PORT GAMBLE S'KLALLAM TRIBE
NATURAL RESOURCES DEPARTMENT
31912 Little Boston Rd. NE – Kingston, WA 98346

Request for Proposals
Port Gamble S'Klallam Tribe
Natural Resources Department Data Management
Posted: 1/14/25
Proposals Due: 2/3/25

The Port Gamble S'Klallam Tribe's Natural Resources Department is currently seeking proposals from qualified individuals to implement data management recommendations.

I.   Port Gamble S'Klallam Tribe

The Port Gamble S'Klallam Tribe (PGST) is located at 31912 Little Boston Road NE in Kingston, WA, on Port Gamble Bay in Hood Canal. The PGST's Natural Resources Department (Department) protects and restores natural resources and upholds the PGST's treaty rights. The Department staff is organized within eight programs, including the Administrative team and the Environmental, Finfish, Forest, Hatchery, Research, Shellfish, and Wildlife Programs.

II.   Data Management Plan

The Department is engaging prospective data management specialists to implement the attached Data Management Recommendation Report (Report) that was developed by Stantec based on an assessment of the Department's current data management procedures. The Report includes recommendations for best practices and consistency in data management, and for improvements to document control and utilization of existing tools. The Report also includes assessment methods and recommendations.

The Department is seeking individuals with experience in data management systems to lead the implementation of the Report over the next 11 months and to

prepare a Data Management Reference Manual. The goal of the implementation is to resolve existing challenges related to the lack of a structured data management system in the Department currently. Stantec identified priority tasks for implementation, which are summarized in the Section below (Section III. Scope of Work) and provided in the Report. We anticipate that the Director, Department staff and IT Department representatives will participate in the data management report implementation with the consultant.

III.   Scope of Work

The consultant will lead the Department through the Report implementation process and will prepare a Data Management Reference Manual. This effort should focus on the following priority tasks (also see the Data MP Implementation Task List).

A. **Implementation Tasks:**

1) File Repository and Data Access: Implement a universal location for storing, accessing, and sharing data. SharePoint has been selected as the platform.
2) Data Collection Methods and Formats: Adopt digital data collection methods.
3) Access Control Policies: Implement access control policies.
4) Version Control Mechanisms: Implement version control mechanisms to track changes and avoid redundancy.
5) Data Sharing Mechanisms: Implement a centralized collaboration platform for seamless data sharing.
6) Data Retention Policies: Develop and implement data retention policies to manage server space effectively.
7) Data Security Measures: Restrict access to sensitive folders by assigning specific permissions.

8) <u>File Naming Conventions and Standardization</u>: Utilize cloud storage services for centralized and secure image data storage.

9) <u>Standard Operating Procedures</u>: Develop SOPs and FAQs to ensure consistent practices and facilitate knowledge transfer.

10) <u>Data Quality Assurance Procedures</u>: Implement periodic data audits where a designated team reviews a sample of collected data.

11) <u>Standardize Data Format</u>: Standardize formats across programs.

12) <u>Reduce Reliance on External Drives</u>: Discourage the use of external drives and promote centralized storage solutions.

B. Steps for Consultant Contract:

We propose the following steps to implement the consultant contract.

Step 1: Introduction, Contract and Scope of Work

- The consultant will facilitate an introductory online meeting (~1 hour) with the Department Director and Assistant Director to finalize a consultant contract and preliminary scope of work, and to gain a mutual understanding of the implementation tasks.

Step 2: Data Management Workshop

- The consultant will facilitate a data management workshop with the Director, Assistant Director, representatives of each of the Department programs. The Department will assist with scheduling the workshop.
- During the workshop the consultant will gather information on the work completed by the Department prior to the consultant contract and the status of each of the implementation tasks. Any additional tasks and needs for the Data Management Reference Manual will be identified.
- Based on the workshop discussion, the consultant will identify the next steps

and a schedule for completing task implementation and preparing the Data Management Reference Manual. The consultant will summarize the information in the final scope of work provided to the Director and Assistant Director.

