



**Cree Outfitting and Tourism Association (COTA)
& Eeyou Istchee Tourism (EIT)**

Request for Proposals (RFP)

Digital Filing

THIS FORM MUST BE RECEIVED by

Cree Outfitting and Tourism Association (COTA)
 205 Opemiska Meskino
 Ouje-Bougoumou QC G0W 3C0
 Phone: (418) 745-2220
 Fax: (418)745-2240

Name/ Company Name	
Contact person	
Address	
City	Prov
Postal Code	
Email	
Phone	Fax

ISSUE DATE:

November 30th, 2022

CLOSING DATE:

NOT LATER THAN 5:00 pm Eastern Time
 ON THE DUE DATE OF December 21, 2022

DELIVERY OF PROPOSALS:

The proposal must be submitted with a completed Request for Proposals cover page by EMAIL at: rimrie@creetourism.ca

The undersigned agrees to be bound by the terms and conditions of this RFP and to supply the service listed at the prices quoted in the submitted quotation. If a service contract (General) is issued by COTA to the undersigned, the undersigned will be bound by and will comply with the quotation and the contract terms and conditions contained in the proposal. Pricing will be firm for 90 days, unless otherwise specified by the supplier.

Authorized Official (please print) _____

Signature: _____ Date: _____

Cree Outfitting and Tourism Association (COTA)

The Cree Outfitting and Tourism Association (COTA)'s mission is to develop and implement a collective vision for a world-class sustainable tourism industry in Eeyou Istchee in harmony with Cree culture and values, and involving a partnership among Cree communities, institutions and businesses.

COTA was created under the James Bay and Northern Quebec Agreement (JBNQA) and its mandate is to implement the section 28.6:

- Provide marketing booking and promotion services, where necessary, for Cree outfitting and tourist operations;
- Provide business, management, accounting and professional services, where necessary, for Cree outfitters and tourist businesses;
- Conduct feasibility studies related to establishment or siting of individual outfitting or tourism facilities or a network of outfitting or tourist facilities.

COTA was incorporated on December 7, 2000 as a non-profit corporation under Part II of the Canadian Corporations Act.

Eeyou Istchee Tourism (EIT)

As defined in the formal agreement between EIT and the Government of Quebec, the Regional Tourism Association's (RTA) role focuses on marketing the region and tourism operators, supporting the development of the tourism offering in the region, improving the availability of tourism information, and coordinating with other RTAs to help shape the province's tourism policy.



Eeyou Istchee is vast an impressive territory where boreal forest, taiga and sea meet. The region is covered by Cree traplines and 9 communities. It also shared with Jamesian in 8 municipalities. The Cree communities showcase a vibrant culture and language, a strong relationship with nature and land, and the knowledge of traditional arts and crafts. The Cree of today have maintained a strong bond to their ancestral way of life, culture and language. The feeling of being in a vast ancient land and the very special experience encountered with the Cree hosts are at the heart of the tourism experience in Eeyou Istchee.

Scope of Project

COTA and EIT would like to update their communication and electronic filing system and transfer the current electronic filing system to Microsoft Office 365. The current system no longer fits the needs of the organization and needs to be changed to keep COTA and EIT's files up to date and secured. The project would potentially link 4 organizations together and up to 30 employees.

The project requires a consultant or consulting firm to assist with the following deliverables:

- Prescribe and support the transfer of files from current database to new database
- To develop an annual filing system, including corporate and accounting guidelines
- To communicate filing rules or paths to follow
- Evaluate current archiving software to determine if it is compatible/usable with current systems
- Create a map to ensure proper storage of electronic documents
- Create a policy outlining the use of the digital filing system
- Provide rules of archiving files including, but not limited to, where, how and when
- Create various levels of security and access to files
- Provide training to Directors on new system
- Provide training manual for Directors
- Create a best practices user guide to assist with the ease of use for all employees
- To include a plan for transition of physical files to digital files

Expectations of Selected Proposal

When submitting proposals, the consultant or consulting firm must outline their understanding of the project with key deliverables being addressed. Prior experience with Sharepoint, Teams and Office 365 is a requirement for a successful bid on this contract. The following outlines the required experience. Please provide concrete examples to demonstrate your experience in these areas:

- Experience with digital filing systems and archiving files
- Experience writing policies and training users on best practices
- Experience creating simple solutions to complex problems
- Timeline for completion including project milestones, with the expectation that the project will be completed before March 31st, 2023.
- Experience working with Indigenous Organizations
- Experience with Library and/or Archives would be considered beneficial in the proposal
- Proposal and service to be in English

Payment conditions must be clearly outlined in the proposal, as well as, providing three references on projects similar in scope and nature. The selected proposal will not necessarily be based on lowest bid rather ability to provide a functional solution.

Terms & Requirements:

Opening date for RFP November 30th, 2022

Bid Submission of Intent and Questions can be submitted to: rimrie@creetourism.ca by email only from December 8th to December 14th, 2022. Questions will be responded to on the 16th of December by email.

Bids accepted until December 21st, 2022 at 5:00 pm

Every bid to be submitted by email to the attention of: Rob Imrie

All submissions will receive an email notice indicating that their submission was received.