



Request for Proposals

Improved Records Management for Executive Services Programs

Issue Date: Tuesday, May 9, 2023

Background of the Mohawk Council of Akwesasne

Akwesasne is Mohawk community located along the St. Lawrence River where the borders of southeastern Ontario, southern Quebec, and northern New York all meet. Today, there are three Mohawk governments at Akwesasne. The Mohawk Council of Akwesasne (MCA) is the elected council on the Canadian portion of Akwesasne, the St. Regis Mohawk Tribe (SRMT) is the elected council on the American portion of Akwesasne, and the Mohawk Nation Council of Chiefs is the traditional government.

The Mohawk Council of Akwesasne is the elected governing body on the northern portion of Akwesasne that is collectively responsible for the residential Districts of Kanatakon (St. Regis, Quebec), Tsi Snaihne (Snye, Quebec), and Kawehno:ke (Cornwall Island, Ontario), as well as numerous islands in the St. Lawrence River. Our Council is comprised of a Grand Chief who represents and is responsible for the entire community and 12 District Chiefs who represent the three districts and are each responsible for their selected portfolio areas of interest. Council oversees the operation of the Mohawk Council of Akwesasne (MCA) , which is the local government organization that provides a wide range of programs and services to our community members.

MCA's mandate is to provide quality services to Mohawks of Akwesasne who reside on the northern portion of Akwesasne. Our mission statement is: "With a good mind it is our responsibility to protect and exercise our inherent rights while creating sustainable partnerships and building a strong community for future generations." As a First Nation community government organization we offer a variety of services to our community members that are delivered by the employees of our departments: the Ahkwesasne Mohawk Board of Education; Department of Public Safety; Department of Community & Social Services; Department of Economic Development; Department of Finance and Administration; Department of Health; Department of Infrastructure, Housing, and Environment; Department of Justice; and the Executive Services Department. The organization is managed by an Executive Director, along with 8 other Department Directors, and has an annual operating budget of approximately \$139 million. The MCA employs approximately 895 individuals who are located in over 35 facilities, both within and just outside our Territory.

Purpose

The Mohawk Council of Akwesasne (MCA) seeks proposals from qualified consultants with expertise in Microsoft Office 365 and its programs to provide professional services for the upcoming 'Improved Records Management for Executive Services Programs' project. This project will focus on document management with a goal of efficiency, and records management with a goal of compliance, and both share the common goal of ensuring our organization's resiliency and continuity. The Executive Services programs located within MCA's Administration Building 1, specifically Executive Services, Mohawk Government, Aboriginal Rights & Research Office, and Nation Building are the programs being focused on for this project.

Scope of Work

The chosen consultant is expected to:

- provide research and advisory services for the project;
- meet with staff of the Executive Services programs to determine their current document and records management practices and their improvement needs;
- review the MCA Records Management Procedural Manual (2011) as a reference manual for managing MCA records (to be provided by MCA);
- determine which Microsoft Office 365 programs will work best to meet the needs of the Executive Services programs;
- review and make use of legal analysis (to be provided by MCA);
- make recommendations on how to best implement changes so that the Executive Services programs are better able to manage the documents and records specific to their program;
- implement approved recommendations with the active participation and cooperation of employees of the Executive Services programs (to include training on the Microsoft 365 Office programs to be used);
- prepare and submit monthly progress reports:
 - Findings and Recommendations
 - Implementation Progress
 - Overall Report on Project

Timeframe and Deliverables

The timeframe for this work is three (3) months total, from July to September 2023.

Deliverables are required as follows:

Deliverable	Due Date
Findings & Recommendations Report	July 31, 2023
Implementation Progress Report	August 31, 2023
Overall Report on Project	September 29, 2023

Proposal Requirements

Proposals must contain the following, at a minimum, to be favorably considered:

- Brief cover letter;
- Overview of the consultant including full legal name, address, telephone and email contact information, description of business (if applicable), and evidence of proven track record;
- Credentials, relevant past and current experience, and qualifications of all individuals who will be providing services, including the extent and nature of their roles for this project;
- A description of the proposed approach that will be used to carry out the work;
- A description of and a commitment to the scope of work, timeframes, and provision of deliverables;
- Gantt chart or similar means of providing an overview of the work plan activities, responsibility for each task, and schedule;
- Provisions for ensuring timeliness; and
- A detailed budget breakdown including fees, expenses, materials, proposed terms of payment, and payment schedule.

Budget

The anticipated budget for the consultant's scope of work for this project is \$35,000.

NOTE: MCA assumes no obligation, no responsibility, and no liability for costs incurred by responding consultants prior to the issuance of a contract. MCA reserves the right to negotiate a lower or different fee structure with any consultant selected. All costs and fees must be clearly described in the proposal.

Evaluation of Proposals

The Mohawk Council of Akwesasne reserves the right to select a consultant of its choice and will not necessarily award the contract to the lowest priced proposal. The consultant will be selected based on the following criteria:

- Demonstrated experience and expertise working with Microsoft Office 365 and its programs;
- Overall quality and experience of the consultant/consultant's team, with preference given to those with past experience working with First Nations governments;
- Past experience with similar projects;
- Proposed approach;
- Commitment to carrying out the scope of work, providing stated deliverables, and meeting required timeframes;
- Quality of the price quote; and
- Price.

Inquiries and Proposal Submissions

Inquiries and proposals must be submitted electronically by email to: proposals@akwesasne.ca. Proposals will be accepted until **2:00 pm EST on Tuesday, May 30, 2023 only**. Proposals submitted after the deadline will NOT be reviewed.