

Request for Proposals

Delivery of Services and Project Management

CULTURAL INVENTORIES AND INTERPRETIVE MATERIALS CONSERVATION AREAS IIBA



**Release Date: Sept 27, 2011
Due Date: November 4, 2011**

A. INSTRUCTIONS TO PROPONENTS

1. Proposals must be received by NTI no later than 5 p.m. ET on November 04, 2011 at the following address:

Nunavut Tunngavik Inc.
Attention: Bruce Gillies
Director of Implementation
3rd Floor, Igluvut Bldg.
P.O. Box 638
Iqaluit, Nunavut X0A 0H0
Tel: (867) 975-4900 Fax: (867) 975-4943 E-mail: BGillies@tunngavik.com

2. Proposals, in paper copy form, must be submitted in a sealed envelope. The words **CA IIBA Cultural Inventories and Interpretive Materials Evaluation**, the closing date, and the proponent's name, must be included on the proposal and on the outside of the envelope.
3. Proposals transmitted by fax or e-mail will be accepted under the following conditions:
 - The faxed or e-mailed proposal must be received on or before the closing date at the fax number or e-mail address stated in this Request for Proposals (RFP).
 - To ensure that the proposal is received before the closing date, it is recommended that it be sent by fax or e-mail well in advance of the closing date, and that the proponent confirm receipt by return e-mail or fax or by telephone inquiry. NTI will not accept liability for any claim, demand or other actions for any reason should a fax or e-mail transmission be interrupted, not received in its entirety, received after the stated closing time and date, received by any other fax unit other than at the fax address stated above, or for any other reason.
4. NTI will not consider any proposal that:
 - Is delivered after the closing date or time.
 - Is delivered to any address other than that provided above. After the closing date, only the identity and addresses of the proponents will be made public.
5. Proponents must address any questions to Bruce Gillies, Acting Director of Implementation, Tel: (867) 975-4900 Fax: (867) 975-4943 or by e-mail at BGillies@tunngavik.com. All questions and answers will be circulated to all vendors invited to bid on this RFP. Questions will be accepted until October 28, 2011 at 5 p.m. ET.
6. This is an RFP: It is not a tender or an offer. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.
7. NTI has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent shall have any claim against NTI as a consequence.

8. If a contract is awarded as a result of this RFP, it shall be awarded to the proponent who is most responsive and whose proposal provides the best potential value in the sole opinion of NTI. A proponent who is responsive is one who best meets the requirements described in this RFP and possesses the ability to perform fully the requirements described in the RFP.
9. The negotiation and execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever under this RFP until the contract is signed.
10. The contract will contain relevant provisions from this RFP, from the accepted proposal, as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations. NTI reserves the right to negotiate modifications with any proponent who has submitted a proposal.
11. In the event of any inconsistency between this RFP, and the ensuing contract, the contract shall govern.
12. Any amendments made by NTI to this RFP will be issued in writing and sent to all who have received the documents.
13. NTI shall not be liable for any costs of preparation or presentation of proposals.
14. An evaluation committee will review each proposal. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
15. Proponents may amend their proposal up to the closing date and time by mail or fax or e-mail. A proposal may not be amended after the closing date, but may be withdrawn by the proponent at any time prior to acceptance.
16. NTI will consider the use of Inuit goods, services, labour, and training in any evaluation of a proposal.
17. A listing of approved Inuit firms can be obtained from NTI at (867) 975-4900.
18. Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
19. The proposal and accompanying documentation submitted by the proponent become the property of NTI and will not be returned but will be kept as confidential.
20. It is expected that a winning proposal may be identified by November 11, 2011 by 5 p.m. ET.
21. Vendors whose offers have been rejected will receive written notification within approximately ten business days of the selection

B. SCOPE OF WORK

1. Background

Nunavut Tunngavik Inc (NTI) and the three Regional Inuit Associations (RIAs) of Nunavut have negotiated with the Government of Canada to establish an Inuit Impact and Benefit Agreement (IIBA) for National Wildlife Areas and Migratory Bird Sanctuaries in the Nunavut Settlement Area. This IIBA details mutual rights and obligations for the use and administration of the lands delineated in the IIBA, collectively known as Conservation Areas.

A number of different Funds were negotiated under the Conservation Areas IIBA, including a Cultural Resource Inventories Fund (\$500,000), an Interpretive Materials Fund (\$500,000), a Tourism Providers' Fund (\$4,000,000), as well as targeted funding of \$300,000 each for Conservation Areas near Qikiqtarjuaq and Clyde River. Each of these Funds has an annual budget, and must be spent within the four remaining years of the IIBA.

