

Issued: February 3, 2016

Deadline: Midnight, February 14, 2016

**Request for Proposals:**

**Conduct a comprehensive review of the BCIT Faculty and Staff Association's Information Management Systems (IMS) and make recommendations for their revision, including:**

- **General paper and electronic filing protocols**
- **Membership information and issue management records**
- **Business records**
- **Information files**
- **Paper and electronic filing protocols**
- **Archiving, back-up, retrieval, and recovery of records**

**A. About the BCIT Faculty and Staff Association**

Founded in 1964, the BCIT Faculty and Staff Association (FSA) is an independent trade union representing 1,600 instructors and technical staff at the BC Institute of Technology. The FSA is managed by an Executive Director and employs eight staff persons performing administrative and labour relations functions. An elected president also works in the FSA office, located on the Burnaby campus of BCIT in SE16-116.

**B. Project Overview**

The FSA last did a major review of its IMS approximately 20 years ago. Since that time, minor reviews and changes to the IMS have been undertaken largely on an ad hoc basis. Practices and technologies used by the Association continue to evolve and the IMS has undergone a number of isolated adaptations to meet the needs of individual users and changes in process. We are seeking a comprehensive review of our IMS integrating all our functions and ensuring sustainable practices and user compliance well into the future.

**C. Project Objectives**

The proponent will fulfill the following objectives through the term of the agreement:

1. Review documentation and consult with users to assemble a complete overview of all Association Information Management Systems and their uses
2. Recommend the appropriate use of analog and digital records management based on the needs of the Association
3. Identify opportunities for IMS improvement, including:
  - a. Increased security of records
  - b. Implementation of adequate controls for the creation and maintenance of accurate records, including identification and storage protocols
  - c. Ensuring consistent storage of and access to all required records
  - d. Providing for sharing of information between users
  - e. Elimination of redundancy
  - f. Integration across operations and across platforms (analog, digital, remote access)
  - g. Anticipation of future needs and trends in IMS that may impact FSA operations
  - h. Recommendation of IMS technologies and systems appropriate to the FSA's needs

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4. Other changes to make the IMS sustainable in the long term
5. Recommend a plan for implementing agreed upon changes

## **D. Competencies**

Ideally, the successful proponent will have:

- Outstanding knowledge of current standards and trends in IMS
- Successful track record working with client organizations in reviewing and revising IMS
- Familiarity with trade union operations and post-secondary administrative systems
- Ability to facilitate user consultation and establish consensus on change
- Proven ability to solicit, probe, and validate information from users
- Strong project management skills
- Strong written communication skills to provide effective documentation of changes

## **E. Project Administration**

### **1. Timeframe**

The Association's preferred date for initiating this review is March 1, 2016 with recommendations to be completed by May 31, 2016 or earlier for implementation in June 2016.

### **2. Project Administration**

The Executive Director of the FSA is the proponent's key liaison regarding completion of the project.

### **3. Remuneration**

The FSA budget for consulting services and implementation of recommendations for this project is \$25,000. Cost will be a factor in assessing proposals.

### **4. Contract Terms**

Payment for services will be issued as follows:

- 25% of total fee upon signing of contract
- 25% upon completion of consultation process
- 50% upon delivery of final report.

### **5. Reporting**

Regular reporting to the FSA Project Sponsor, the Executive Director, on the progress of the project is an expectation of the Association. Proposals should include an indication of the appropriate intervals or project thresholds at which point reports will be provided.

### **6. Copyright/Intellectual Property**

The FSA will retain the sole copyright of the project reports and any product resulting from work undertaken in the project.

### **7. Confidentiality and Privacy**

The proponent will ensure that information gathered in the course of the project will not be used for any other purpose except to fulfill the objectives of the project. The proponent will also observe the requirements of the British Columbia Personal Information Protection Act as applicable in the course of completing the project. A non-disclosure agreement will be required.

## **F. Submitting a Proposal for this Project**

Please submit a proposal for this project, by email, no later than midnight on February 14, 2016. Only those responses that are made in writing and submitted by e-mail to the address below by the deadline will be considered. The contract for this project will be awarded no later than February 19, 2016.

## **G. Further Information**

Proposals and questions about this Request for Proposals can be directed to:

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