



COUNCIL OF NOVA SCOTIA ARCHIVES

Request for Proposals: Pilot Archival Workshop for Mi'kmaq

DATE OF ISSUE:	September 6, 2024
CLOSING DATE & TIME:	Friday, November 1, 2024, 4:00 p.m. (Atlantic)
PROJECT BUDGET:	\$30,000 maximum
CONTRACT DURATION:	5-12 months, to be completed no later than November 2025
PROJECT AUTHORITY:	Council of Nova Scotia Archives, 1-902-424-7093, advisor@councilofnsarchives.ca

Section A: Submission Guidelines

INTRODUCTION

The Council of Nova Scotia Archives (CNSA) is a membership-based, non-profit organization that serves and supports over 90 archives in Nova Scotia and the archivists and volunteers therein. The CNSA provides education and advisory services that help members build their capacity to care for, and provide access to, the documentary heritage of this region.

The CNSA is seeking proposals from individuals, teams, and/or organizations – preferably Mi'kmaq – to develop and deliver a pilot workshop about archives for a Mi'kmaw community or organization in Nova Scotia. A key component of this project will be engaging with a Mi'kmaw community or organization and working with them to create a workshop that suits their needs. This project is intended to benefit Mi'kmaw communities and/or organizations, thus, our hope is that it can be Mi'kmaq-led. We therefore will give preference to proposals from Mi'kmaw individuals, teams, and/or organizations.

SCOPE OF WORK

The project details and deliverables are described in [Section B](#) below.

CONTRACTOR COMPETENCIES

Required:

- Knowledge of Mi'kmaq communities, history, and cultural protocols.
- Education in, and/or experience with, developing and delivering training opportunities for Mi'kmaq, Indigenous, and/or marginalized communities.
- Ability to communicate clearly, work collaboratively, and within allotted timelines.
- Familiarity with TRC's Calls to Action, UNDRIP, and the First Nations Principles of OCAP®.
- Familiarity with archives and/or other information or heritage professions.

Assets:

- Experience researching and/or working in archives.
- Familiarity with the Council of Nova Scotia Archives and its members.
- Familiarity with the Steering Committee on Canada's Archives' *Reconciliation Framework*.

GUIDELINES FOR SUBMITTING PROPOSALS

The submission should include the following:

- A cover letter with your and/or your team's contact information and summarizing your interest in this project and your relevant qualifications and experience to complete it.
- The proposal, including:
 - a. Capacity and Competencies:
 - Individual(s) or organization's name and profile.
 - A list of all persons who will be involved the project, their CV(s), and their primary responsibilities.
 - Demonstrated knowledge of Mi'kmaq communities in Nova Scotia and their cultural protocols.
 - Detailed description of your/your team's relevant experience developing and delivering education or training to Mi'kmaq, Indigenous and/or marginalized communities.
 - Description or demonstration of your/your team's experience with, or knowledge of, archives, records management, and/or other information or heritage professions.
 - The names and contact information for two references for your/your team's work.
 - b. Proposed Work Plan:
 - A statement of your/your team's understanding of the scope of project.

- A description of the methods and approaches you will use to achieve the project objectives.
 - A project schedule and work plan including 3 proposed check-in points with the CNSA's Project Steering Committee.
- c. Costs:
- Billable rates for all personnel involved in the development and delivery of the pilot workshop.
 - Billable rates and estimated cost for travel during the development and delivery of the pilot workshop.
 - Cost of any reimbursable expenses that may arise during the development and delivery of the pilot workshop.
 - Maximum project cost including all fees, expenses, and HST. **This total must not exceed \$30,000.**
 - Proposed schedule of fees, expenses, and rates of remuneration.
- d. (Optional) If you have identified a Mi'kmaq community/organization for the pilot workshop, please include their details plus a letter from them acknowledging their interest.

INQUIRIES

All inquiries about this request for proposals must be received at least 2 business days before the submission deadline. A response will be provided within 24 hours of receipt.

SUBMISSION INFORMATION

Proposals should be addressed to: Council of Nova Scotia Archives, Pilot Workshop for Mi'kmaq, Project Steering Committee, 6016 University Ave. Halifax NS, B3H 1J6.

Please submit an electronic copy of your proposal as a PDF or Microsoft Word document to the CNSA's Archives Advisor (advisor@councilofnsarchives.ca) by **4:00 p.m. (Atlantic), Friday, November 1, 2024.**

Proposals in response to this RFP are submitted on a voluntary basis and shall not constitute tenders. The Council of Nova Scotia Archives is not obliged to accept the lowest bid or any proposal submitted.

GENERAL TERMS AND CONDITIONS

- Any proposals submitted as a result of this RFP will be considered confidential. All materials submitted in response to the RFP become the property of the Council of Nova Scotia Archives, and supporting materials will not be returned.

- The Council of Nova Scotia Archives reserves the right to cancel this RFP process at any time. In the event of any such cancellation, the CNSA shall not be obligated to pay any costs, damages, or claims of any type or kind to any proponent.
- The Council of Nova Scotia Archives reserves the right to reject any or all proposals or to accept any proposal or parts thereof that are considered to be in its best interest.
- Subcontracting must be mutually agreed-upon by the Council of Nova Scotia Archives and the Contractor(s).
- Notice in writing shall constitute award of contract. The contract billing specifics and terms will then be presented to the successful Contractor(s).
- The Council of Nova Scotia Archives reserves the right to enter into negotiations, prior to award, with any Contractors as a result of issuing this document, without obligation. Furthermore, if an agreement cannot be reached within 5 days from date of initial contact, the CNSA reserves the right to terminate negotiations with that Contractor.
- The Council of Nova Scotia Archives reserves the right to cancel any agreement arising from this RFP in instances of Contractor non-compliance. Non-compliance is considered to be, but not limited to, failure to respond to requirements in a timely manner; poor quality workmanship; failure to adhere to administrative requirements; or failure to perform or fulfill the terms and conditions of this document and subsequent agreement.

