



NUNAVUT TUNNGAVIK INCORPORATED

REQUEST FOR PROPOSALS

Introduction

Nunavut Tunngavik Incorporated (NTI), the land claims organization for Inuit in Nunavut, is requesting proposals from qualified proponents to perform the following work (the “Work”):

The Department of Research, Monitoring and Evaluation would like to better understand the Nunavut research regulatory landscape and to highlight Inuit involvement in various research licensing processes.

A. Instructions to Proponents

1. Proposals must be received by NTI no later than 5:00 p.m. ET on November 8, 2021 (the “Closing Deadline”) at the following address:

Nunavut Tunngavik Inc.

Attention: Jean Allen, Senior Research Advisor (the “Contact Person”)

3rd Floor, Igluvut Bldg. P.O. Box 638

Iqaluit, NU X0A 0H0

Tel: (867) 975-4950

E-mail: jallen@tunngavik.com

2. Proposals must be submitted via email under the following conditions:

- The e-mailed proposal must be received on or before the closing date at the 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 e-mail well in advance of the closing date, and that the proponent confirm receipt by return e-mail or by telephone inquiry.

3. 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, 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 the Contact Person by e-mail. Questions will be accepted until the Closing Deadline. Questions and answers will be made available to all invited bidders.

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 to 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 of the Work.

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 other terms that 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 is not liable for any costs of preparation or presentation of proposals.

14. An evaluation committee consisting of NTI staff and/or contractors will review the proposals. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria including the ability to request more information from or to negotiate with one or more proponents.

15. Proponents may amend their proposal up to the Closing Deadline. A proposal may not be amended after the Closing Deadline, but may be withdrawn by the proponent at any time prior to acceptance.

16. NTI encourages the use of Inuit goods/services/businesses, labour, and training of Inuit labour and will provide adjustments to the above factors in the evaluation of proposals.

17. A listing of approved Inuit Firms can be obtained from NTI Inuit Firm Secretariat.

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. It is expected that a winning proposal may be identified by November 26, 2021 by 5:00 p.m. ET.

20. Vendors whose offers have been rejected will receive written notification within approximately ten (10) business days of the selection.

B. Terms of Reference

Background

The research regulatory landscape in Nunavut is complex and involves a number of research licensing authorities, none of which are governed by Inuit. In order to better understand how Inuit self-determination could be advanced in Nunavut, a better understanding of the different research licensing, permitting, and authorization processes and the various levels of involvement of Inuit in these processes is greatly needed.

The Work

The successful proponent will:

1. Conduct background research on existing research licensing processes in Nunavut.
2. Work with NTI and partners to develop a short questionnaire for research licensing authorities.
3. Contact Nunavut research licensing authorities to collect information on their research licensing processes and the involvement of Inuit in these various processes (i.e., communication, application review, decision-making, etc.).
4. Follow-up with Inuit organizations/societies if necessary to verify their role in various research licensing processes.
5. Collect and compile information and prepare a report.

Proponent(s)

We are seeking experienced contractors who are familiar with the research regime in Nunavut and have experience providing high-quality work regarding research in Nunavut.

Tentative Project Schedule/Timeline

Expected deliverables and associated timelines are as follows:

1. Background Review to be submitted within 2 months of approval
2. Questionnaire to be submitted prior to dissemination
3. Draft Report to be submitted on or before February 14, 2022
4. Final Report to be submitted on or before February 28, 2022

C. Proposal Evaluation

Evaluation Criteria

The proposals will be evaluated according to the following criteria:

1. Project approach and work plan: 20%
 2. Project team's knowledge, skill and experience: 20%
 3. Fees and expenses: 30%
 4. Use of Inuit Labour: 20%
 5. Proven ability to meet deadlines: 10%
- Total: 100% (100 points)

1. Project approach and work plan

The proponent must provide a detailed outline illustrating the approach to the Work that demonstrates the following:

- Adherence 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.
- A detailed work plan, to include tasks to be completed, and project controls.

2. Project team's knowledge, skill and experience

The proponent must provide a detailed description of the project team's organizational and managerial competence, with references to previously completed successful projects of a similar nature. The proponent must also address their specific qualifications, knowledge and experience that it believes make it the suitable candidate for the Work. The proponent is encouraged to include detail qualifications of each team members who will work on the project.

3. Fees and Expenses

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

This portion of the criteria is subject to adjustments for Inuit Firms for the purpose of evaluation:

- 1) Inuit Firms, registered on NTI's Inuit Firm Registry, will receive an adjustment (Inuit Firm Adjustment) of 20 per cent on the fees and expenses component of the contract proposal.
- 2) Inuit Firms must provide details of their Inuit Firm status in order to receive an Inuit Firm Adjustment.
- 3) Pro-Rating of Inuit Firm Adjustment

Contract proposals must include details concerning all sub-contractors, including the Fees and Expenses attributable to the subcontractor. The Inuit Firm Adjustment 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 Firm Adjustment 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.

4. Use of Inuit Labour

Contract proposals demonstrating the use of Inuit labour (directly or through sub-contractor) will receive up to 20 per cent of the overall available points. In order to receive the adjustment for use of Inuit labour, contract proposals must include details concerning proposed use of Inuit labour by the proponent and all sub-contractors. Additional reporting will be required from the successful proponent on the actual use of Inuit labour after the contract is awarded and failure to implement the proposed Inuit labour target may result in a penalty. Being an Inuit Firm is not a pre-condition to receive points under this category.

5. Proven ability to meet deadlines

The ability to meet all deadlines on this project is critical. The proposal must demonstrate how the firm has consistently met all deadlines in the past and must provide two references.