



DISTRICT OF KITIMAT PURCHASING DEPARTMENT

206 ENTERPRISE AVENUE, KITIMAT, B.C., V8C 2C7 PH: (250) 632-8925 FAX: (250) 632-4650

REQUEST FOR INFORMATION

Document and Records Management Needs Analysis 2016

RFI01-2016

The District of Kitimat (District) is requesting information from interested parties for the supply of Documents and Records Management Needs Analysis. This RFI is intended to gather information that could assist the District in the development of a future procurement process. In the event that sufficient information is received, the District may, but is not obligated to, initiate a competitive bidding opportunity.

Located at the head of the Douglas Channel in Northwestern British Columbia, Kitimat is a modern, prosperous community of roughly 8,300 people. The District of Kitimat employs approximately 130 employees. Currently the District of Kitimat has hard copy filing in multiple locations throughout the municipal boundaries and is using Microsoft Windows File Servers for electronic filing.

The objective is to undertake an assessment of the existing document and records management process and to identify the current strengths, gaps, and priorities related to management practices and help to align staff from across departments around what records management is, and what the priorities for improvement are. A comprehensive analysis will also establish a benchmark to track the improvement of management practices in the future.

Interested parties are invited to respond to this RFI by submitting a response to the District. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

Respondents are requested to provide a concise and focused response to this RFI. Responses are requested to be no more than 5 pages (preferably in an 8 ½" x 11" format) in a digital file suitable for internal distribution and printing. Digital files can be provided via email or on storage media (USB Drive or CD). Responses are requested in the following format [E.G.]:

- a) brief company profile;
- b) name of a key contact person, including telephone number, fax number and email address;
- c) information, advice and recommendations organized as requested in this RFI;
- d) identification and discussion of key factors that the respondent recommends the District consider when establishing its future business requirements; and,
- e) other required information specific to the nature of this RFI and deemed important by the respondent.

Responses should include:

- a) Project Methodology;



Respondents are specifically requested not to submit price proposals (other than high-level cost estimates for budget purposes) or information about the qualifications or experience of their firm or individuals in their firm. This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued, the District is under no obligation to advise any vendor responding to this RFI. Vendors are advised to monitor the BC Bid website (www.bcbid.ca) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted.

All responses to this RFI become the property of the District and will be held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents to this RFI consent to the District incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the District. The District will not be responsible for any costs incurred by any vendor in responding to this RFI.

Responses should be delivered by hand, regular mail, facsimile or email to the following location before 2:00 p.m. Pacific Time on January 12th, 2015 and should quote RFI Number RFI01-2016

District of Kitimat
Purchasing Department
270 City Centre
Kitimat, BC V8C 2H7

Email: purchasing@kitimat.ca

Contact Person:
Robyn Iannarelli
Purchasing Agent
purchasing@kitimat.ca

