



# Niskamoon Integrated Online Platform

## Terms of Reference

November 01, 2022

### Contents

Background .....	2
Definitions .....	2
Objective .....	3
Overview of Existing Systems .....	3
NICD (Niskamoon Interactive Consultation Database) .....	4
NIMS (Niskamoon Information Management System).....	4
Niskaboard .....	4
Instructions and Requirements for Bid Submissions .....	4
Closing Time .....	4
Questions During Bidding Period .....	5
Deliverable .....	5
Overview of Proposed Platform.....	5
Project Timeframe and Budget .....	5
Past Projects and References.....	6
Technical Considerations and Important Notes .....	6
General.....	6
Approximate Users and Usage Frequency .....	6
Appendix I: Niskamoon Issue Discussions Life Cycle .....	10
Appendix II: Niskamoon Project Life Cycle .....	12

## 1 Background

The Niskamoon Corporation (“Niskamoon”), which was established in accordance with the Niskamoon Agreement, is a not-for-profit organization incorporated under Part III of the Quebec Companies Act. With its head office is located on Category 1A lands in Nemaska, the members of Niskamoon are the Cree Regional Authority and the Grand Council of the Crees (Eeyou Istchee). An eight-member Board of Directors appointed by members manages it.

Niskamoon’s mission is to provide an efficient framework for cooperation between the Cree people and Hydro-Québec. It ensures the implementation of several agreements between the Crees and Hydro-Québec (“Cree-HQ Agreements”) and is primarily set up as a funding agency with the aim to centralize funding, reduce formalities at a local level and minimize administration costs., The funds it manages were created under the Cree-HQ Agreements. A major responsibility defined by the Cree-HQ Agreements is to identify and document impacts and other concerns from Cree beneficiaries as well as carrying out and evaluating mitigation works. In addition, Niskamoon must report back the outcomes of these works to Hydro-Quebec. To properly carry out such a mandate, Niskamoon must mobilize and ensure communication between numerous actors:

- 1) Land users that identify impacts (“Land User”)
- 2) Local community representatives that act as a primary interlocutor for land users and community members and are responsible for monitor and report the outcomes of the projects (“Local Officer”)
- 3) Regional Niskamoon representatives that approve funding and oversee Local Officer activities (“Regional Officer”)
- 4) Board of directors that determine the projects that will receive funding. (“Corporate Secretary” and “Board of Directors”)

To do so, Niskamoon would like to develop an interactive, **integrated online platform** that would facilitate communications between actors, ensure transparency in proposal and project status and be updated in real-time, as adjustments and new data related to a specific issue comes to light. For more information about the activities of Niskamoon, bidders are invited to visit [www.niskamoon.org](http://www.niskamoon.org).

## 2 Definitions

In these terms of references, the following terms mean:

**Bidder** means any person that submits or has submitted a Proposal following the Request for Proposals

**Bidding Period** means the period from November 7<sup>th</sup>, 2022, to December 2<sup>nd</sup>, 2022 at 2:00 PM EST

**Board of Directors** means the Niskamoon’s Board of Directors consisting of representative from the Grande Council of Crees and Hydro-Québec. The Board meets on a quarterly basis to review proposals and approve budgets so the proposals can be executed as projects.

**Closing Time** means the deadline for the proponents to submit their proposal to Niskamoon which date is December 2<sup>nd</sup>, 2022, at 2:00 PM Eastern Time

**Community** means one of the nine (9) Cree First Nation of Eeyou Istchee;

**Corporate Secretary** means the Niskamoon representative that is responsible for setting the agenda for Board of Directors meeting and recording decisions.

**Cree Trappers Association** means the Cree trappers association established as per Section 28 of the James Bay and Northern Quebec Agreement;

**Evaluation Period** means the ninety (90) days period following the submission of the Proposals by the Bidders during which Niskamoon will evaluate the valid Proposals;

**Grand Council of the Crees** means the political body that represents the Cree people of the territory called Eeyou Istchee in the James Bay and Nunavik regions of Northern Quebec.

