REQUEST FOR PROPOSALS

Database Development and Implementation

FOR

NOKIIWIN TRIBAL COUNCIL

Responses/Proposals Due:
December 2, 2015
4:30 PM
Nokiiwin Tribal Council
292 South Court Street
Thunder Bay, ON
P7B-6C6
Attn: Fay Zoccole – Education Navigator
Email: navigator@nokiiwin.com
Phone: 807.474.4230 ext. 4234
Cell: 807.252.5622
Fax: 807.474.4238
Request for Proposal

Introduction:
The Nokiiwin Tribal Council is seeking proposals from interested and qualified individuals and/or companies to complete the following project:

**Database Development and Implementation**

Mission Statement:
The Nokiiwin Tribal council is dedicated to working in unity with our member First Nations to enhance growth and prosperity.

Vision:
- The Nokiiwin Tribal council supports a strong and unified working relationship with all First Nations within the Robinson Superior Treaty area.
- The Nokiiwin Tribal Council promotes respect, unity and pride in order to foster healthy, vibrant communities.

Summary and Background:
The Nokiiwin Tribal Council is mandated to work with its’ member and affiliated communities to build capacity and foster collaboration. Nokiiwin Tribal Council is governed by a Board of Directors with representatives from each of Nokiiwin communities. This is a non-political organization that is dedicated to working together with the communities to achieve the Mission and Vision statements of the organization. The member communities of Nokiiwin Tribal Council located within the Robinson Superior Treaty include:

- Animbiigoo Zaagi’igan Anishinaabek (Lake Nipigon Ojibway)
- Biinjitiwaabik Zaaging Anishinaabek (Rocky Bay) – Spirit Bay School
- Bingwi Neyaashi Anishinaabek (Sand Point)
- Fort William First Nation
- Kiashke Zaaging Anishinaabek (Gull Bay)
- Pic Mobert First Nation – Netamisakomik Centre for Education
- Affiliated community is Ojibways of the Pic River First Nation – Pic River Elementary School

Staff Resources:
A successful planning effort is driven by a team of participants. The core team has the following roles:

- Project Manager: The project is managed by the Education Navigator as part of the Structural Readiness Program. This role includes - Overseeing and
monitoring the progress of the project with regards to keeping on schedule and staying within budget. The successful bidder will communicate and have discussions with the Education Navigator regarding the overall project and any concerns regarding the project;

- Hiring Committee: This committee will be made up of 3-4 participants and will be made up of – 1 Board of Director, 1 Community Member, Executive Director and Education Navigator;
- Administration: The Executive Director is responsible for sign-off on key decision and supporting this project.

Proposal Guidelines
This Request for Proposal (RFP) represents the requirements for an open and competitive process.

If the individual/organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Additionally, all costs included in proposal must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs, included project costs for travel.

Contract terms and conditions will be negotiated upon selection of the winning proponent for this RFP. All contractual terms and conditions will be subject to review by Nokiiwin Tribal Council and will include: project description, scope, budget, schedule, and other necessary items pertaining to the project.

Project Description:
The purpose of this project is to develop a database for Nokiiwin Tribal Council so that our stakeholders can access documents according to various departments. The database will be used for networking, discussions, accessing and uploading information produced by or for Nokiiwin Tribal Council. The data base will be utilized as a Resource Bank and should possess several capabilities with the option to expand in the future.

The following is a description of what should be included in the database:

A. The database should have the enhanced ability for data collection for retrieval and documentation sharing between the office and our stakeholders. Nokiiwin Tribal Council requires the database to be cloud based.

B. Access to data and ability to perform specific actions within the database should be redefined by permission levels;
C. The database should include a resource bank, place to conduct webinars, discussion forum such as a chat or discussion board with the option to upload information from our stakeholders. There should be forum options according to our various departments at Nokiiwin Tribal Council; and,

D. The database will require a sign-in for users.

**Scope of Work:**

The components of the project are detailed below. Vendors responding should be prepared to provide a solution to the specific areas, and if after the proposal review add any additional components deemed necessary to successfully complete the project.

The scope of work and expectations for the development of the database is outlined as follows:

A. The database will be created to be user-friendly based on pre-determined guidelines;

B. The database developer will create or provide a demo as a sample, if possible;

C. Upon completion of the database, the data based developer will upload information from a pre-determined memory stick for Education;

D. The database developer will recommend, develop and work with the Education Navigator in the creation of basic policies for the use of the database;

E. The database developer shall adhere to industry/security standards, best practices and current security policies;

F. The database developer shall recommend, develop, and documents all necessary maintenance plans, automated monitoring and threshold notifications as well as, instruct key staff on the maintenance of the system at Nokiiwin Tribal Council;

G. The account management should be maintained by IT clerk at Nokiiwin Tribal Council;

H. Chat/Discussion Forum should not be public;

I. The database developer shall lead a complete walk-through or demonstration of all mutually agreed-to deliverables and database system with the staff of Nokiiwin Tribal Council and community delegates to ensure smooth transition and ongoing supportability;

J. The database developer will create a user manual/handbook on the data base. Additionally, the developer shall provide training to staff on the Nokiiwin Tribal Council staff on the use and navigation of the database;

K. The database developer will recommend, develop and document a strategy for ongoing patching (application and security) of the database software; and

