



## **REQUEST FOR PROPOSALS**

### *Data Management Needs Assessment and Recommendations for Inuit Post-Secondary Education*

#### **Introduction**

Nunavut Tunngavik Incorporated (NTI) is requesting proposals from qualified proponents to conduct a needs assessment and subsequently recommend requirements and a scope of work for a Request for Proposals to support the procurement of a data management software system. The data management software will support data collection and management in order to measure and monitor implementation of the National Inuit Post-Secondary Education (IPSE) Strategy.

This work will be solicited under the direction of the department of Social and Cultural Development at NTI.

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## **A. Instructions to Proponents**

1. Proposals must be received by NTI via email no later than 5 p.m. EST on October 29, 2021 at the following address:

Nunavut Tunngavik Inc.  
Attention: Papatsi Kotierk  
Education and Language Policy Analyst  
Tel: (867) 975-7586  
E-mail: [pkotierk@tunngavik.com](mailto:pkotierk@tunngavik.com)

2. Proposals must be submitted via email to [pkotierk@tunngavik.com](mailto:pkotierk@tunngavik.com) under the following conditions:

- The e-mailed proposal must be received on or before the closing date at the e-mail address stated in this RFP, including a subject line as: Data Management Needs Assessment for Inuit Post-Secondary Education.
- To ensure that the proposal is received before the closing date, it is recommended that it be sent by e-mail well in advance of the closing date, and that the proponent confirm receipt by return e-mail or by telephone inquiry.

3. NTI will not accept liability for any claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after the stated closing time and date, or for any other reason.

4. NTI will not consider any proposal that:

- Is delivered after the closing date or time.
- Is delivered to any address other than that provided above.

After the closing date, only the identity and addresses of the proponents will be made public.

5. Proponents must address any questions to Papatsi Kotierk, Education and Language Policy Analyst by e-mail at [pkotierk@tunngavik.com](mailto:pkotierk@tunngavik.com). Questions will be accepted until October 15, 2021 at 5 p.m. EST.

6. This is an RFP: It is not a tender or an offer. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.

7. NTI has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent shall have any claim against NTI as a consequence.

8. If a contract is awarded as a result of this RFP, it shall be awarded to the proponent who is most responsive and whose proposal provides the best potential value to NTI. A proponent who is “responsive” is one who best meets the requirements described in this RFP and possesses the ability to perform fully the requirements described in the RFP.
9. The negotiation and execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever under this RFP until the contract is signed.
10. The contract will contain relevant provisions from this RFP, from the accepted proposal, as well as other terms that may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations. NTI reserves the right to negotiate modifications with any proponent who has submitted a proposal.
11. In the event of any inconsistency between this RFP and the ensuing contract, the contract shall govern.
12. Any amendments made by NTI to this RFP will be issued in writing and sent to all who have received the documents.
13. NTI is not liable for any costs of preparation or presentation of proposals.
14. An evaluation committee will review each proposal. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
15. Proponents may amend their proposal up to the closing date and time by email. A proposal may not be amended after the closing date but may be withdrawn by the proponent at any time prior to acceptance.
16. NTI encourages the use of goods and services offered by Inuit Firms, labour and training of Inuit, and will be given preferential considerations to the above in any evaluation of a proposal.
17. A listing of Inuit Firms can be obtained online: <https://inuitfirm.tunngavik.com>
18. Proposals and accompanying documentation submitted by the proponent become the property of NTI and will not be returned. It is expected that a winning proposal may be identified by November 12, 2021 by 5 p.m. EST.
19. Proponents whose offers have been rejected will receive written notification within approximately ten business days of the selection.

## **B. Terms of Reference**

Nunavut Tunngavik Incorporated (NTI) is the Land Claim Organizations that represents Nunavut Inuit with Inuit Tapiriit Kanatami. ITK supports coordination and implementation of the National IPSE Strategy in partnership and collaboration with its members: Inuvialuit Regional Corporation, Makivik Corporation, and Nunatsiavut Government.

Specifically, NTI created the Nunavut IPSE Steering Committee as a forum for collaboration, sharing, learning, and when applicable, coordination of IPSE funding allocated to Nunavut from the National IPSE Strategy. The Nunavut IPSE Steering Committee consists of members from NTI, Qikiqtani Inuit Association, Kakivak Association, Kivalliq Inuit Association and Kitikmeot Inuit Association.

To streamline information sharing, reporting, and program evaluation, a shared data management system between NTI and the three regional delivery organizations was identified as a priority need in the coming fiscal year.

This scope of work involves two major tasks, a Data Management Needs Assessment and recommendation of RFP requirements for the development of Data Management Software to be utilized by the Nunavut IPSE Steering Committee.