**Land User** means members of different communities that come under the Grand Council of the Crees. Land Users have one traditional harvesting area within the territory referred to as a Trapline.

**Local Officer** means the representative from each of the different communities that come under the Grand Council of the Crees. They cater specifically to the needs of Land Users within the community.

**Platform** means the Niskamoon Integrated Online Platform to be developed by the winning Bidder

**Proposal** means any proposal submitted by a Bidder through the Request for Proposals

**Regional Officer** means the Niskamoon representative that works with all local officers at a regional level;

**Tallyman** means a Cree person recognized by a Community as responsible of harvesting activities on a Trapline;

**Terms of Reference** means these terms of reference for the development and implementation of the Niskamoon Integrated Online Platform

**Trapline** means an area where harvesting activities are by tradition carried on under the supervision of a Tallyman

### 3 Objectives

Niskamoon, as part of its obligations related to the implementation of several agreements between the Grand Council of Crees and Hydro-Québec and specifically funding programs therein, wishes to develop **an integrated online platform (“Platform”)** to replace three systems currently in use that serve the following purposes:

- 1) NICD (Niskamoon Interactive Consultation Database), a stakeholder management tool to facilitate collaboration with Cree land users
- 2) NIMS (Niskamoon Information Management System), a project management tool with an interactive mapping tool
- 3) Niskaboard, a website used to facilitate the quarterly meetings of Niskamoon’s Board of Directors and to record key decisions and minutes of meetings

### 4 Overview of Existing Systems

The sections below provide a brief overview of the systems currently in place and their functions. The requested bid is for a platform that combines the functionality of the three tools.

## 4.1 NICD (Niskamoon Interactive Consultation Database)

The NICD was designed as a stakeholder management tool. The NICD allows Local Coordinators to document discussions with Cree stakeholders (Land Users) about land use issues and fast track projects that respond to those issues for approval in NIMS.

In the present iteration, there is no continued communication between NICD and NIMS once a discussion has been transferred to NIMS from NICD. This is one of the major pain points that needs to be addressed in an integrated system.

Local Coordinators are able to use the NICD to create meetings, document discussions of issues from those meetings, describe proposed projects to address those issues, and invite review and comments from interested parties.

Details related to the Niskamoon Issue Discussions Life Cycle is provided in Appendix I.

## 4.2 NIMS (Niskamoon Information Management System)

The NIMS was designed as a project management tool to manage the lifecycle of proposals and projects. The NIMS allows Local Coordinators to submit project proposals based on discussions with Land Users. These proposals are geo-referenced within NIMS using an inbuilt mapping tool and relevant documentation can be uploaded to the system.

The Regional officers review the project proposals and submit them to the Corporate Secretary who presents the project proposal to the Board of Directors and records their decisions, and this is sent back to Local Coordinators who oversee active projects and take part in designating the projects complete.

NIMS is the most complex system out of the three as it has a strong user roles and permissions settings, a document management system, report generation capabilities and a geographic information system. The functionalities come at the cost of performance, where the application is slow to load, especially the mapping tool. The NIMS database records can be exported as an Excel spreadsheet, including spatial locations of projects.

Details related to the Niskamoon Project Life Cycle is provided in Appendix II.

## 4.3 Niskaboard

Niskaboard is currently a simple web page with a simple document management system that is used to set an agenda for the quarterly Board of Directors meeting and uses documents generated by NIMS.

It exists outside of NIMS and will have to be integrated into the system.

All bidders will be granted read-only access to these tools so they have first-hand experience of how the systems have been set up. Send an email to [emoore@niskamoon.org](mailto:emoore@niskamoon.org) confirming your participation in order to receive this access.

# 5 Instructions and Requirements for Bid Submissions

## 5.1 Closing Time

The Bidder is responsible for submitting their Proposal prior to the Closing Time. All Proposals shall be submitted via email with proof of receipt. In addition to sending the Proposal via email, the Bidder

must also send a text-only email informing Niskamoon of the submission. This is to account for possible delays in email delivery due to size of attachments or spam filters.