Article 6 of the IIBA outlines work to be carried out under the general heading of "Cultural Resource Inventories", plus a provision for developing 'Interpretive Materials' based on the Cultural Resource Inventories, to be used by Inuit Tourism Providers from communities adjacent to the Conservations Areas.

Work on Cultural Resource Inventories and Interpretive Materials is to align with project priorities made for the Tourism Providers' Fund. NTI and the RIAs have carried out extensive community consultations for the use of the Tourism Providers' Fund, and have identified Arviat, Gjoa Haven, and Cape Dorset for major projects, each of which is expected to have a budget of about \$1,000,000 between 2009 and 2014. Each region also has a budget for secondary projects, which have been targeted to Bay Chimo in the Kitikmeot Region, Coral Harbour in the Kivalliq Region, and Qikiqtarjuaq and Clyde River in the Baffin Region. A number of NWAs and MBSs were not targeted for funding in the 2008-2014 funding cycle.

A very significant aspect of the focus for Cultural Resource Inventories will be a requirement to encourage community participation in the development of these Inventories and any associated Interpretive Materials, and promotion of a sense of community ownership of these resources.

The table attached as Appendix 1 shows how Tourism Fund projects have been prioritized for the current funding cycle, as well as a very general statement of Cultural Resource Inventories and Interpretive Materials work specified in the Conservation Areas IIBA. At the start of the contract the successful proponent will work with the Management Committee to establish more specific priorities.

2. Implementation Principles

a) Article 6

Article 6 of the CA IIBA has the following objectives:

- (i) Document the archaeological, ethnographic, and oral history records of NWAs and MBSs;
- (ii) Identify Cultural Sites of Importance to Inuit and Wildlife Areas of Importance to Inuit;
- (iii) Develop Interpretative Materials in support of tourism that is appropriate to NWAs and MBSs;
- (iv) Educate Nunavut residents and Visitors about NWA and MBS resources including, in particular, Inuit cultural and heritage resources;
- (v) Use Inuit Language place names in the establishment and management of NWAs and MBSs; and
- (vi) Promote the understanding of *Inuit Qaujimagatuqangit*, and other aspects of Inuit culture and heritage.

These objectives guide the rest of Article 6, which goes on to outline specific activities that could be carried out to meet these objectives.

Funding from 2008-2014 for CA IIBA Inuit Cultural Resource Inventories and Interpretive materials on its own falls well short of being able to fulfill these broad objectives. However, NTI and the RIAs are working towards a renewal of IIBA funding for the period 2014-2021. Furthermore, complementary third party funding already exists and may be accessible for aspects of this project. Contractors responding to this RFP will be expected to plan their work within this long-term context, and are expected to have an understanding of the operations and funding opportunities offered by various Inuit, Territorial government and federal government agencies.

b) Allocation of Cultural Resource Inventories Funding

The IIBA has allocated \$500,000 in the current funding cycle for Cultural Resource Inventories. As outlined in Article 6 of the IIBA possible uses of this funding include:

- (i) Inuit oral history projects and archaeological projects;
- (ii) The identification and description of Wildlife Areas of Importance to Inuit and Cultural Sites of Importance to Inuit; and
- (iii) The identification of potential Inuit Language names for NWAs, MBSs and significant places therein.

c) Allocation of Interpretive materials Funding

The CA IIBA has also allocated \$500,000 for Interpretive Materials. Under Part 6.8 of the CA IIBA "...NTI shall develop or contract for the development of interpretative materials, such as signs, displays, brochures, and other information about the natural and cultural resources in and around for all or some of the NWAs and MBSs ..." identified in the IIBA.

According to Section 6.8.3, “NTI shall develop criteria by which, Inuit Tourism Providers or other Inuit persons or entities with similar interests may access the funds identified in section 6.8.1. The criteria shall be consistent with the purpose set forth in section 6.8.2, and they shall, except where otherwise agreed, include a requirement to obtain matching funds from other sources.” The successful proponent will prepare a draft set of criteria as per 6.8.3.

d) Tourism Providers’ Fund

NTI and the RIAs have carried out extensive community consultations for the use of the Tourism Providers’ Fund, and have identified the following communities and major projects, each of which is expected to have a budget of about \$1,000,000 between 2009 and 2014:

i) Arviat, Kivalliq Region

A community package/experience incorporating seasonal wildlife viewing for polar bears (fall) and caribou (spring), with a complementary community cultural and heritage program.

ii) Cape Dorset, Qikiqtani Region

Planning and designing an ‘arts and culture centre’ – a multi-use cultural facility with the capacity to showcase the prints and carvings, while acting as a living centre of cultural activity for the community.

iii) Gjoa Haven, Kitikmeot Region

Planning for construction of a Northwest Passage Multi-use Centre that incorporates cultural and heritage resources, and visitors’ services.

