



NUNATSIAVUT
kavamanga Government

REQUEST FOR PROPOSALS

Nunatsiavut Government Health Data Policy

Department of Health & Social Development

ISSUE DATE: November 5, 2025

CLOSING DATE AND TIME: December 1, 2025 4:00 PM AST

Context

The Nunatsiavut Government (NG) was established in 2005 following the establishment of the *Labrador Inuit Land Claims Agreement (LILCA)*. *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 central governance areas including health, education, housing, culture and language, justice and community matters.

The Nunatsiavut Government's Department of Health and Social Development is responsible for the health and social development needs within NG. It has seven areas:

- Non-Insured Health Benefits (NIHB)
- Mental Wellness and Healing Services
- Communicable Disease Control
- Home and Community Care
- Health Lifestyles
- Healthy Children and Youth
- Social Development

The Department of Health and Social Development is comprised of a Regional Office located in Happy Valley-Goose Bay, as well as community offices in seven communities: North West River, Happy Valley-Goose Bay, Rigolet, Postville, Makkovik, Hopedale, and Nain. The regional and community teams work in cooperation to deliver the Department of Health and Social Development's programs and services.

For more information about the Health and Social Development Department's vision, mission, and values please visit: [Department Overview - Nunatsiavut Government](#)

Project Overview, Objectives and Scope

Overview

NG's Department of Health & Social Development (DHSD) requires a clear set of health information policies (i.e. those related to system access, documentation standards, confidentiality, staff training, data sharing, and health and social data governance), that is aligned with NG's Data Governance Framework/Strategy, and with relevant policies across NG affecting DHSD employees. DHSD requires an external proponent to catalog all existing policies in DHSD related to health information, identify gaps, and provide recommendations for policy development.

DHSD's health information policies need to be consistent and compliant with licensing requirements for departmental or contracted positions, national and provincial privacy and health information legislation, best practices, and Inuit values.

The successful proponent will work collaboratively with DHSD staff, and identify policies to support successful policy implementation.

Objectives

The objectives of the Project are to provide clear direction and measurable outcomes for the development of health and social data policies within the Nunatsiavut Government (NG). These objectives ensure that the work is aligned with NG's internal needs, complies with applicable legislation, and reflects Inuit values and approaches to privacy, data stewardship, and care. They also serve as a framework for guiding collaboration, policy development, and implementation across the Department of Health and Social Development (DHSD) and with external partners. A successful proponent will work on:

- Identify existing policies, protocols, and practices related to health and social data access, documentation, sharing, use, deletion/archiving, modification, and training, confidentiality requirements needed to access data, both internal and external, which can be used by all applicable staff of the DHSD requiring data access.
- To review the existing policies and identify which policies require updating, or inconsistent or conflict with other policies currently being used.
- To ensure the existing policies reflects best practices and comprehensive procedures to address privacy, consent, documentation, confidentiality, digital access control including external and internal data sharing.

- To produce a plan/roadmap outlining the gaps in policies at an overarching departmental level as well as at division-specific level, and to recommend ways to move forward with policy development to address these gaps and update other existing policies and provide a list of new policies that DHSD should develop.
- To respect Inuit values and perspectives on privacy and care.

Scope of Work

The scope of this project includes the identification of existing policies and the listing of all required health and social data policies that cover both internal use (such as data access, documentation, training), and external documents for the facilitation of relationships (such as data sharing, use and deletion requirements); with external partners, and other agencies & governments.

Deliverables

The successful proponent will be expected to provide the following key deliverables to support the development and implementation of comprehensive health and social data policies.

Policy Creation Roadmap Document:

A detailed plan for how DHSD can move ahead with addressing gaps and improving existing policies, for each division and overall, for DHSD. This also includes recommendations around harmonizing training and forms (does not include creating forms) across DHSD where possible. The document would outline how DHSD and divisions can proceed with the policy writing phase or this work, including a template for policies and a guide for writing them. It would also lay out suggestions for best practices and rollout using existing tools/platforms available on SharePoint and with Microsoft 365.

Draft and Finalize List of Health and Social Data Policies & Gaps:

A detailed table of existing policies, informal practices, and protocols which can influence access to health and social data within the DHSD. The table would distinguish between division-specific and department-wide policies and should highlight where gaps and inconsistencies exist, where current policies may require revision. A corresponding list of new policies that DHSD should develop will also be included.

Identify Redundancies in DHSD Forms:

Create a list of all existing forms and provide recommendations of new forms to be developed that support the application of the health information specific policies (not all forms in a division, only ones specific to data and health information management), and identify redundancies where forms could be simplified and made DHSD-wide rather than division-specific.

Catalog of List of Existing Training & Gaps:

Create a list of all existing trainings that support the application of these policies and gaps where training is required. Provide recommendations for specific trainings and how to embed training into onboarding and with existing Microsoft 365 tools.

Required Proposal Content

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.

Project Approach and Workplan

Outline your proposed methodology for completing the above Project Objectives, Scope and Deliverables.

Schedule of Rates and Fees

The proponent shall describe how professional fees will be calculated for each of the tasks outlined in the Project Objectives above. All prices quoted in the proposal are to be in Canadian funds and are to show applicable taxes.

Background, Experience & Capabilities

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, as well as previous work samples and history relevant to the RFP.

Inuit Content

The proponent must fill out and submit the Inuit Content Scoresheet located in Appendix A of this RFP.

References

The proponent should include references who can speak to relevant work experience.

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 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 as identified in section 17 of the *Procurement Act* and attached hereto as Appendix A. The proponent must include an Inuit Content Scoresheet with their 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**

Instructions to Proponents

Enquiries

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

Attn:

Sharmin Akhter
Data Leader
Nunatsiavut Government

Telephone: (709) 896-9750 x 265

Email: sharmin.akhter@nunatsiavut.com

Such enquiries should be delivered on or before **November 22, 2025 at 4:00 PM AST** 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:

Sharmin Akhter
Data Leader
Nunatsiavut Government
sharmin.akhter@nunatsiavut.com

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before **December 1, 2025 4:00 PM AST** (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

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 will **not** be released.

At Proposal Opening:

Only the names of proponents will be released, upon request.

After Proposal Opening:

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