



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

REQUEST FOR PROPOSALS FOR DESIGN SERVICES

Submission Due Date: July 31, 2025

BACKGROUND

The First Nations Information Governance Centre (FNIGC) is a non-profit organization federally incorporated under the Canada Incorporation Act since 2010. It operates with a special mandate from the Assembly of First Nations and is governed by a national board of directors appointed from each of the ten First Nations regions.

FNIGC's mission is to assert data sovereignty and support the development of information governance and management at the community level through regional and national partnerships, in collaboration with First Nations. FNIGC adheres to free, prior and informed consent, respects nation-to-nation relationships, and recognizes the distinct customs of nations. Our Vision is for every First Nation to achieve data sovereignty in alignment with its distinct world view.

The FNIGC's vision and mission are guided by the following core strategic objectives: 1) Our approach is Community-driven and Nation-based; 2) Our data are inclusive, meaningful and relevant to First Nations; 3) Our tools are effective, adaptable and accessible; 4) Our partnerships connect regions to strengthen data sovereignty.

OBJECTIVE

The First Nations Information Governance Centre (FNIGC) invites proposals from qualified independent companies to provide a subscription-based professional design services for the 2025–2026 fiscal year. The contractor will offer a graphic design subscription service that will provide FNIGC with professional design services on an ongoing, monthly basis.

SERVICES TO BE PROVIDED

These services to be provided for the subscription-based design services include:

- Full graphic design and layout services (i.e., reports, publications, brochures, social media, web ads, etc.) on an on-demand basis, and
- A dedicated number of hours paid on a monthly subscription basis.

REQUIRED INFORMATION

Elements that must be included in the RFP include the following:

- a description of the firm and its areas of expertise,
- a description of your relevant work with other First Nations or non-profit organizations,
- A proposed fee for the monthly subscription design service, including start-up costs, if any,
- A description of the scope of the design services as offered, undertaken.

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 organizational conflicts of interest.

PROPOSAL CONTENTS AND FORM

Proposals may be submitted electronically by email.

If submitted by mail, send the proposal in a sealed package, clearly marked on the outside of the package "Proposal for FNIGC Design Subscription Services", along with the respondent firm's name.

If the proposal is submitted electronically, put "Proposal for FNIGC Design Subscription Services" in the subject line.

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

Please submit your proposal by June 31, 2025 at 3:00 PM EDT to:

First Nations Information Governance Centre
180 Elgin Street, Suite 1200
Ottawa, ON K2P 2K3
[Attention: Brad Mackay]

Or by email to:

Brad Mackay: bmackay@fnigc.ca

PROPOSAL EVALUATION REVIEW AND SELECTION PROCESS

The qualified proposals will be evaluated on the basis of technicality (75 points) and financial (25 points) as determined by the FNIGC's management.

All of the following criteria will be considered in evaluating the proposals:

1. Qualifications and expertise of the firm and proposed staff

2. Relevant prior experience
3. Feedback obtained from references
4. Proposed fees
5. Responsiveness to the RFP
6. Evaluation of capabilities and quality of work product.

The 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 into a contract with any of the proposers.

DISPOSITION OF RESPONSES

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

FNIGC CONTACTS AND INQUIRIES

Please contact Brad Mackay Manager of Communications, at 613-314-2575 or at bmackay@fnigc.ca with any questions or request for additional information.

As of this date of this RFP, there shall be no communication concerning the selection process between any proposer and any Board or staff member of the FNIGC concerning the selection process, other than the contacts 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.