



REQUEST FOR PROPOSAL
ORGANIZATION AND CONDUCT OF NTI ELECTIONS 2018

NUNAVUT TUNNGAVIK INCORPORATED

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PART I

BACKGROUND, PURPOSE, MINIMUM REQUIREMENTS

A. BACKGROUND

Nunavut Tunngavik Incorporated (NTI) was incorporated in 1993 as a non-profit corporation. Its mandate is to further the social, cultural, and economic welfare of Inuit in Nunavut. Its mandate is derived from the *Nunavut Agreement* (formerly, *Nunavut Land Claims Agreement*), which embodies the settlement reached between the Government of Canada and Inuit in the Eastern Arctic.

NTI's president and vice-president are elected by Inuit 16 years of age and over who are enrolled under the Nunavut Agreement. The president and vice-president serve for terms of four years. The next election for vice-president is to be held December 10, 2018 ("Election").

B. PURPOSE

1. This Request for Proposals (RFP) is issued by NTI for the purpose of soliciting proposals to organize and conduct an election for vice-president, and to develop and revise elections-related documents. The election will occur on December 10, 2018.
2. Proposals are being solicited from all interested organizations and individuals which maintain an office in Canada ("Proponent" or "Proponents").

C. FUNCTION OF CHIEF RETURNING OFFICER

NTI election policies require that a chief returning officer ("CRO") be appointed. The CRO is responsible to NTI's chief executive officer (CEO) for the planning and conduct of the Election. The CRO's duties include, but are not limited to, updating the NTI enrolment list, hiring staff, paying staff and suppliers, executing office and equipment leases, creating and translating election documentation and ballots, and interacting with the media. Part II of this RFP describes the CRO's duties in further detail. The successful Proponent must serve as (if an individual) or designate a shareholder/officer/employee (with NTI's approval) to be CRO. That individual will be responsible for the conduct of the Election, and may delegate duties required to other employees within the Proponent organizations.

D. MINIMUM REQUIREMENTS

To be considered by NTI for the purpose stated above, the Proponent must:

1. Have experience coordinating large scale public events, conferences, or corporate meetings.
2. Be capable of hiring election staff, and directing election staff, in all Nunavut communities (only accessible by air) spanning three time zones.
3. Have the ability to create election related documents and the capacity to conduct large scale print runs.
4. Provide documents in the English, Inuktitut, and Inuinnaqtun.
5. Be able to travel throughout Nunavut, if required.
6. Have continuous access to the internet, fax, and phone lines.
7. Have excellent record-keeping skills.
8. Work cooperatively with NTI departments as required.
9. Be familiar with, or become familiar with, the *Nunavut Agreement*.
10. Be capable of providing all required services and any additional services between June 15, 2018 and February 10, 2019.

PART II

SCOPE OF SERVICES

1. Required Services

The Proponent will be required to provide the following required services to NTI (“Services”):

Stage	Requirement
Pre-nomination	• Hire assistant chief returning officer • Recommend updates to the Inuit enrolment list • Revise/have translated/advertise call for nominations • Revise/have translated/print – nomination papers • Revise/print election calendar • Revise elections communication plan • Revise position description/requirements • Revise service contracts with hamlets • Create print ads • Purchase election materials
Nomination	• Ensure public awareness – nominations and position requirements • Accept nominations • Revise election handbooks for advance poll/voting day • Purchase election materials
Post-nomination	• Revise/have translated/advertise candidates nominated • Revise/have translated/advertise notice of election • Revise/have translated withdrawal form • Accept withdrawals • Distribute Rules and Procedures to candidates • Hire deputy returning officers and poll clerks • Have handbooks translated/printed/bound • Create print ads • Print/bind voters’ registers
Pre-election	• Create/have translated/have printed ballots • Train deputy returning officers • Train poll clerks • Revise/have translated/print all election forms • Make/sort/ship all election material • Create print ads – re voting times and places

Advance poll and
voting day

- Supervise elections staff
- Solve problems and answer questions from public and election staff
- Consolidate election results
- Advise candidates/public/ media of election results