Each region also has a budget for secondary projects, which have been targeted to Bay Chimo in the Kitikmeot Region, Coral Harbour in the Kivalliq Region, and Qikiqtarjuaq and Clyde River in the Baffin Region.

The successful proponent will take into account work being done on major and secondary tourism projects when developing recommendations.

e) Fund Management and Accountability

Management oversight and accountability for implementation of the Inuit Cultural Resource Inventories Fund and the Interpretive Materials Fund will be the responsibility of NTI.

Continuing to March 31, 2014, operational oversight of the Inuit Cultural Resource Inventories Fund and the Interpretive Materials Fund will be provided by NTI, in consultation with a Management Committee composed of representatives of Kitikmeot Inuit Association, Kivalliq Inuit Association, Qikiqtani Inuit Association, and NTI.

This Management Committee will be responsible for:

- Reviewing proposals for this RFP;
- Reviewing the consultant’s reports that result from the award of a contract pursuant to this RFP, and providing ongoing direction to the project management team;
- Reviewing recommendations for the Inuit Cultural Resource Inventories Fund and the Interpretive Materials Fund.

3. Scope of Work

Background materials include:

- a) Conservation Areas IIBA
- b) Phase I Draft Cultural Inventories and Interpretative Materials Work Plans
- c) Cultural Heritage Reports for
 - Akpait and Qaulluit National Wildlife Areas
 - Dewey Soper Migratory Bird Sanctuary
 - McConnell River Migratory Bird Sanctuary
 - Queen Maud Gulf Migratory Bird Sanctuary

The Phase I Draft Work Plans are limited in scope; the successful proponent is not expected to use these as the basis for future work.

The successful proponent will:

- a) Act as project manager for work to be carried out for both Cultural Resource Inventories and Interpretive Materials for 2011-14. This work will include:
 - i) Budget management;
 - ii) Contract management;
 - iii) On-going communications with the NTI/RIA Management Committee;
 - ii) Preparation of semi-annual progress reports for submission to the Inuit/CWS Implementation Committee.
- b) In consultation with NTI and the RIAs, and with reference to existing work plans, prioritize work that can be done within the NTI budgets for Cultural Resource Inventories and Interpretive Materials in the remaining years of the current phase of the Conservation Areas IIBA, ending March 31 2014 (either directly or in partnership with other organizations);
- c) Based on consultations in b) develop detailed work plans and budgets for Cultural Resource Inventories and Interpretive Materials;
- d) Assist NTI and the RIAs to develop partnerships with other organizations, particularly with respect to Cultural Resource Inventories;
- e) Having worked with the management Committee to prioritize work,
 - i) Carry out discrete projects that are within the capacity of the consultant's team;
 - ii) Subcontract discrete projects that can be done by other firms;
 - iii) Identify projects being done by other organizations to which NTI funding can be contributed in support of the objectives for Cultural Resource Inventories of Interpretive Materials for the Conservation Areas IIBA.
- f) To the extent possible engage communities implicated in the collection of data for Cultural Resource Inventories, and to consult with them with respect to development of Interpretive Materials;
- g) For the purposes of establishing an implementation framework, consult with RIA

senior management and Boards of Directors.

- h) Develop a framework that enables communities to own and manage Cultural Resource Inventory data, and Interpretive Materials as appropriate.

4. Budget

The budgets for Cultural Resource Inventories and Interpretive Materials are identical.

To date approximately \$40,000 has been expended for Interpretive Materials, and \$40,000 for Cultural Resource Inventories. Budgets for each initiative for coming years are: \$145,000 in 2011-12; \$175,000 in 2012-13, and \$140,000 for 2013-14, for a total of \$460,000 each.

C. Proposal Evaluation

1. Evaluation Criteria

Proposals will be evaluated according to the following criteria.

Project team's knowledge, skills and experience	45%
Project approach and work plan	40%
Inuit firm	5%
Inuit employment	10%

The proponent must address the specific qualifications and experience of the project team for the proposed project. Include resumes of all resource persons to be involved in the project.

2. Project approach and work plan

The proponent must provide a complete outline illustrating the approach to the project that demonstrates the following:

- Conformity to the terms and conditions of the RFP;
- An understanding of the project requirements and deliverables;
- An approach to the project that will meet project requirements on a timely basis;
- Organizational and managerial competence;
- A detailed work plan, to include:
 - Tasks and phases to be completed.
 - Completion dates.
 - Project controls.

References with respect to previously completed successful projects of a similar nature must be included, with contact information provided (names, addresses and telephone numbers).

3. Subcontracting

Details of any and all subcontracting arrangements proposed by the proponent must be provided.

