



NUNATSIAVUT

kavamanga Government

Request for Proposals

SharePoint Development

Issue Date: November 23, 2023

Closing date and time: December 14, 2023 at 4:00 pm Atlantic Time

Background and Context

The Nunatsiavut Government (“NG”) was established in 2005 following the finalization of the Labrador Inuit Land Claims Agreement (“LILCA”). The LILCA includes self-government provisions rendering the NG a regional Inuit government within the province of Newfoundland and Labrador. The NG has authority over many areas of governance including health, education, housing, culture and language, justice and community matters.

The NG is organized into seven departments:

- Nunatsiavut Secretariat;
- Nunatsiavut Affairs;
- Health and Social Development;
- Education and Economic Development;
- Lands and Natural Resources;
- Language, Culture and Tourism; and
- Finance, Human Resources and Information Technology.

Information about the role of each department can be found on the NG’s website (www.nunatsiavut.com).

The NG requires the professional services of an external consultant to assist in development of specific requirements in SharePoint Online.

Project Overview, Objectives and Scope

Development of sites in SharePoint Online

Nunatsiavut Government is looking for some development on two/three sections of some existing SharePoint Sites.

Requirement #1: Nunatsiavut Government has an Access database for tracking Lands application requests and status of the application.

The staff data entry process includes adding the received applications into the register. The current database contains four (4) tables; of which three (3) of which are joined. The information in the table includes: Business list (address, phone, etc.), Applicant (DOB, address, etc.), Information about the Application (date received, location, status, etc.). The 4th table is the application register, where the data is entered., and attaching the final map (schedule) to the file.

The NG requires:

- The existing data be migrated into SharePoint lists;
- Create approximately five (5) reports and provide documentation for NG on how to create more if necessary in the future;
- Attach a final map (schedule) to the file; and
- Use Microsoft Power Apps for seamless entry of data; which includes creating the Power App to link to the data.

Requirement #2: Nunatsiavut Government has a SharePoint site with four (4) document libraries (which consists of Word or excel files) and 1 list. The libraries contain existing metadata for information we require. The word documents are linked to the metadata properties of the library for entering data. However, there is now a need for a lookup for information from a SharePoint list. Word does not contain the ability to do a lookup.

- NG is requesting to have the site further developed to add a lookup feature, ideally using power apps for seamless data entry.
- The word and excel files are forms which are printed on a template, this would need to be added to the power app page

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:

- a) Completeness, thoroughness and relevance of the proposal submitted in response to this RFP;
- b) Relevant experience of the firm;
- 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

a. Table of Contents

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

b. Executive Summary

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

c. Background, Experience & Capabilities

i. Background Information

Provide general information on the Consultant, including a brief history of the firm 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.

ii. Project Experience

Project experience should include a comprehensive list of relevant past project experience.

d. 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.

e. References

The Consultant should include references related to relevant work experience.

f. 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 Consultant 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.

g. Other Benefits

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

Instructions to Proponents

Enquiries

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

Janice Vardy
Manager, Data Systems
Department of Finance, Human Resources and Information Technology
Nunatsiavut Government
P.O. Box 496, Stn C
Happy Valley-Goose Bay, NL A0P 1C0
Janice.vardy@nunatsiavut.com

Such enquiries should be delivered by **December 4, 2023** 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. 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 Janice Vardy, Manager Data Systems at janice.vardy@nunatsiavut.com

FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 pm Atlantic Time on **December 14, 2023** (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

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.