Immediate post
election

- Ensure timely payment of election staff
- Ensure election materials are returned and properly stored
- Write certificate of election for successful candidates
- Send written confirmation of results to all candidates and NTI

Later post election

- Dispose of used election materials as per rules and procedures
- Ensure safe storage at NTI of reusable election materials
- Ensure NTI has electronic version of all forms, notices, contracts, and other documents created under the contract
 - Submit final report in Inuktitut, English, Inuinnaqtun

Throughout
election period

- Ensure election is conducted as per NTI corporate by-laws and election rules and procedures
- Answer questions from Beneficiaries concerning election procedures
- Advise candidates of their rights and duties under the elections rules and procedures
- Speak with the media as required

2. Additional Services

The Proponent must be capable of providing, and willing to provide, additional services related to the election not included in required services described above. Additional services are services of a minor nature which arise before, during, or after the election and which were not contemplated at the time the contract between NTI and the Proponent is signed.

PART III

TIMELINE

Advertise RFP for Chief Returning Officer	April 22, 27, 29, May 4, 2018
CRO RFP deadline	June 1, 2018
CRO jury	June 8, 2018
CRO appointed	June 15, 2018
Press Release – CRO appointed	June 15, 2018
CRO meets with NTI and work begins	June 17, 2018
Candidates may begin spending money	July 28, 2018 (3 months before campaign period)
Ads - Are you on the list ads?	Aug. 19, 24, 26, 31
CRO provides updated forms and documents to NTI for approval	Aug 26, 2018
Press release – are you on the list – grocery stores	Sept. 7, 2018
Ads - Are you on the list – grocery stores	Sept. 10, 14, 2018
Translations received for all updated forms and documents	Sept. 24, 2018
All forms and documents completed	Oct 5, 2018
Press Release – Nomination period opens	Oct 21, 2018
Advertisements Nomination period opens	Oct 21, 26, 2018
Ads – enrolment campaign deadline	Oct. 14, 19, 2018
Pamphlet mail drop – 5 ways to vote	Oct. 28, 2018
Press release - Enrolment campaign deadline	Oct. 26, 2018
All forms and documents uploaded to website (excluding nomination forms) and available through CRO and CLOs	Oct 28, 2018
Nominations open	Oct 28, 2018

Elections commissioner appointed	Oct. 28, 2018
Nominations close	Nov. 2, 2018 (5 p.m. local time)
Deadline to withdraw a nomination	Nov 4, 2018 (5 p.m. local time)
Ads – social media testimonials	Nov. 11, 18, 25, Dec. 3
Press Release – Official candidates	Nov 4, 2018
Advertisements – Notice of Election	Nov 9, 11, 2018
Press Release – Advance polls	Nov 28, 2016
Advertisements – Voting day, poll locations	Nov 21, 25, 28, Dec. 2
Press Release – Voting day	Dec. 3, 2018
Advance poll	Dec 3, 2018
Campaign teams must stop campaigning	Dec 9, 2018 (midnight)
Mail in ballots deadline	Dec. 10, 2018 (must be received by noon)
Voting day	Dec 10, 2018
Press Release – Winners announced	Dec 10, 2018
Reports from official agents due	Feb 10, 2019

PART IV

QUESTIONNAIRE

INSTRUCTIONS:

1. Proponents must answer all questions below and submit the answers on a separate piece of paper with their proposal.
2. Proposals should follow the order of questions as they are asked. In response to each question, restate the main question (denoted by a number or a letter) in bold font followed by your answers stated in regular font. Responses should be thorough and answer the specific question asked.
3. Supporting material must be clearly referenced to the appropriate

question. Information and materials which are strictly promotional in nature should not be used.

A. INFORMATION CONCERNING PROPONENT

1. Provide all of the following information:

- Name of Proponent
- Contact Name/Title
- Address
- Telephone and Fax Numbers
- E-mail address

2. A brief description of the Proponent's applicable background, experience or qualifications relating to the provision of the Services.