4. Fees and Expenses

The proposal should provide an outline of the preferred billing arrangements and include a description of a standard invoice. The proposal must include a detailed statement of the charges to be incurred. Costs must be stated in Canadian funds.

D. Inuit Content

1. Inuit employees or Inuit firms

Inuit content will be assessed according to participation of Inuit employed on the contract and of Inuit Firms registered on NTI's Inuit Firm Registry. Inuit Firms must provide details of their Inuit Firm status in order to receive consideration.

2. Pro-Rating of Inuit content

Total Inuit content will be evaluated according to percentage of fees being paid directly to Inuit or Inuit firms.

Contract proposals must include details concerning all Inuit employees including fees and expenses attributable to the Inuit employees;

Contract proposals must include details concerning all sub-contractors, including the fees and expenses attributable to the subcontractor. The Inuit firm allocation of the evaluation shall not be applied to any portion of the contract proposal where the work is to be subcontracted to a non-Inuit firm. The Inuit content consideration may be applied to those contract proposals made by non-Inuit firms with respect to any portion of the contract proposal where the work is to be subcontracted to an Inuit firm.

Appendix 1. Conservation Areas Prioritized

CONSERVATION AREA - NWA's AND MBS's	PROJECTS – TOURISM FUND	REQUIREMENTS – CULTURAL RESOURCE INVENTORIES	REQUIREMENTS – INTERPRETIVE MATERIALS
	PRIMARY PROJECTS		
Queen Maud Gulf MBS	Gjoa Haven Cultural Centre	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Tourism Providers Guides; Other Interpretive Materials
McConnell River MBS	Arviat – Caribou and Polar Bear Tourism	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Tourism Providers Guides; Other Interpretive Materials
Dewey Soper MBS	Cape Dorset – Arts and Culture Centre	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Tourism Providers Guides; Other Interpretive Materials
	SECONDARY PROJECTS		
Queen Maud Gulf MBS (Also a Primary Project)	Bay Chimo/Bathurst Inlet – Cabin Upgrades	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Other Interpretive Materials
East Bay MBS Harry Gibbons MBS	Coral Harbour – Not Decided	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Other Interpretive Materials
Akpait NWA Qaulluit NWA	Qikiqtarjuaq Not Decided	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Other Interpretive Materials
Niginganiq NWA	Clyde River Not Decided	Oral Histories, Archaeological Work; Inuit Place names Identification; Wildlife, Cultural Areas of Importance	Other Interpretive Materials

CONSERVATION AREA - NWA _s AND MBS _s	PROJECTS – TOURISM FUND	REQUIREMENTS – CULTURAL RESOURCE INVENTORIES	REQUIREMENTS – INTERPRETIVE MATERIALS
	NO PROJECTS 2010-14		
Bylot Island MBS	Pond Inlet		
Nirjutiqavvik NWA	Grise Fiord		
Polar Bear Pass NWA	Resolute		
Prince Leopold Island MBS	Resolute, Arctic Bay		

Appendix 2. IIBA Principles

Part 2.1 Principles

- 2.1.1 The unique relationship between the Inuit of Nunavut and the ecosystems of the NSA is ecological, spiritual and social in nature. *Inuit Qaujimajatuqangit* is a related body of knowledge, which is necessary to and which Inuit shall bring to responsible decision-making regarding the lands, waters and marine areas of the NSA.
- 2.1.2 NWAs and MBSs make an important contribution to wildlife and wildlife habitat conservation in the NSA, Canada and the world. They shall be co-managed by Inuit and CWS in accordance with the *NLCA*, this IIBA, approved Management Plans, *Inuit Qaujimajatuqangit*, scientific information and, except where inconsistent with the *NLCA*, the *Migratory Birds Convention Act*, the *Canada Wildlife Act*, the *Species at Risk Act* and other applicable legislation.
- 2.1.3 Inuit should fully benefit from and fully participate in the economic and other opportunities arising from the establishment and management of NWAs and MBSs.
- 2.1.4 The establishment and management of NWAs and MBSs should avoid social and cultural disruption to Inuit and their relationship with and use of the lands (including IOL), the waters and the resources of NWAs and MBSs.
- 2.1.5 The establishment and management of NWAs and MBSs shall be consistent with Inuit harvesting rights under the *NLCA*.
- 2.1.6 The Inuit Language should be preserved and its use should be supported and promoted in the establishment and management of NWAs and MBSs.
- 2.1.7 The archaeological and cultural heritage of Inuit should be protected in the establishment and management of NWAs and MBSs.
- 2.1.8 The opportunities for Inuit provided by this IIBA should build capacity, and encourage self-reliance and the cultural and socio-economic well-being of Inuit.
- 2.1.9 The implementation of this IIBA should be co-operative, in good faith, and based on the mutual commitment of the Parties.