



**REQUEST FOR INFORMATION
RFI 01-2024**

**Development of Membership App, Automation of
Internal Processes, and IT Services Review**

Date Issued: December 2, 2024

Closing Location: Lheidli T'enneh First Nation Office
150 Brunswick Street,
Prince George, BC V2L 3B5

Closing Date and Time: December 16, 2024
04:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Email Zawad Abedin at zabedin@lheidli.ca

Note: Late submissions will not be considered

1.1 Purpose of the RFI

Lheidli T'enneh First Nation (LTFN) invites responses from qualified vendors to provide information and solutions for:

1. Development of a membership application (app) for LTFN members.
2. Automation and integration of internal forms and processes.
3. Peer review of LTFN's internally managed IT systems.

This RFI is issued solely for information and planning purposes; it does not constitute a solicitation.

1.2 Organizational Background

Lheidli T'enneh First Nation is dedicated to the well-being and development of its members, administration, and community. As part of our strategic objectives, we aim to enhance digital communication, streamline internal operations, and strengthen IT capabilities to provide better services to our members and staff.

1.3 Scope of Requirements

1.3.1 Membership Application (App)

The app should:

- Provide secure member login and authentication.
- Include features such as announcements, events calendar, resource sharing, and two-way communication.
- Enable members to update their contact information.
- Offer access to member-specific resources (e.g., documents, newsletters).
- Enables members to apply for certain items within the nation.
- Support livestreaming of member only events/meetings.
- Integrated social media and content management
- Online portal for community feedback and engagement
- Emergency response coordination
- Mass communication tools (SMS, email, push notifications)
- Data Management and Analytics
- Be available on Android and iOS platforms.

1.3.2 Automation and Integration of Internal Forms and Processes

The solution should:

- Digitize and streamline workflows for internal forms (e.g., leave requests, purchase requisitions, and approvals).
- Provide secure cloud-based storage and management.
- Integrate with existing tools and platforms, such as Microsoft 365.
- Ensure compatibility with standard reporting and audit requirements.
- Include role-based access and permission settings.

1.3.3 Peer Review of Internally Managed IT Systems

Vendors are requested to:

- Conduct an independent review of LTFN's existing IT systems and infrastructure.
- Assess the efficiency, reliability, and security of internally managed IT systems.
- Identify gaps, vulnerabilities, areas for improvement and cost savings.
- Provide recommendations to optimize system performance and ensure scalability.
- Deliver a detailed report, including actionable insights and best practices, to strengthen governance, process automation using IT infrastructure and tools.

1.4 Response Guidelines

Interested vendors should include the following in their response:

- 1. Company Information**
 - Name, address, and contact details.
 - Overview of services and expertise.
 - Relevant experience working with First Nations or similar organizations.
- 2. Proposed Solutions**
 - Describe your approach for meeting the requirements in the Scope section.
 - Highlight any unique features or advantages of your solution.
- 3. Project Implementation Timeline**
 - Estimated timeline for app development, process automation, and IT system peer review.
- 4. Budgetary Estimates**
 - Rough cost estimates for each component (app development, process automation, IT peer review).

5. **References**

- Provide contact information for at least three references from similar projects.

6. **Additional Information**

- Include any additional information or suggestions you deem relevant.

1.5 **Evaluation Process**

This RFI is for information gathering only and will not result in a contract. However, the responses may influence future procurement processes. LTFN may reach out to selected respondents for further clarification or demonstrations. The respondents can respond to the full scope or partial scopes from 1.3.

1.6 **Contact Information**

For questions or further information regarding this RFI, please contact:

Name: Zawad Abedin

Title: Director, Engineering and Operations

Email: zabedin@lheidli.ca

Phone: 672-983-1083

We appreciate your interest in supporting Lheidli T'enneh First Nation and look forward to your response.