



Request for Proposal

Needs Assessment for a Digital Land Data Management System for the Tr'ondëk Hwëch'in Natural Resources Department

Tr'ondëk Hwëch'in Natural Resources Department hereby requests proposals to conduct a needs assessment to (1) articulate our land data management needs and limitations, and to (2) identify potential service providers capable of providing a digital solution to streamline the collection, management, and reporting of past, present and future land-based information by the TH Natural Resources Department.

Familiarity with software development is not necessary.

The needs assessment will involve completing background research to:

- summarize departmental needs & understand current organizational limitations,
- find examples of successful digital land data management systems used by other community-based organizations,
- identify potential service providers, and
- determine the range of costs and timelines that can be expected to develop a complete digital solution for the collection, storage and reporting of land-based information.

Anticipated project outcomes include a report summarizing the results of background research, and a recommendation and rationale for the 3 best options for service providers currently available to meet TH departmental needs.

Please direct all questions in reference to the RFP to:

Alice McCulley, Fish & Wildlife Projects Coordinator

Email: alice.mcculley@trondek.ca

Phone: (867)993-7100 ext. 240.

Send electronic submissions (.pdf or .doc/.docx) to:

Alice McCulley, Fish & Wildlife Projects Coordinator

Email: alice.mcculley@trondek.ca

The deadline for receipt of proposals is November 12, 2019, 4:00 pm.

Date and time stamp will constitute the official submission time.

Qualifying proposals will be evaluated based on a combination of experience, methodology and price. Tr'ondëk Hwëch'in reserves the right not to accept the lowest price or any proposal as submitted.

Proposed Project Start Date: November 25, 2019

Project Completion Date: January 15, 2020



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Background

Tr'ondëk Hwëch'in (TH) is a self-governing First Nation, located in Dawson City, YT. Our mandate is to maintain our relationship to the land, preserve our heritage and culture, empower our people, and utilize land and resources within our Traditional Territory in a sustainable way that creates opportunities and prosperity for our citizens, and in accordance with the TH Final Agreement, Self-Government Agreement and the TH Constitution.

The TH Natural Resources Department is tasked with protecting and enhancing fish and wildlife resources and habitat within TH Traditional Territory, and managing land use by developing and implementing legislation, policies and procedures and administering land grants and land use permits on Settlement Land. To this end, large amounts of land-based information are collected and used by Natural Resources staff, and shared with community partners and co-managing authorities, to inform decision-making, policy development, management planning, land use planning, cumulative effects evaluation and environmental assessment.

Land-based information collected by NR staff typically includes patrol observations, spatial data, research and monitoring data, and land use records. This information currently exists in a variety of analog and digital formats including raw data, analytical results, databases/spreadsheets, maps, photos, video/audio recordings, reports, publications and slideshows. Inefficiencies in data collection and storage practices limit the ability of TH decision-makers to use land-based data in resource management. Streamlining the collection, management and storage of existing and incoming land-based information will improve our ability to participate in co-management of resources within the Traditional Territory, while supporting the constitutionally-protected rights of TH Citizens.

Software applications are anticipated be the primary means used to streamline data collection, storage, analysis and reporting. Use of apps and tablets to record new field observations will improve the likelihood of recording important landscape changes, ensure the full extent and type of land use is documented, reduce the tedium of typical data entry/transcription, and automate routine reporting to supervisors. Apps could also facilitate real-time access to spatial data by staff in the field. A central data storehouse/portal could be used simplify file management, make it easier for decision-makers to find and collate information quickly, and minimize the chances of data being lost, destroyed or unnecessarily duplicated.

Recognizing that our data management needs are complex and that there are likely a range of solutions available at a variety of price points, TH Natural Resources Department seeks to make an informed decision when choosing one or more service providers. We are requesting assistance from a contractor to scope the present range of options available to meet our needs for a comprehensive digital land data management system.

Scope of Work

The successful proponent will work closely with Natural Resources staff to ensure that departmental needs and limitations are acknowledged, understood and adequately addressed in project outcomes. Recommendations from the contractor must be sensitive to existing capacity, budget and available timelines.

1. Summarize departmental needs & understand current organizational limitations.
 - o Interview all NR staff (~12+ people; in person or by phone) to gain familiarity with types of data collected and used, current data storage procedures, and opportunities to improve efficiencies within the current system.