EVALUATION OF PROPOSALS

Proposals will be evaluated on the criteria listed below. Scores will be confidential, and no details will be released to any other proponents. The Project Steering Committee may request a virtual meeting and formal presentation from any proponent.

The CNSA will notify all unsuccessful proponents after entering into a definitive agreement with the successful proponent.

Evaluation Criteria	
<p>1. Capacity</p> <ul style="list-style-type: none"> • Ability to complete the project in the stated time frame • Relevant and demonstrated expertise in workshop development and delivery for Mi'kmaw/Indigenous/marginalized communities. • Experience with, and knowledge of, Mi'kmaw communities, culture, and heritage. 	/ 40 pts

2. Work Plan <ul style="list-style-type: none"> • Methodology behind developing and delivering the workshop. • Methodology for community engagement, consultation, and needs assessment. • Schedule / timelines. 	/ 40 pts
3. Cost <ul style="list-style-type: none"> • Clear and thorough budget not exceeding \$30,000. 	/ 20 pts
Total Maximum Score	/ 100 pts

Section B: Project Objectives and Deliverables

PROJECT BACKGROUND AND DESCRIPTION

The Council of Nova Scotia Archives (CNSA) is a membership-based, non-profit organization that serves and supports more than 90 archives in Nova Scotia and the archivists and volunteers therein. The CNSA provides education and advisory services that help members build their capacity to care for, and provide access to, documentary heritage from this region.

As per the CNSA's [2022 Reconciliation Working Group Report](#) and [2023-2028 Strategic Framework](#), the CNSA is committed to building relationships and collaborating with Mi'kmaq in Nova Scotia to support Mi'kmaw stewardship of their heritage. We have heard from Mi'kmaw colleagues and peers that some Mi'kmaw communities are interested in learning about archives, so they can develop their own archive and/or uncover records in settler/colonial archives.

The CNSA has received funding for customized workshops about archives for Mi'kmaq in Nova Scotia. We are seeking an individual, team, or organization – preferably Mi'kmaw – to lead the development and delivery of a pilot workshop with a Mi'kmaw community or organization that is interested in learning about keeping or using archives. The CNSA has ample [workshop content](#) on archival practices in Canada, which can be adapted and augmented by the Contractor(s) to suit the needs of the Mi'kmaw community/organization. Additionally, the CNSA's Archives Advisor, who teaches the bulk of the CNSA's courses, is available to assist the Contractor(s) in the development and delivery of the pilot workshop, as needed.

This project is anticipated to be a multi-phase initiative. If the pilot workshop is successful, we hope it will lead to other partnerships and workshops with Mi'kmaw communities and organizations plus other equity-seeking communities in Nova Scotia.

SCHEDULE & REPORTING

Unless otherwise agreed, the successful individual/team shall begin work immediately after having received written approval from the CNSA to proceed.

The Contractor(s) shall meet with the CNSA Archives Advisor on a regular basis, either via Zoom or in-person, to discuss progress. The Contractor(s) will also have check-in meetings via Zoom with the CNSA's Project Steering Committee at three agreed-upon intervals during the project's duration. Additional meetings may be required depending on project work plan and timeline.

The scheduled timeline for the project is 5-12 months with all work completed no later than November 2025. During the project, the Contractor(s) will adhere to CNSA guidelines for saving and sharing files and will provide full access to all content developed as part of the project. Upon completion of the contract, all materials created in the development and delivery of the pilot will remain with the Council of Nova Scotia Archives, so they may be customized and reused in workshops for other Mi'kmaq communities/organizations.

DELIVERABLES

The CNSA will ensure that all deliverables are specified in the contract between the Council of Nova Scotia Archives and the successful proponent to this RFP.

The CNSA will:

- Provide the Contractor(s) with access to all relevant, CNSA educational materials that may be useful to the development of the pilot workshop.
- Answer the Contractor(s)'s questions about the CNSA's educational materials in a timely fashion.
- Meet with the Contractor(s) on a regular basis and assist with the development of the workshop, as needed.
- Assist the Contractor(s) with promoting the pilot workshop to potential participants, as needed.
- Assist the Contractor(s) with delivery of the pilot workshop, as needed.

The Contractor(s) will:

- Evaluate existing CNSA educational materials for their potential to be adapted for workshops for Mi'kmaq.
- Arrange travel to/from, and meetings with, Mi'kmaq communities/organizations, as required.
- Engage with a Mi'kmaq community/organization in Nova Scotia that is interested in learning about developing their own archive or using settler/colonial archives.
- Work with members of that community/organization to define what archival

content and delivery method(s) would best meet their needs; find a suitable site date, and time for the workshop; and determine what resources the community/organization requires in order to hold and/or participate in the workshop.

- Develop the workshop content with the assistance of the CNSA's Archives Advisor, as needed.
- With the assistance of the CNSA's Archives Advisor, source and secure any additional resources required for the workshop's delivery.
- Deliver the pilot workshop with the assistance of the CNSA's Archives Advisor, as needed.
- Gather feedback from the Mi'kmaq community/organization on the workshop.
- Produce a final report on the workshop development, delivery, and feedback from the Mi'kmaq community/organization plus any recommendations for customizing and offering it to other Mi'kmaq communities and/or organizations.