



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 assist with planning, preparing, and implementing logistics for the Qanuippitaa? National Inuit Health Survey in Nunavut, prior to and during data collection that will be conducted between September 2023 to June 2024 (the “Work”).

A. Instructions to Proponents

Proposals must be received by NTI no later than 5:00 p.m. ET on February 10, 2023 (the “Closing Deadline”) at the following address:

Nunavut Tunngavik Inc.
Attention: Cheryl Wray (the “Contact Person”)
3rd Floor, Igluvut Bldg. P.O. Box 638
Iqaluit, NU X0A 0H0
Tel: (867) 975-4911
E-mail: CWray@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.
- 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 February 24, 2023 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

The Work

The Qanuipitaa? National Inuit Health Survey arose with the federal government's 2018 announcement of a ten-year funding commitment of \$82 million dollars towards Inuit regions across Inuit Nunangat to enable Inuit Organizations to develop high quality, Inuit-lead and Inuit-owned health research to monitor change, identify gaps and inform decision-making, leading to indicators to improve health and wellness among Inuit in Canada.

The Survey is being implemented by the national Inuit Organizations at the national and regional levels, including core and regional components to the development of the survey, with the objective of further surveys every five years for long-term monitoring.

The Survey will be conducted within all 25 communities in Nunavut, through random selection of Inuit enrolled under the Nunavut Agreement.

Interviews to collect aggregate data for the Survey between September 2023 and June 2024, by interviewers who travel to communities by air.

The successful proponent shall carry out the logistics implementation of the QNIHS in accordance with the Nunavut QNIHS Logistics Needs Assessment, Strategy, and Implementation Plan.

This includes but is not limited to:

- Implementing the Nunavut QNIHS Hiring Plan and Manual, which includes recruitment, hiring and management of approximately 65 field staff, ensuring the priority of Nunavut Inuit
- Implement the Logistics Plan in compliance with federal and territorial legislation and policies
- Training field staff in accordance with the Nunavut QNIHS Training Plan and Manual
- Coordinating logistics for data collection and community engagement events in all 25 Nunavut communities

- Coordinating travel and accommodations for all field staff. E.g., field staff training, data collection
- Managing timesheets, payroll and per diems for the field staff
- Ensuring the target number of completed surveys are met in all 25 Nunavut communities
- Collaborating effectively with community organizations to ensure proper rollout of the QNIHS
- Collaborating with the QNIHS Communications team to implement the Nunavut QNIHS Communications Implementation Plan
- Ensuring the recruitment of survey participants
- Ensuring data privacy and confidentiality as required under the Nunavut Data Management Plan
- Ensuring consistent and regular communication with QNIHS Management team at NTI
- Providing monthly progress reports to the QNIHS Management team at NTI
- Providing a final report of the implementation of the QNIHS data collection
- Collaborating in monitoring, evaluation and learning activities throughout the contract

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: 30%
 3. Fees and expenses: 20%
 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.