B. INDIVIDUAL(S) AND RESPONSIBILITIES

1. Identify the individual who will assume the responsibility of CRO.

2. Identify other individual(s) who will be directly involved in supporting the Election.

3. Identify sub-contractors that you plan to use, if any.

4. Who will have primary responsibility for each requirement described in the Scope of Services?

5. How much of the CRO's time will be allocated between the Election and other projects, if any?

6. How much of each other individual's time be allocated between the Election and other projects, if any?

7. Provide a brief resume of the CRO and each individual who will be involved in organizing and conducting the Election.

8. Describe generally your plan for meeting the requirements contained in the Scope of Services.

9. Provide a timeline which indicates dates of planned completion of each requirement.

C. OWNERSHIP STRUCTURE

1. Describe the ownership of the organization, which shall include the following (if applicable):

- The year the organization was formed and began offering services.
- The ownership structure. Indicate all entities that have an ownership stake in the corporation.
- List affiliated entities/companies or joint ventures.
- Describe recent or planned changes to the ownership or organization structure.
- If your business is enrolled within the Inuit Firm Registry, please provide a copy of your certificate within the package

2. Provide one organization chart that diagrams the ownership and relationships between the parent-subsidiary, affiliate, and joint venture entities, if any.

3. Provide the locations of each of the offices of the organization and those of any affiliates. For each office, provide the function, the number of professionals, and the product focus.

4. Describe how your corporation meets the objectives of Article 23 of the *Nunavut Agreement*.

5. Over the past five years, has the organization or any director, officer, or employee who will be providing services to NTI been involved in any criminal legal proceedings or regulatory actions. If so, provide a brief explanation and indicate the current status.

D. FEES AND EXPENSES

1. Provide fee schedules (e.g. hourly rate or daily rate) for all individual(s) who will be involved in providing the Services.
2. Provide the total estimated hours of work and the total estimated dollar amount that you would charge for providing all of the Services listed in the Scope of Services.

PART V
RFP CERTIFICATION FORM

(Proponents must sign and submit this certificate with their proposal)

1. I certify that I have the authority to bind the Proponent indicated below to provide the services offered in the Proponent's proposal.
2. I understand that by submitting this proposal the Proponent agrees to the following:
 - A. The Proponent meets or exceeds the minimum requirements contained in the RFP.
 - B. The Proponent has the professional capability to provide the Services contained in the RFP.
 - C. If selected, the Proponent will provide the Services at the prices quoted by the Proponent in its proposal.
 - D. If selected and if requested, the Proponent will provide additional services related to the election not included in required services described above. Additional fees will be paid in respect of each additional service.
3. I certify that in making this proposal the Proponent has not consulted with others for the purpose of restricting competition.
4. I certify that the information contained in the proposal is true and accurately portrays all aspects of the Proponent's ability to provide the services described in the RFP. The Proponent has not made any knowingly false statements in its proposal.
5. I am aware that any substantive misinformation or misrepresentation may disqualify the proposal from further consideration or contracting opportunities with NTI and RIAs.

Name of Proponent: _____

Signature of signing individual/officer: _____

Title of signing officer: _____

PART VI

AUTHORIZATION TO RELEASE INFORMATION

(Proponents must execute the following authorization and release and submit it with their proposal)

The undersigned Proponent authorizes NTI to obtain information regarding the Proponent's performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to the evaluation of the Proponent's proposal.

The Proponent authorizes representatives of NTI to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Proponent's proposal.

The Proponent releases, acquits, and forever discharges NTI, its directors, officers, employees, and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by NTI and relied upon by NTI in relation to the evaluation of the Proponent's proposal.

The undersigned further authorizes any and all persons and entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to NTI in relation to the evaluation of the Proponent's proposal.