Niskamoon reserves the right to delay the closing time, and all Bidders will be properly informed of the new date and precise time in such instances.

The Closing Time for the submission of Proposals is:

2<sup>nd</sup> December, 2022 at 2:00 p.m. Eastern Time

The email address for submission of Proposals is:

[emoore@niskamoon.org](mailto:emoore@niskamoon.org)

## 5.2 Questions During Bidding Period

All inquiries must be submitted via email by 14:00 EST Friday every week of the Bidding Period. The answers to these inquiries will be compiled and submitted as an addendum the next Wednesday. Niskamoon will receive the inquiries and provide answers on those following dates:

Q&A Period #	Deadline for Submitting Questions	Addendum with Answers Sent Out On
1	11-Nov-22	15-Nov-22
2	18-Nov-22	22-Nov-22

Since the inquiries will be shared across all Bidders, it is required for Bidders to avoid inquiries which may be of proprietary nature or rephrase them in a manner that is appropriate for it to be disseminated to all Bidders.

The inquiries shall be sent to : [emoore@niskamoon.org](mailto:emoore@niskamoon.org)

## 5.3 Deliverable

The length of the Proposals should not exceed ten (10) pages (excluding figures and appendices).

The Proposal must at minimum, detail the information provided in subsections 5.3.1 to 5.3.3

### 5.3.1 Overview of Proposed Platform

1. Approach and methodology
2. Functional components of the Platform
3. Database schema including mapping tools
4. Mock up of user interfaces for different functions
5. Reporting and data extraction capabilities
6. Development framework and deployment environment
7. Security features and user permissions
8. Hosting, maintenance
9. Support, including training and the creation of user manuals

### 5.3.2 Project Timeframe and Budget

Bidders must provide a preliminary timeline for the development of the Platform, including design, development, testing and deployment. The timeline must also include a timeline for migrating data from the current systems to the Platform.

A cost breakdown for the design, development and maintenance of the Platform must be clear, indicating the different stages of the process. The Bidders must also include the cost of meetings with

Niskamoon representatives at various stages in the development process as well as costs related to training and support. Bidders can provide maintenance costs for a period of their choosing, however ten (10) years is the recommended period. Bidders must also provide an estimate of the costs involved in data migration from the current systems to the Platform.

### 5.3.3 Past Projects and References

Bidders should include examples of similar products developed for other clients. Moreover, Bidders are encouraged to suggest additional functionalities that would further enhance the Platform for the users. Any additional features should be clearly indicated in the budget to allow Niskamoon to adequately evaluate them.

## 6 Technical Considerations and Important Notes

### 6.1 General

- 1) The Communities do not currently have access to a fiber network. The Platform must be designed to work in low-bandwidth environments.
- 2) The Platform must be designed with a focus on intuitive user experience as users' technical acumen varies.
- 3) IT support is limited in the Communities, the Platform must be entirely cloud-based to facilitate support.
- 4) It is expected the winning Bidder is capable of making improvements to the Platform based on user feedback every (six) 6 months. The costs related to these upgrades fall outside of the scope of the current bid.
- 5) The list of traplines and their tallyman (head of trapline) is maintained by the Cree Trapper's Association (CTA). It will be important to update the information within the tool based on changes to the list available with the CTA.
- 6) The GIS team within the Grand Council of Crees use ArcGIS for mapping. The Platform must be compatible with ArcGIS.
- 7) The current Platform has limited data extraction capabilities.

### 6.2 Approximate Users and Usage Frequency

- 1) Land Users – Undefined – Infrequent
  - a. Land Users are the general populace of the communities and the actual number of potential users is undefined
  - b. Land Users will interact with the Platform only when they have an issue which can be remediated by Niskamoon and will at most have access to information related to their specific proposal or project.
- 2) Local Officer - ~10 – Frequent
  - a. Local Officers will be the main users of the Platform.
  - b. Frequency of access is based on number of proposals and projects developed based on engaging Land Users within their Community.
  - c. Local Officers will at most have access to information related to their specific Community.