### **Data Management Needs Assessment**

The regional delivery agents may have unique technical and program specifications, as well as the possibility of other priorities and programs to be integrated into a new shared data management system. The needs assessment will seek to understand, at minimum:

- How delivery agents are currently collecting, analyzing, and storing relevant information;
- What historical data needs to be hosted on a shared server;
- An analysis into the viability in integration of financial software with the shared data system is required. It would be preferred if the shared data system could accurately track financial data and automatically notify administrators of predefined events or send out alerts when thresholds have been crossed;
- Data transfer capabilities between platforms;
- Reporting requirements to the Federal Government, NTI, and other Inuit partners; and
- Security, confidentiality and infrastructure requirements.

The needs assessment will be completed through, interviews and discussions with key representatives at NTI, the regional delivery organizations, and others to understand regional needs, priorities, and specifications regarding a shared data management system. The consultant shall provide NTI with a summary report of the common and unique needs and priorities of NTI and the regional delivery organizations.

### **RFP Development**

Once the needs assessment is completed, the consultant will develop an RFP to find a suitable Software Platform or Developer. The RFP will meet, at minimum, the needs of the National IPSE Strategy and Funding as determined by the needs assessment.

Final specifications may vary. If the project differs from the description above, a final price will be renegotiated with the proponent upon notification of changes.

### **C. Schedule**

#### ***Date of issue:***

September 24, 2021

#### Notice of Intent:

October 8, 2021 at 5:00 p.m. EDT

#### Closing Date and Time for Inquiries:

October 15, 2021 at 5:00 p.m. EDT

#### Final Response to Inquiries:

October 22, 2021 at 5:00 p.m. EDT

#### Date and Time for Final Submission:

October 29, 2021 at 5:00 p.m. EDT

#### Award of Contract:

November 12, 2021 at 5:00 p.m. EDT

#### Project Start (preferred):

November 15, 2021

#### Interim Progress Reports:

Bi-weekly

#### Draft Reports:

TBC (Based on Workplan)

Final Reports:

February 1, 2022 (Based on Workplan)

The Needs Assessment and a draft RFP must be completed by February 1, 2022 for review and approval.

#### **D. Bid Evaluation and Inuit Firm Adjustment**

The proposals will be evaluated according to the following criteria:

1. Needs assessment and RFP development approach, work plan – 20%
2. Project team's knowledge and skill: 30%
3. Fees and expenses: 20%
4. Use of Inuit Labour: 20%
5. Proven ability to meet deadlines: 10%

Total: 100% (100 points)

#### ***1. Needs assessment and RFP development approach, work plan and project team's knowledge and skill***

The proponent must provide a complete outline illustrating the approach to completing the needs assessment and RFP development that demonstrates the following:

- Adherence to the terms and conditions of the RFP.
- An understanding of the scope of the needs assessment and "deliverables."
- An approach to completing the needs assessment and RFP development that will meet the project requirements.
- Organizational and managerial competence.
- A detailed work plan, to include tasks to be completed, and project controls.
- References with respect to previously completed successful reports of a similar nature must be included, with contact information provided (names, addresses and telephone numbers). The proponent must also address their specific qualifications, knowledge and experience that it believes make it the suitable candidate for this assignment. The proponent is encouraged to include detailed qualifications of each team members who will work on the project.

## **2. Fees and Expenses**

The proposal should provide an outline of the preferred billing arrangements and include a description of a standard invoice. The proposal must include a detailed statement of the charges to be incurred. Costs must be stated in Canadian funds.

## **3. Use of Inuit Labour**

Contract proposal demonstrating the use of Inuit labour (directly or through sub-contractor) will receive up to 20 per cent of the overall available points. In order to receive the adjustment for use of Inuit labour, contract proposals must include details concerning proposed use of Inuit labour by the proponent and all sub-contractors. Additional reporting will be required from the successful proponent on the actual use of Inuit labour after the contract is awarded and failure to implement the proposed Inuit labour target may result in a penalty.

## **4. Ability to meet deadlines**

The ability to meet all deadlines on the finalization of the report is critical. The proposal must demonstrate how the firm has consistently met all deadlines in the past and must provide two references.

## **E. Inuit Firm Adjustment**

1. Inuit Firms, registered on NTI's Inuit Firm Registry, will receive an adjustment (Inuit Firm Adjustment) of 20 per cent on the design and production costs component of the contract proposal (excluding GST and shipping).

2. Inuit Firms must provide details of their Inuit Firm status in order to receive an Inuit Firm Adjustment.

3. Pro-Rating of Inuit Firm Adjustment. Contract proposals must include details concerning all sub-contractors, including the fees and expenses attributable to the subcontractor. The Inuit Firm Adjustment shall not be applied to any portion of the contract proposal where the work is to be subcontracted to a non-Inuit firm. The Inuit Firm Adjustment may be applied to those contract proposals made by non-Inuit firms with respect to any portion of the contract proposal where the work is to be subcontracted to an Inuit firm.