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- Understand existing administrative records management procedures and policies used by TH, to ensure that proposed solutions are compatible with security requirements, retention schedules, and records classifications.
2. Find examples of successful digital data management systems used by other community-based organizations and Yukon First Nations.
- Make inquiries with other Yukon First Nations to determine if they have successfully used digital solutions to address similar limitations/challenges related to managing land-based data.
 - Make inquiries with other community-based and/or indigenous organizations within and outside the Yukon who are involved with collecting and managing similar land-based information, to determine if/how they successfully use digital solutions.
3. Identify potential service providers.
- A single software solution/app would be ideal as a “one-stop shop” to collect, store, and analyse/report data; however it is recognized that more than one solution may be required depending on our needs and on the capacity of potential service providers.
 - Supporting local businesses is a priority but we recognize that a wider net may need to be cast to find one or more companies capable of developing a comprehensive solution to meet our needs. The search for potential service providers/software developers will start locally and progress outwards as required.
 - Yukon-based companies
 - Northern-focused companies
 - Canadian companies
 - International companies
4. Determine the range of costs and timelines that can be expected to develop a complete digital solution for the collection and storage of land-based information.
- Contact potential service providers, effectively relay our needs and determine if they are able to produce or already have available an existing software/online product suitable for storing and/or collecting land-based data.
 - Obtain estimates from potential companies to determine costs and expected timelines required to develop appropriate software solutions. It must be made clear that these estimates are only part of a scoping exercise and will not represent any type of commitment by TH to enter into a financial agreement.
5. Create a report that summarizes the results of background research completed by the contractor, as well as recommendations on how best to move forward.
- Provide recommendations on the three best options (or combination of options) currently available to meet our needs.
 - Provide a rationale for these recommendations, using factors such as, but not limited to: cost, expected timelines, number of needs met, limitations, company reputation/references, lifespan of technology, network security, ease of use, etc.



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Details of Submission

The successful proponent will need to have effective project management skills, excellent written and interpersonal communication skills, and be capable of developing a strong rationale for any subsequent recommendations. Familiarity with records management and/or software development is not necessary but will be considered an asset.

The following skills and experience will be required to complete the project to the expected standard:

- Strong research skills
- Excellent communication skills
- Knowledge of a range of data collection techniques and principles
- Effective management of time and workload to meet tight deadlines
- Recognition of capacity limitations and willingness to accommodate busy staff schedules
- Ability to synthesize and summarize complex information to be understood by a wider audience
- Ability to work cooperatively with a team
- Basic understanding of the history, cultures, traditional territory, goals and aspirations of Tr'ondëk Hwëch'in
- Demonstrated professionalism and respectful interactions at all times
- Confidentiality will be maintained at all times with any information encountered or acquired during the course of completing this project.

The proposal must provide the following:

- A general overview of the contractor, including capability to perform the work. This section should specifically highlight recent and relevant project experience that demonstrates the contractor's suitability to undertake the scope of work. References relating to relevant project experience, including contacts and details of the projects, is preferred.
- Contractors must provide proof of valid business licences, WCB compliance and be registered with Revenue Canada, if applicable.
- 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.
- 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.
- Confirmation that the contractor 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.



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- For contractors located outside of Dawson, travel expenses will be paid using 2019 YG travel rates and will not exceed 4 round trips to/from Dawson. Dawson-based contractors are not expected to incur travel expenses.
- 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.

Criteria for Evaluation of Proposals

All submissions should follow the headings listed below and will be evaluated based on the following criteria:

- A. Qualifications (30 pts)
 - CV/résumé demonstrating qualifications, skills, and commitment necessary to complete the project
 - Provision of 3 recent references, with descriptions of relevant project experience on similar assignments
- B. Methodology (40 pts)
 - Understanding of project requirements, scope of work and deliverables
 - Detailed methodology in addressing scope of work and deliverables
- C. Fees and deliverables (30 pts)
 - Costing of each major part and key task to complete the project, including staff hours, hourly rates, equipment/supplies and travel (if applicable).
 - Realistic schedule outlining milestones, check-in points, and deliverables
- D. Local Preference (max 15 pts)
 - Wholly TH-owned business = 15 pts (51%+ TH ownership, sole proprietor, etc.)
 - Partially TH-owned business = 10 pts (50% TH ownership/50% non-TH ownership)
 - Dawson business = 5 pts (partnership, sole proprietor, etc.)

Max points awarded = 100 pts

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 that 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 related to any 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 will 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 considerations to changes or amendments, or allow corrections or omissions.