- 3) Regional Officer - ~3 – Frequent
  - a. Regional Officers will have edit access to most components of the Platform.
  - b. Frequency of access is based on number of overall proposals and projects.
  
- 4) Corporate Secretary - ~2 – Frequent
  - a. Corporate Secretary will directly access the Platform on a quarterly basis to gather proposals to be tabled by the Board of Directors
  - b. Corporate Secretary will access the Platform on an on-need basis depending on requests from Regional Officers and is the power user of the Platform.
  
- 5) Board of Directors - ~8 – Infrequent
  - a. The Board of Directors are expected to use the Platform for a week every quarter.
  - b. Their primary interaction with the Platform will during the time of Board of Directors meeting which occurs on a quarterly basis.

## 7 Other Terms and Conditions

### 7.1 Submission Validity Period

Bidders shall not be allowed to make any modification to their Proposal during the Evaluation Period.

If Niskamoon deems it necessary to extend the Evaluation Period, the Bidders will be notified by email before the expiry of the Evaluation Period (the "Notice"). the Bidders will have fifteen (15) days from the date of receipt of the Notice to accept by email the extension requested therein or withdraw their Proposals

### 7.2 Condition of Award

The highest scoring Proposal or any other bid will not necessarily be accepted. Niskamoon reserves the right to:

- Reject any or all of the Proposal received in response to the Request for Proposals
- Cancel the Request for Proposals at any time;
- Reissue the Request for Proposals
- To negotiate with the only Bidder who submitted a valid Proposal to ensure that Niskamoon will benefit from the best quality / price ratio

By submitting a bid, the Bidder acknowledges the rights of Niskamoon as provided by the present clause, and waives any claim or cause of action against Niskamoon for the reason that Niskamoon has exercised its rights pursuant to the present clause.

The Bidder acknowledges that they will not be reimbursed or compensated for the cost and expenses incurred for the preparation of their Proposal with respect to the present Request for Proposals.

## 8 Assessment and Evaluation Criteria

### 8.1 Selection Committee

Proposals shall be evaluated by the Selection Committee. The Selection committee consists of 4 members of Niskamoon.

The Selection Committee will be supported by an external consultant, who was hired by the Niskamoon for the development of the Request for Proposals.

The Selection Committee shall give the final recommendation to the Board of Directors, who will then decide to accept the recommendation or to cancel the Request for Proposals.

### 8.2 Evaluation Criteria

The submitted Proposals will be evaluated in accordance with the evaluation criteria as detailed herein.

Technical Requirements – 30%

Management Qualifications – 15%

Cost – 55%

#### 8.2.1 Technical Requirements

The sub-criteria for this evaluation criteria are detailed herein:

<b>Sub-Criteria</b>	<b>Weight</b>
Approach and methodology	10
Functional components of the platform	20
Database schema including mapping tools	15
Mock up of user interfaces for different functions	15
Reporting and data extraction capabilities	10
Development framework and deployment environment	5
Security features and user permissions	10
Hosting and maintenance	5
Support including training and user manuals	10
<b>SUBTOTAL</b>	<b>100</b>

#### 8.2.2 Management Qualifications

The sub-criteria for this evaluation criteria are detailed herein:

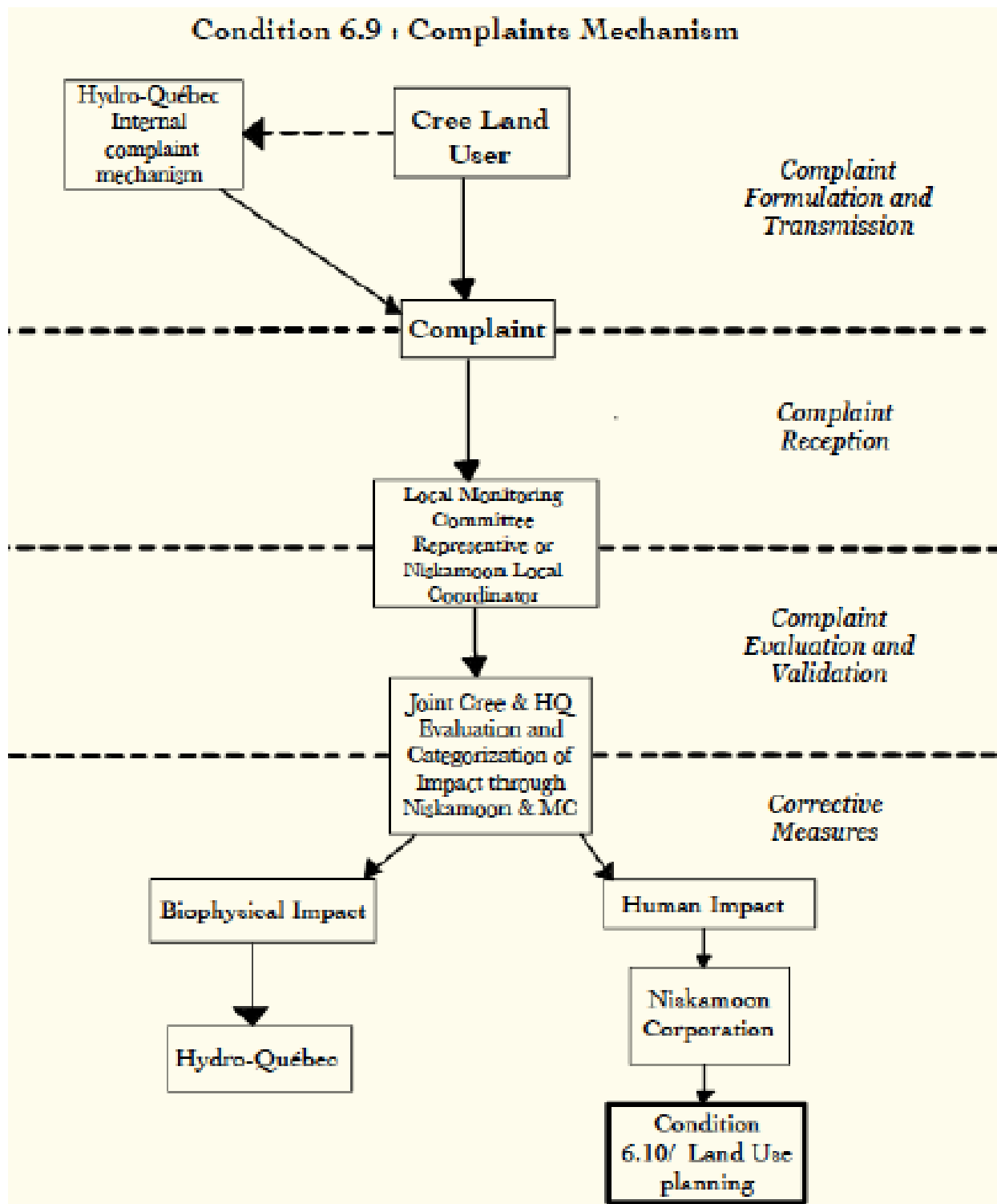
Past similar experience	40
Understands Niskamoon well	30
Credentials	30
<b>SUBTOTAL</b>	<b>100</b>

