should describe any other services or benefits the NG may realize through these services.

## 8. Instructions to Proponents

### Enquiries

All enquiries regarding this Request for Proposals must be made in writing by e-mail and addressed to:

Attn: Sylvia Doody  
Director of Health Services  
Department Health & Social Development  
Nunatsiavut Government  
218 Kelland Drive  
P.O. Box 496, Station C  
Happy Valley-Goose Bay,  
NL  
A0P 1C0

**[sylvia.doody@nunatsiavut.com](mailto:sylvia.doody@nunatsiavut.com)**

709-896-9750, ext. 229

Such enquiries should be delivered on or before **4:00 pm (ADT), August 23, 2021** so that questions and answers can be posted to the NG website as an addendum. Information given by word of mouth will not be valid or enforceable.



### Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at [www.nunatsiavut.com](http://www.nunatsiavut.com). It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

### Address for Submissions

To be considered, electronic copies of proposals should be sent to Sylvia Doody, Director Health Services at [sylvia.doody@nunatsiavut.com](mailto:sylvia.doody@nunatsiavut.com).

Hard copies of proposals will also be accepted, must be clearly marked **Information Management, Data Analysis and Epidemiology Services** and be received at:

Nunatsiavut Government  
Department of Health and Social  
Development  
218 Kelland Drive  
P.O. Box 496, Station C  
Happy Valley-Goose Bay, NL  
A0P-1C0  
**Attn:** Sylvia Doody, Director Health Services

**NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.**

### Submission Deadline

Proposals must be received on or before **4:00 p.m. (ADT) on August 30, 2021** (the "Closing Date").

**PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date.

## 9. General Conditions

### Governing Law



The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of this RFP.

### Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

### No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

### Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

### Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

### Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

### No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the



proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement between any proponent and the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

#### Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this RFP, other than the representative(s) identified, without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proponent's proposal.

#### Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the RFP process.

#### Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

#### Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

#### Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.

#### Release of Information

##### **While Proposal is Open:**

The names of individuals or companies who have picked up the proposal will **not** be released.

##### **At Proposal Opening:**





**NUNATSIAVUT**  
kavamanga Government

Inosiksiagiktotitsigasuannimi amma  
Nunalinnik Pivalliatiksiguannimi  
**Health and Social Development**

Only the names of the bidders will be released.

**After Proposal Opening:**

No further information will be released until after the contract is awarded.