



Request for Proposal

Creation of an Information Management System for Tr'ondëk Hwëch'in

Project Background:

An information management system is required to mitigate Tr'ondëk Hwëch'in (TH) risks related to its records, ensure timely access to records for operational purposes, reduce storage of obsolete and duplicate records, ensure protection of archival records, and create the ability for TH to defend its information management practices when required.

TH does not have a records-storage area, so any plan must consider providing an orderly and accessible storage of existing records within spaces available, including small collections in the administration buildings and offices and cold storage in an off-site building and sea cans until a proper archives facility is built. Confidential and historical records are stored in one enclosed, locked room.

A plan and description of needs is required for transition to a comprehensive records-storage solution, both capital and electronic.

Inquiries:

Any inquiries regarding the scope of the project or the terms and conditions of the proposal process shall be directed to the following

Shirley Peirson, Director, TH Finance and Capital
Email: Shirley.Peirson@trondek.ca
Phone: (867) 993-7100 ext. 122

Jamie Richardson, TH Executive Operations Manager
Email: Jamie.Richardson@trondek.ca
Phone: (867) 993-7100 ext. 118

Closing Date and Time:

The proposal must be submitted electronically in .PDF or .DOC/.DOCX format to:

Shirley Peirson, Director, TH Finance and Capital
Email: Shirley.Peirson@trondek.ca

The proposal must be received no later than 4:00 p.m. on Thursday, October 10, 2019. The date and time stamp will constitute the official submission time.

Project Scope and deliverables:

1. An information management policy to include hard copy as well as electronic
 - Review past TH records and practices
 - Identify best practices
 - Advise on risk mitigation
 - Advise on record creation, classification, and retention scheduling,
 - Recommend record storage, access, security, use, disposition, employee responsibilities, procedures, and any other vital aspects of a records-management program

2. A training plan to train a TH staff members to administer all components of a TH information management system
 - Identify timeline and plan to train existing a dedicated staff position with information management responsibility
 - Recommend written procedures, training, and training materials that would support implementation of the information management program/policy
 - Address current staffing roles and responsibilities in the administration of and adherence to the information management program/policy
 - Analyze how to apply current staff resources to meet short- and long-term goals
 - Identify records required by TH, such as asset management and citizen-membership records, that would be out of the scope directly, but not indirectly, to the information management system, who should have the lead on these, what are the technical linkages, and what are the training requirements and obligations for these information management functions
 - Identify positions to administer the TH information management system through start-up, implementation, and once all record inventories are caught up and final storage areas implemented

3. A records classification system, physical and electronic, that is compatible with other First Nations and Government Records Systems and reflective of TH culture and governance through its final Claims Agreements
 - Documents, including historical records
 - Intergovernmental records
 - Resolutions
 - Minutes
 - An integrated database management system and software suitable to handle and provide specialized access for specific data requirements: membership records (TH Status and Non-Status citizens); list of citizens with specific qualifications related to industry and other areas; list of citizens who are sole or part business owners; human resources; Sage 300 financial records; post-secondary and education; social assistance records; child welfare and other client based services; permits and permit applications (including land use permits, timber permits, and access notice certifications); and asset and inventory management
4. A detailed work plan with implementation processes that outlines options on how TH can transition its records to the new records classification system
 - Assess the current makeup and location of TH records and devise a records classification system and retention schedule based on best practices that would allow redundant and duplicated documents to be removed or scanned to electronic storage
 - Develop a list of materials and shelving requirements for storage within existing space
5. A description of the requirements for a new Archives and Records Storage area (example within a future new Heritage Building) to meet TH's future needs
 - Projected space and security requirements
 - Long term requirements to manage records across all departments in accordance with the information management program/policy
 - Environmental requirements
 - Electronic storage and access requirements
 - Equipment and storage materials
 - Required staffing and qualifications
 - Storage for highly confidential records
 - Access to lands records and maps and storage including spatial data (e.g., GIS data electronic in multiple formats including .shp, .dbf, .gdb, .gpx, .tif, .pix)
 - Create RDBMS features such as scalability, normalized tables, primary keys and, foreign keys, for specialized access and data generation

Details of Submission

Proponents Background, Proposal Requirements, Methodology, and Costs:

The successful proponent(s) requires a strong technical background in information, records, and document administration; familiarity with relevant industry standards and procedures; and methods pertinent to First Nations and Governments, particularly Yukon and the ability to provide practical advice and guidance on achieving the deliverables outlined within this RFP.

