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Nunavut Maligalikiyiit
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Request for Proposals (RFP) for SharePoint Development Services

Issued by: Legal Services Board of Nunavut (LSB)

Issue Date: November 7, 2025

Closing Date: November 14, 2025

1. Introduction

The Legal Services Board of Nunavut (LSB) invites qualified vendors to submit proposals for the provision of SharePoint development services. The purpose of this RFP is to identify a vendor to design, configure, and implement a SharePoint Online solution that supports secure collaboration, document management, and workflow automation across LSB's offices and programs.

2. Organizational Background

The Legal Services Board of Nunavut provides legal aid services to residents of Nunavut in criminal, family, and civil matters. LSB operates in a unique northern environment, with staff and contractors located across multiple communities. Efficient and secure document management and communication tools are crucial for delivering services and ensuring compliance with privacy and legal obligations.

LSB currently uses a combination of shared drives and email to manage information. The organization seeks to implement SharePoint Online within Microsoft 365 to improve accessibility, collaboration, and version control, while ensuring data security and compliance with Canadian data residency requirements.

3. Scope of Work

The successful vendor will provide the following services:

- **Assessment & Design** – Review current practices, recommend structure, and establish access controls.
- **Development & Configuration** – Configure SharePoint Online, create sites and workflows, integrate with Microsoft 365 tools.
- **Migration** – Plan and execute migration of existing data while maintaining integrity.
- **Training & Support** – Deliver training sessions and documentation, and provide post-launch support.



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4. Deliverables

- Configured/updated SharePoint Online environment for LSB operations.
- Migrated document libraries and archives.
- Administrator and user training materials.
- Final project documentation and configuration records.
- Optional ongoing support and maintenance agreement.

5. Vendor Qualifications

- Experience with Microsoft SharePoint Online, Microsoft 365 and Dynamix.
- Proven record of successful SharePoint implementations.
- Understanding of information management and data protection.
- Experience with public sector or legal organizations (asset).
- Ability to work remotely across time zones.

6. Data Residency and Confidentiality

All data must remain stored within Canadian data centres. The successful vendor must comply with the Access to Information and Protection of Privacy Act (Nunavut) and all applicable privacy and confidentiality obligations. Vendors may be required to sign a confidentiality and non-disclosure agreement prior to project commencement.

7. Proposal Requirements

- Company profile and relevant experience.
- Description of proposed approach and project plan.
- Estimated project timeline and milestones.
- Detailed pricing (including any travel or optional support costs).
- References for at least two similar projects.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications – 30%
- Quality and feasibility of proposed approach – 30%



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- Cost and value for money – 25%
- References and demonstrated performance – 15%

9. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Robynn Pavia
Chief Administrative Officer
Legal Services Board of Nunavut
Email: info@nulegalaid.com

Deadline: 5:00 PM EST on November 14, 2025]

Late or incomplete submissions will not be considered.

10. Terms and Conditions

- LSB reserves the right to reject any or all proposals.
- The lowest-cost proposal will not necessarily be selected.
- All materials submitted become the property of the Legal Services Board of Nunavut.
- Any resulting contract will be governed by the laws of Nunavut and Canada.