



# NUNATSIAVUT

kavamanga Government

## **Request for Proposals**

### **Support for the Development and Implementation of Both Digital and Physical Archival Policies and Procedures for a Selection of Archival Documents**

**Issue Date: September 13, 2024**

**Closing Date: October 4, 2024**

# Background and Context

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The Nunatsiavut Government (NG) Data Governance Strategy (Strategy) was developed in 2023 and approved by the NG Executive Council. The Strategy is intended to serve all the staff at the Nunatsiavut Government with the visions, foundations, goals, timelines, roles, responsibilities, and data classifications towards advancing data governance across the organization.

Since the development of the Strategy, the NG has been working on a Framework to govern the Strategy roll out. The NG Data Governance Framework is intended to serve all staff with centralized procedures, guidelines, resources, and tools around the management of Nunatsiavut data. This includes aspects around how data is generated, collected, processed, stored, secured, organized, accessed, used, and archived across Nunatsiavut and external partners.

The Secretariat manages a significant collection of archival land claim documents that are crucial for the NG. To ensure their long-term preservation and accessibility, it is essential to digitize these records.

## Overview, Objectives, and Scope

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The Secretariat seeks to engage a qualified consultant to assist in the development of digitization policies and procedures, to digitize archival land claim documents, with a system to store the physical documents. The goal is to create a structured approach to digitizing physical documents, ensuring they are preserved and accessible in a digital and physical format.

### *Scope of work*

The selected vendor will be responsible for the following tasks:

#### **Development of Policies and Procedures**

- **Collaborative Writing:** Work with departmental staff to develop comprehensive policies and procedures for digitizing and storing archival documents, and physical documents.
- **Documentation:** Provide detailed guidelines on the digitization process within Microsoft Sharepoint, including file formats, metadata standards, quality control measures, and any applicable security measures.

#### **Digitization of Documents**

- **Digitize 100 Documents:** Implement the developed policies and procedures to digitize a sample of 100 archival land claim documents.
- **Quality Assurance:** Ensure that digitized documents meet the specified quality standards and are correctly indexed and tagged for future retrieval.

## Library Set up

- **Physical Infrastructure Scoping Exercise:** Advise what is required to properly store, maintain, and access physical documents.
- **Catalogue Digitized Documents:** Implement the developed policies and procedures to catalogue the sample of 100 archival land claim documents.
- **Quality Assurance:** Ensure that catalogued documents meet the specified quality standards and are correctly indexed and tagged for future retrieval.

## Implementation Support

- **Training:** Provide training to departmental staff on the new policies, procedures, and digitization tools.
- **Technical Support:** Offer technical support during the initial phase of implementation.

# Requirements

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Specific requirements outlined below do not constitute the final terms of an agreement or an engagement. A formal written agreement between the two parties will determine the ultimate terms.

### *Mandatory Requirements*

To be considered for this project, vendors must demonstrate:

- **Experience:** Proven experience in developing archival systems, digitization policies and procedures and digitizing archival documents.
- **Technical Expertise:** Knowledge of digitization technologies, metadata standards, and archival best practices. Proficiency with Microsoft Sharepoint and Microsoft applications.

Consultants and all team members must state any professional qualifications and certifications held by them and including authorizations to undertake their disciplines in the Province of Newfoundland and Labrador (if required).

# Evaluation Criteria for Proposals

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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:

- a) Completeness, thoroughness and relevance of the proposal submitted in response to this RFP;
- b) Relevant experience of the proponent;
- c) Relevant experience and knowledge of key personnel;
- d) References, including the contact information of former clients;
- e) Schedule of rates and fees;
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) Other criteria as may be applicable.

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

**The Nunatsiavut Government may not accept the lowest-cost or any proposal and the Nunatsiavut Government reserves the right to cancel this RFP at any time.** 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, in their proposal, a calculation of the Inuit Content Factor for the proposal even if the proponent believes that the Inuit Content Factor of their proposal to be '0'. Failure to do so will result in an Inuit Content Factor of '0' being applied to the proposal.**

# Required Proposal Content

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## *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, Experience & Capabilities*

### *Background Information*

Provide general information on the proponent, including a brief history and the number of years of relevant experience. 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 past project experience.

## *Organizational Chart*

The chart should indicate the names of the individuals to be involved in the major tasks of the project and the lines of responsibility. The organizational chart should also include the specific responsibilities of the key personnel and their role on the project team.

## *References*

The proponent should include references related to relevant work experience.

## *Schedule of Rates and Fees*

In addition to items noted in the Project Overview, Objectives and Scope, the Cost of Services should include a set fee for any duties added to the scope. The proponent shall describe how professional fees will be calculated, based on level of effort, for each of the tasks.

All prices quoted in the proposal are to be in Canadian funds and are to show applicable taxes.

## *Other Benefits*

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

# Instructions to Proponents

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## *Enquiries*

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

Caitlyn Baikie  
Director of Policy and Planning  
Nunatsiavut Government  
Email: [caitlynbaikie@hotmail.com](mailto:caitlynbaikie@hotmail.com)

Such enquiries should be delivered by September 27th, 2024, so that questions and answers can be sent to all proponents 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:

Caitlyn Baikie  
Director of Policy and Planning  
Nunatsiavut Government  
25 Ikajuktauvik Road  
Nain, NL  
A0P 1L0  
Email: [caitlynbaikie@hotmail.com](mailto:caitlynbaikie@hotmail.com)

**FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.**

## *Submission Deadline*

Proposals must be received on or before 4:30 pm Atlantic Time on **October 4th, 2024** (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

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

# General Conditions

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Specific requirements outlined below do not constitute the final terms of the agreement or the engagement. A separate agreement between the two parties will determine the ultimate terms.

## *Governing Law*

The laws of Nunatsiavut and in particular the *Procurement Act* govern this RFP and any subsequent contract arising from 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 with 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 anyone inside the NG regarding this RFP (including the Nunatsiavut Assembly), other than the representative(s) identified, without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the 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 will survive the termination of the RFP process.

### *No 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.

### *Release of Information*

While RFP is open:

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

At Proposal Opening:

Only the names of the proponent(s) will be released.

After Proposal Opening:

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

# Appendix - Inuit Content Scoresheet

*Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)*

a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as <b>0.5 points per 1% of Inuit participation in excess of 50%</b> of the ownership and control of the supplier with 0 points being awarded to a supplier that is not at least 50% owned and controlled by Inuit or Inuit Businesses.	/20
b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where <b>10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community</b> and <b>6 points is awarded to a company having an operating or a head office in an Inuit Community</b> and <b>4 points is awarded for a head office or operating office elsewhere in Labrador.</b>	/10
c) A maximum of 10 points related to training for Inuit calculated as <b>0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</b>	/10
d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as <b>0.2 points per 1% of employees who are Inuit.</b>	/20
e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as <b>0.1 point per 1% of payroll paid to Inuit.</b>	/10
f) a maximum of 10 points related to the percentage of goods and services purchased by the supplier from Inuit Businesses in relation to the procurement calculated as 0.1 point per 15 of the value of all purchases obtained from Inuit.	/10
g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as <b>0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</b>	/10
<b>Total (out of possible 90)</b>	<b>/90</b>