Name of Proponent: _____

Signature of signing individual/officer: _____

Title of signing officer: _____

PART VII

GENERAL TERMS AND CONDITIONS

A. INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. A Proponent responding to this RFP must submit answers to all of the questions posed in Part IV of this RFP and must sign and submit the forms included in Parts V and VI.
2. Except as provided in this paragraph, Karen Flaherty, Director of Communications for NTI, shall be the sole point of contact regarding the RFP from the date of issuance until selection of the successful Proponent. The email address is kmcccluskey@tunngavik.com.
3. Questions related to the interpretation of this RFP must be submitted to NTI Legal Counsel Art Yuan by e-mail. A Proponent who has questions concerning this RFP must submit questions to Art Yuan no later than 5:00 p.m. ET on May 25, 2018. The e-mail address is ayuan@tunngavik.com. A return e-mail address must be included on any request for clarification.
4. A Proponent must not issue any news releases or make any statement to the news media pertaining to this RFP or any proposal or contract or work resulting from this RFP without the prior written approval of NTI.
5. NTI reserves the right to amend this RFP at any time. In the event that it becomes necessary to amend the RFP, the amendment will be provided to all Proponents who received the original RFP. The response of a Proponent must include acknowledgement of all addenda.
6. Proposals must be received by NTI no later than 5 p.m. ET on June 1, 2018 at the following address:

Nunavut Tunngavik Inc. Attention: Karen Flaherty A/Director of Communications kflaherty@tunngavik.com 3rd Floor, Igluvut Bldg. P.O. Box 638 Iqaluit, NU X0A 0H0 Tel: (867) 975-4941 Fax: (867) 975-4949
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7. Proposals must be submitted via email with the words “NTI Elections 2018,” in the subject line. The closing date, and the proponent’s name must be included in the email with the proposal attached.

8.

- The e-mailed proposal must be received on or before the closing date at the email address stated in this Request for Proposals.
- To ensure that the proposal is received before the closing date, it is recommended that it be sent by e-mail well in advance of the closing date, and that the proponent confirm receipt by return e-mail.

9. NTI will not accept liability for any claim, demand or other actions for any reason should an 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.

10. 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.

B. REJECTION OF PROPOSALS AND WAIVER OF DEFICIENCIES

A proposal may not be considered, and may be rejected as non-responsive, if it does not include all of the information requested.

NTI reserves the right to waive or permit cure of nonmaterial deficiencies in a proposal, provided, however, that such waiver is in the best interests of NTI. The decision as to whether a deficiency will be waived or will require the rejection of a proposal will be solely within the discretion of NTI.

C. CLARIFICATION OF PROPOSALS

NTI reserves the right to contact a Proponent after the submission of its proposal for the purpose of clarifying information contained in the proposal and to ensure mutual understanding. Clarifications may occur throughout the proposal evaluation process. Clarifications may include, but are not limited to, written questions, interviews, site visits, review of past performance if the Proponent has provided goods or services to NTI, and requests for corrective pages. Where applicable, clarification of responses shall be in writing and shall address only the information requested. Responses shall be submitted within the time specified in NTI's request. The information received from the Proponent shall not be considered in the evaluation of a Proponent's proposal if the information materially alters the content of the proposal or alters the type of services the Proponent is offering NTI.

D. COST OF PROPOSAL

NTI is not responsible for any costs incurred by the Proponent which are related to the preparation or delivery of the proposal, or for any other activities carried out by the Proponent in relation to this RFP.

E. COPYRIGHT

By submitting a proposal, the Proponent agrees that NTI may copy the Proponent's proposal for the purposes of facilitating evaluation of the Proposal. The Proponent consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of a third party.

F. DISPOSITION OF PROPOSALS

All proposals become the property of NTI and will not be returned to the Proponent. Late proposals will not be considered.

G. REQUEST FOR CONFIDENTIALITY

Any request for confidential treatment of information must be included with the proposal and must enumerate specific legal grounds in support of keeping the information confidential. The request must also include the name, address, and telephone number of the person authorized by the Proponent to respond to any inquiries by NTI concerning the confidential status of the materials.

Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears.

H. GOVERNING LAW

This RFP and any resulting contract shall be governed and construed in accordance with the laws of the Territory of Nunavut and the laws of Canada applicable therein. Proponents are responsible for ascertaining and complying with all pertinent statutes, regulations, bylaws, rules, legal requirements and restrictions. Any cause of action arising in connection with this RFP shall be brought only in the City of Iqaluit, in the Territory of Nunavut.

I. SIGNATURE OF PROPONENT

The offer made in the proposal, and any clarifications to that proposal, must be signed by an officer of the Proponent.