- Any additional information, tools, or access that is required for Report implementation will be identified and summarized in the final scope of work.

Step 3: Task Implementation

- The consultant will schedule additional meetings with the Director, Assistant Director and appropriate staff as needed for task implementation. The Department will assist with scheduling the meetings as needed.
- The list of implementation tasks will be completed in coordination with the Director, Assistant Director, Department staff, and IT Department staff.

Step 4: Data Management Reference Manual

- Once the consultant has implemented the list of tasks, a manual including procedures, protocols, policies and other reference material prepared during task implementation will be provided. Next steps for quality control and recommendations for ongoing staff training will be included.
- The Data Management Reference Manual will be provided to the Director and Assistant Director for distribution to the Department staff, IT Department, and others. Two hard copies and an electronic copy will be provided.

C. Consultant Deliverables

1) <u>Preliminary Scope of Work</u>: Summary of tasks and schedule for Data Management Report implementation and Data Management Reference Manual

preparation to be attached to the consultant contract.

2) <u>Workshop Facilitation</u>: Meeting with the Department and IT Department representatives to discuss the status of implementation tasks.

3) <u>Final Scope of Work</u>: The final summary of tasks and schedule including any additional tasks identified during the Department workshop, as well as any consultant needs for more information, tools and access.

4) <u>Task Implementation</u>: The completion of Report implementation includes but is not limited to the following deliverables to be included in the Data Management Reference Manual.

- o Storage structure summary
- o List of digital data collection apps
- o List of user roles and access levels
- o Version control protocols and implementation
- o User permissions protocols and implementation
- o Centralized collaboration platform implementation
- o Data retention policy
- o Security protocols and implementation
- o Comprehensive security incident response plan
- o Naming conventions and standardization procedures
- o Cloud storage protocols and implementation
- o Data repository recommendations and migration
- o Standard Operating Procedures with flowcharts or diagrams
- o Training requirements summary
- o Data quality assurance procedures
- o Standard data formats procedures

- o   Fact sheet on reducing reliance on external drives
- o   Implement file transfer from old to new system

5) <u>Data Management Reference Manual</u>:   Preparation of a reference manual for the Department including the implementation task deliverables and next steps for ongoing quality control and training. Protocols, procedures, policies and other reference materials, as well as quality control and training materials, will be included. Two hard copies of the manual and one electronic copy will be provided to the Director and Assistant Director.

D. Timeline

Below is the anticipated timeline of the RFP:

1. RFP Issuance – January 14, 2025 (posted on PGST Website Events Page)
2. Questions Due from Applicants – January 23, 2025 at 4:00pm
3. Questions Answered by PGST – January 24, 2025 by 4:00pm (posted on PGST Website Events Page)
4. Proposals Due – February 3, 2025 by 8:00am
5. Firm Selected – February 21, 2025 by 4:00pm
6. Final Data Management Report Implementation Deliverable – December 12, 2025

The selected firm should anticipate an <u>eleven-month</u> timeframe for the scope of work and should include a schedule that shows the consultant activities over the course of that timeframe.

E. Proposals

Proposals should include the following information:

1. Description of your qualifications and services,
2. Bios of the consultant and any team members that will work on the project,
3. Proposal of approach (If different from above give reasons for differences),
4. Schedule,
5. Proposal of fees,
6. Three References (Ideally similar organizations/similar scopes).

Point of Contact

All questions should be emailed to Roma Call, Natural Resources Department Director, at romac@pgst.nsn.us and be received by January 23, 2025. Answers will be posted to the PGST Events webpage, the same location as the RFP posting.

All proposals (in PDF) must be emailed to Roma Call, Natural Resources Department Director, at romac@pgst.nsn.us and be received by the 4:00pm deadline on February 3, 2025. Please title the email subject line with "RFP: NR Dept Data Management Report" and the name of your company.

Schedule

Intended start of consultant work is February 24, 2025, and end is December 15, 2025.

Thank you.