- Proven experience and expertise in the assessment of inactive and active corporate records
- Paper and electronic records and document management, processes, policies and procedures preferably in a First Nation or relatable public sector environment
- Strong, working knowledge of active and inactive and paper and electronic records, archival materials, and document management systems and technology
- Excellent project management, relationship development, and maintenance skills
- Familiarity with applicable legislation and risk mitigation practices for records and information management systems
- Ability to work cooperatively with a team to create positive attitudes and buy-in within departments and amongst staff, from the executive team to frontline record system users
- At least one team member with a demonstrated knowledge of TH culture, heritage, governance, and people
- Flexibility, creativity, collaboration, and professionalism when carrying out tasks
- Independence from any records and document management hardware or software vendors or implementation consultants
- Recognized Record Information Management certification and membership (with preference for the Association of Records Managers and Administrators), copies of licenses, degrees, diplomas, and certificates related to information and records management

The proposal must provide the following:

- A general overview of the proponent(s), including its structure, size and capability to perform the work. This section should specifically highlight recent and relevant project experience that demonstrates the proponent's suitability to undertake the scope of work. References relating to relevant project experience, including contact name and details of the projects, is preferred.

The proposal must include the following:

- The proposed methodology, taking into account all requirements of this RFP. This section should address the work effort and, if applicable, the role and participation of each team member in the proposed work. The proposed methodology should also identify any potential options or changes to the outlined approach that could be advantageous to TH. Any such changes and optional work should be identified specifically or outlined in a separate section.
- A detailed timeline with all specific project milestones, check-in points, and deliverables, including day travel to Dawson City if needed and an estimate of all related costs.
- A confirmation the proponent(s), if successful, will not divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services.

The total proposed cost of the project must include the following:

- An all-encompassing cost with budget showing a breakdown of the proponent's fees and all disbursements, with GST listed separately; billable rates for staff assigned to this project; or other expenses as required under Project Scope.
- Advance payment will not be provided for any project work. Invoicing can only be done based on work completed according to the timeline provided.
- Work schedule to show cost of each major part and key tasks to complete the project and overall timelines required.

Evaluation Criteria

Request for Proposal Creation of an Information Management System for Tr'ondëk Hwëch'in Evaluation Criteria		
Category	Maximum Points	Details
Project Team Qualifications	35	<ul style="list-style-type: none"> - Technical and management capacity and skills of team members - Quality of lead consultant/company work based on recent 3 references and relevant project experience on similar assignments demonstrating suitability to undertake work
Methodology	25	<ul style="list-style-type: none"> - Understanding of project requirements, scope of work and deliverables - Detailed methodology in addressing scope of work and deliverables - Knowledge or experience in First Nation Government record classification systems and ability to incorporate a system reflecting

		Tr'ondëk Hwëch'in governance and culturally unique elements - Team members participation and roles in delivering work
Work Schedule	20	- Format, clarity and quality of proposed work plan and schedule detailed by major part and each key task - Realistic timeline and ability to meet deadlines
Fees & Projected Deliverables	20	- Costing of each major part and key task to complete the Project - Identification of specific milestones, check-in points, and deliverables
Name of Proponent Scored:		TOTAL:
Comments (Attach additional notes as applicable):		

Acceptance and Rejection of Proposals

TH may not necessarily accept the lowest priced proposal or any proposal. TH will provide consideration in preference to TH contractors. At its sole discretion, TH reserves the right to reject any or all proposals received and accept any proposal which it considers advantageous. TH is not under any obligation to award a contract and reserves the right to terminate the RFP process at any time and withdraw from discussions with any or all of the vendors who have responded, and if wished may choose to re-advertise. TH shall not be obligated in any manner to any vendor whatsoever until a written agreement has been duly executed relating to an approved proposal.

Proposals must meet all the requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, or contain additions not called for, reservations, erasures, alterations, or irregularities of any kind may be rejected. TH is not liable for any costs incurred in the preparation of proposals. TH reserves the right to request additional information or clarification from proponents, request consideration to changes or amendments, or allow corrections or omissions.

REQUEST FOR PROPOSAL (RFP)

Creation of an Information Management System for Tr'ondëk Hwëch'in

Tr'ondëk Hwëch'in invites proposals from qualified proponents interested in a project to create an Information Management System {all corporate and service records} for our self-governing First Nation. A detailed RFP can be obtained by calling (867) 993-7100 ext. 118.

Deadline for proposal submission is 4:00 p.m. on October 10, 2019



<http://www.trondek.ca/>