J. BACKGROUND AND REFERENCE CHECKS

A Proponent employing any person who has been convicted of fraud, breach of trust, or any similar offence shall be disqualified. NTI reserves the right to conduct criminal history, prior performance, reference checks, and other background investigations relating to the directors, officers, and employees, of the corporation. NTI further reserves the right to conduct such investigations in relation to managerial and supervisory personnel retained by the Proponent for the performance of the

contract. The Proponent shall cause any and all waivers to be executed by the appropriate persons to effectuate the investigation.

K. AWARD OF CONTRACT

This document is not a Request for Tenders or otherwise an offer. This RFP should not be construed as an agreement to purchase goods or services. Issuance of this RFP in no way constitutes a commitment by NTI to award a contract. NTI is not bound to enter into a contract with the proponent who submits the lowest priced proposal or with any proponent. NTI will be under no obligation to receive further information from any proponent. NTI further reserves the right to cancel this RFP, to issue a new RFP or to award a contract in whole or in part if it is in the best interests of NTI. This RFP process is for NTI's benefit and is intended to provide NTI with competitive information to assist in the selection of goods and services. The successful Proponent will be determined in accordance with the evaluation criteria defined by NTI. Inuit firms will receive preferential consideration based on NTI's Procurement Policy, a copy of which is available on NTI's website.

L. EVALUATION OF PROPOSALS

An Evaluation Committee will meet to evaluate and score the proposals. Upon completion of the evaluations, finalist interviews may be, and office visits may be, conducted with some Proponents. Determination of whether to conduct interviews and which Proponents to interview is at the sole discretion of the Evaluation Committee. A decision to select a Proponent may be made by NTI without an interview, upon recommendation of the Evaluation Committee. All Proponents will be informed of the identity of the successful Proponent.

M. PROPOSAL EVALUATION

1. Evaluation Criteria: A Proponent must meet the minimum requirements described in Part II in order to be considered further. If the Proponent meets the minimum requirements, evaluation of its proposal will be based on the following criteria:

- I. Responses to questionnaire - 10%
- II. Interviews - 5%
- III. Cost of services - 20%
- IV. Previous experience - 20%
- V. Client references - 10%
- VI. Inuit employment - 20%
- VII. Inuit firm – 15%

2. Presentations: A Proponent submitting a proposal must be prepared to make a presentation, at NTI's request, to demonstrate its ability to perform as described in its written proposal. The presentation may take place either at NTI's offices or at the Proponent's place of business. A presentation will be sought only from finalists.

3. Sources of information in addition to the proposal: NTI reserves the right to obtain, from any and all sources, information concerning the Proponent or the Proponent's products, services, personnel, or subcontractors which the Proponent deems pertinent to this RFP, and to consider such information in evaluating the Proponent and its proposal. By submitting a proposal, each Proponent consents to NTI obtaining such information in the manner described above.

In accordance with NTI's Procurement Policy:

Where required under VII below, whenever there are Inuit firms capable of supplying the desired goods or services, those businesses shall be evaluated to determine whether they are capable of supplying the required goods or services.

If capable of supplying the required goods or services, an Inuit firm shall be given preference over a non-Inuit firm provided that:

- a) it is capable of providing goods or services of equal quantity, quality, and capability, to those offered by a non-Inuit firm;
- b) it is capable of providing good or services in the same amount of time as a non- Inuit firm;
- c) it charges an amount not more than 10 per cent greater than the amount charged by the lowest cost non-Inuit firm offering similar goods or services.

N. RESULTING CONTRACT

Any contract that NTI may, at its discretion, award as a result of this RFP will be based upon the proposal submitted by the successful Proponent, the scope of services contained in this RFP and any subsequent amendments, and negotiations of contractual terms and conditions satisfactory to both NTI and the Proponent.

O. RELEASE OF CLAIMS

With the submission of a proposal, each Proponent agrees that it will not bring any claim or have any cause of action against NTI respecting any misunderstanding concerning the information provided herein or concerning NTI's failure, negligence or otherwise, to provide the Proponent with pertinent information as intended by this RFP.

The Proponent agrees to indemnify and save harmless NTI from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to this RFP.

(END)