L. The data base developer will adapt or customize an approach that will best meet the needs of Nokiiwin Tribal Council.

This is a one-time project. Ongoing management of the system will be determined upon the conclusion of the development of the database.
Existing Information Technology:
Nokiiwin Tribal Council has the following IT components:
A. Nokiiwin Tribal Council’s website address is www.nokiiwin.com. This site was developed and is currently maintained by Sencia Canada Ltd.;
B. Nokiiwin Tribal Council has a maintenance agreement with a local IT business with regards to it’s computers, software and hardware, networks, shared drivers, laptops, cell phones, trouble shooting in technology, etc.;
C. Nokiiwin Tribal Council has Facebook and Twitter accounts that are maintained internally;
D. Nokiiwin Tribal Council has two SMART boards;
E. Nokiiwin Tribal Council’s internet connection is with tbaytel (sic);
F. Nokiiwin Tribal Council is registered with TechSoup (sic); and
G. Nokiiwin Tribal Council’s server and IT support is on location.

Hardware and Software:
The database package must be fully compatible with current Windows applications. The proposal should include all hardware, software, and other technical requirements, including current licensing costs for each component. The bidder should specify the programming language, the database program, reporting components, and all other components to be used.

Deliverables:
The preferred final product delivery date is: March 18, 2016.

Note: Possible training event will/may be included at a meeting with community delegates on March 3-4, 2016, tentatively.

If the bidder cannot meet this deadline, please indicate earliest date possible.

Expected Milestones:
1. Kickoff Meeting – Discussion with Education Navigator, FNSSP Coordinator and Executive Director;
2. Database development
3. Policy development
4. Development of user manual or handbook
5. Database demonstration with Education Team
6. Testing period – optional
7. Two training sessions: Database clerk at an agreed time and Education Leaders during a meeting in March (tbd).
Budget:
The Bidder’s proposed cost for the project should be an all-inclusive maximum fixed-price fee. The budget must encompass all design, production and software/licencing acquisitions necessary for development and maintenance of this database.

The cost schedule should be reflective of the estimated number of hours of work to be completed on each component of the project: including rate of pay per hour, travel costs, software and licencing tools, and other disbursements, etc., must be submitted. This amount must include GST/HST.

Intellectual Property:
Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of Nokiiwin Tribal Council Inc.

Submission of Proposal:
The proposal should include the following information:

A. Cover letter:
   - Outlining the understanding of project objectives and requirements and a statement of participation interest from Consultant or Organization;

B. Background and Overview:
   - Name and contact information for the Consultant or Organization;
   - A brief overview of the Consultant or Organization;
   - Discuss any hardware/software vendor partnerships, if any;
   - Explain methodology to complete this project;
   - Experience in past database development;
   - Include resume of any current or past projects, programs, research or plans the Bidder has undertaken related to working with First Nation Communities/Organizations; and,
   - Provide 3 References.

C. Work Plan and Budget:
   - A description of how you would undertake all of the required components through a detailed work plan; and,
   - Include timeframe for the completion of Work.

D. Nokiiwin Business Registry Form.

Evaluation Criteria:
The following criteria will form the basis upon which Nokiiwin Tribal Council will evaluate proposals. The mandatory criteria must be met and include:
Your proposal must be received no later than 4:30 PM on December 4, 2015.

The proposals will be evaluated based upon the following criteria:

1. Consultant/Organization:
   a. Demonstrates experiences to perform the work

2. Consultant/Organization Team:
   a. Proposal clearly states who is on the consultant's team;
   b. Qualifications and experiences of consultant and/or team members are included, if applicable; and,
   c. Roles and responsibilities of Consultant/Project team is/are clearly outlined.

3. Proposal:
   a. The depth and detail of the submission demonstrates a thorough understanding of the Request for Proposal description; and
   b. Expected Milestones are included in delivery.

4. Schedule:
   a. The proposed schedule is realistic and includes project scope.

5. Cost and Quality Control:
   a. The proposal demonstrates good management, work plans, scheduling and cost control, reporting and quality control.

6. Appropriateness of methodology:
   a. The assignment has been broken into logical tasks in accordance with the Request for Proposal.

7. Costs:
   a. The total cost of the work and the proposed fees have been presented in detailed work breakdown consisting of staff time and charge out rates for each task item.

Note: Submissions will NOT be evaluated solely on the basis of lower cost.

Timeline:
- The release date for this RFP by Nokiiwin Tribal Council – November 16, 2015
- Deadline for RFP submissions completed – December 2, 2015
- Target date for Proposal Review Meeting with Hiring Committee – December 3, 2015
- Target for notification of Finalist Consultant, Negotiation and Contractual Process – December 4-11, 2015
Proposal Conditions:

1. This request does not commit Nokiiwin Tribal Council to award a contract. As such, Nokiiwin Tribal Council reserves the right to accept or reject any or all of the proposals it receives as a result of this RFP.

2. This RFP does not commit Nokiiwin to pay any cost incurred in the preparation of the proposal – the proponent agrees that all costs incurred in developing this proposal is the sole responsibility of the proponent.

3. Contract will be awarded based on the competitive selection of proposals received.

4. Nokiiwin may require the potential consultants to participate in negotiations, and submit revisions to pricing, technical information and or other items in the proposal that may arise from negotiations. The contents of the proposal, if awarded the contract, become contractual obligations, subject to negotiation and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

5. Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP, unless otherwise stated in the proposal.

6. The final authority to award the contract rests with the Executive Director of Nokiiwin Tribal Council.

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