### 8.2.3 Cost

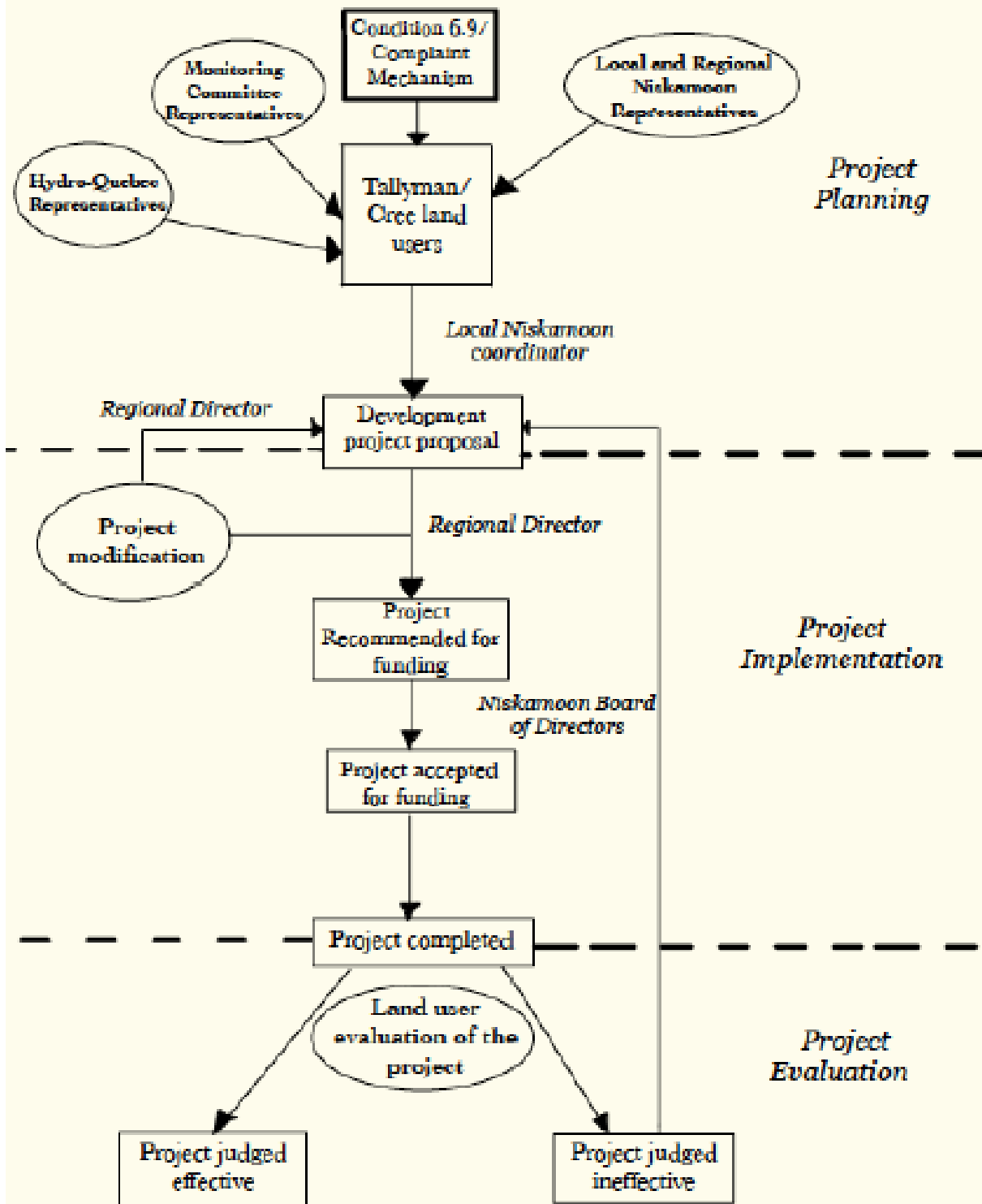
The sub-criteria for this evaluation criteria are detailed herein. The costs provided by Bidders are compared against benchmark costs determined by Niskamoon and points are awarded based on deviation from these benchmark costs. This is done to disincentivize Proposals that deliberately under cut costs of potential competitors.

Development & Support (incl. Training) - Year 1	45
Maintenance & Support (incl. Training) - Year 2-10	40
Extra features	15
<b>SUBTOTAL</b>	<b>100</b>

## Appendix I: Niskamoon Issue Discussions Life Cycle



Condition 6.10: Land Use Planning



## Appendix II: Niskamoon Project Life Cycle

