



REQUEST FOR PROPOSALS FOR OFFICE DESIGN SERVICES

Submission due date: Friday, November 19, 2021 at 3:00 p.m. EST

1. BACKGROUND

The First Nations Information Governance Centre (FNIGC) envisions that every First Nation will achieve data sovereignty in alignment with its distinct world view. FNIGC was federally incorporated on April 22, 2010, as a non-profit organization operating with a special mandate from the Assembly of First Nations (AFN) Chiefs-in-Assembly (Resolution #48, December 2009). Through its focus on acquiring relevant, accessible, high-quality data for and by First Nations, the FNIGC is committed to improving the health and well-being of First Nations people living on reserve and in Northern communities across the country.

FNIGC is primarily government funded with funding reaching approximately \$10 million per year to coordinate national surveys and other data-oriented initiatives with 10 Regional Partners across Canada. FNIGC's head office is located at Mohawks of Akwesasne, Ontario, with the branch office located in Ottawa, Ontario.

2. OBJECTIVE

FNIGC invites proposals from qualified independent firms to provide professional office design services. Services are being sought only for the Ottawa office located at 180 Elgin Street, Suite 1200. Though subject to changing conditions, the work will ideally conclude by March 31, 2022.

3. SERVICES TO BE PROVIDED

The firm will work with FNIGC's Director of Finance and Administration throughout the process on the design of the Ottawa office. Services to be provided include:

- Engaging relevant staff, as determined by management, to assess needs for a hybrid work environment,
- Providing options and recommendations on furniture and technology to support the future hybrid work environment,
- Providing options and recommendations on furniture and layout,
- Coordinating furniture requirements, i.e., the disposition of existing furniture, purchase, delivery, and set-up of new furniture and related equipment,
- Providing options for interior design improvements of the existing office space,
- Preparing a project schedule, and
- Providing Class "D" budget for the design concept.

4. REQUIRED INFORMATION

Items to be covered by the proposal include the following:

- A description of your firm and its areas of expertise.
- A description of your relevant work with other First Nations or non-profit organizations of comparable size.
- A proposed fee structure. Any hourly rates proposed should indicate if the rates are covered within the overall budget or can reasonably be expected to cover any additional work that is above and beyond that which is covered within the class D estimate.
- A summary description of the personnel that you would assign to FNIGC and their position within the firm.
- An estimated timeframe for your firm to prepare and present any key project documents. Describe the management processes your firm will utilize to ensure the design milestones and overall project completion dates are attained.
- A list of names and contact person(s) for up to three references for previous work most like that being proposed by FNIGC.

- Identify as a separate item an estimated upset amount to be allocated for disbursements i.e., printing, mileage (which are to be billed at cost with proper receipts).
- Proposal shall be signed by an authorized officer, whose name and title shall be printed below the signature along with the date of signing.
- Proponent's company name shall be clearly visible on every page of the proposal by stamp, label, printed header/footer, or some other satisfactory means.
- Describe your approach for this project related to quality control and checking procedures to prevent design oversights and coordination issues.

5. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder must warrant that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant factors or circumstances which could give rise to organization conflicts of interest.

6. PROPOSAL CONTENTS AND FORM

Proposals only to be submitted electronically. Please indicate "Proposal for FNIGC Office Design Services" in the subject line when submitting.

Proposals must include a statement that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award.

Proposals are to be submitted via email to Jonathan Plante, Director, Finance and Administration at jplante@fnigc.ca. Email is the only accepted method of submitting proposals.

Proposals will not be accepted after the stated deadline of Friday, November 19, 2021 at 3:00 p.m. EST.

7. PROPOSAL EVALUATION REVIEW AND SELECTION PROCESS

Qualified proposals will be evaluated based on the following criteria:

1. Qualifications and expertise of the firm and proposed staff
2. Relevant prior experience

3. Feedback obtained from references
4. Proposed fees
5. Evaluation of capabilities and quality of work product.
6. At the discretion of FNIGC, any interviews conducted with submitting firms.

FNIGC will not be obliged in any manner to any proposer whatsoever. At its sole discretion, it may choose to terminate the Request for Proposal process and not enter a contract with any of the proposers.

8. DISPOSITION OF RESPONSES

All material submitted in response to this RFP will become the property of FNIGC.

9. FNIGC CONTACTS AND INQUIRIES

Any questions must be submitted in writing to Jonathan Plante, Director, Finance and Administration at jplante@fnigc.ca. Answers and original questions, generated during the posted period, will be distributed to all applicants.

As of the posting date of the RFP, there shall be no communications concerning the selection process between any proposer and any Board or staff member of FNIGC concerning the selection process, other than the contact noted above. Other personnel are not authorized to discuss this request for proposal with responders. Contact regarding this RFP with any personnel not listed above could result in disqualification.

It is anticipated the finalist will be selected, approved, and communicated by Friday December 10, 2021.