



REQUEST FOR PROPOSALS NUNAVUT TUNNGAVIK INCORPORATED

Issuing Date: January 31, 2024

1.0 INTRODUCTION

1.1 Purpose of this request

The purpose of this Request for Proposal (RFP) is Nunavut Tunngavik Inc (NTI) has recognized an opportunity in engaging with communities in Nunavut about Elder Housing needs, with the goal of enhancing elder health, independence, and longevity in and with community.

Further detail about the scope of work and required timeline can be found in section 2.0 below.

1.2 Background

Nunavut Tunngavik Incorporated (NTI) is the representative organization for Nunavut Inuit under the 1993 Nunavut Agreement, a comprehensive land claims agreement. NTI's mission is to advance Inuit economic, social, and cultural well-being through the full implementation of the Nunavut Agreement. For more information about NTI (including NTI's Procurement Policy) and the Nunavut Agreement, please visit: www.tunngavik.com.

2.0 SCOPE OF WORK AND TIMELINE

2.1 Scope of Work

Overview

The purpose of this RFP is to engage with an organization to conduct a territorial-wide survey of community capacity and need for Elder Independent living options. The successful proponent will use its resources and contacts to secure baseline data on community interest, impacted organizations, opportunities, and barriers. This data will support the development of 25 community-specific Housing Visions by NTI as part of the NIHAP.

The data collected will inform NTI, enabling NTI to prepare and lead, and for communities to engage effectively, in NTI's planned 25 Community Housing Visions.

The Association of Canadian Studies (ACS) is supporting the NIHAP team in efforts related to data collection and research methodology, and NTI may permit or assign ACS to receive, analyze or design any of the materials and data generated in this project.

Project Objectives

This work will build on engagement work already completed by various organizations and agencies. The overall goal is to secure a community-based assessment of Elder Housing and need in Nunavut's 25

communities. To complete this work, it may be necessary to engage with other organizations and agencies to ensure a comprehensive report that captures all opportunities and threats.

The successful proponent will be required to participate in a working group mandated to oversee the NIHAP 25 Housing Visions project. The members will include but not be limited to the successful proponent of this request for proposals and NTI NIHAP/NISHI personnel. This group will initially meet to determine questions, consultation format, and contacts.

It is not anticipated that travel will be required for the successful completion of this project and therefore should not be included in the proposal. If travel is required, it will be agreed upon prior to by all parties and reimbursed at cost to the proponent. The successful proponent may conduct its work virtually or by whatever means necessary to successfully complete this project.

The successful proponent should concentrate its efforts and resources on identifying housing options for elders that are not in need of long-term elder care.

Project Work

Working with the NTI NIHAP Team, the proponent will undertake the following:

1. Establishing Project Leadership and Working Group

The NTI NIHAP team is committed to sharing our research instruments and team with the successful proponent, to capture the quantitative and qualitative data required for the NISH/NIHAP/NISHI

- (a) A working group will be established that will meet virtually once a month and will include the proponent, NTI, Regional Inuit Associations, and other stakeholders. Updates will be provided by the successful proponent during the term of the project to ensure adequate support is provided.
- (b) NTI (Policy and Planning) will create an Elders' committee with representatives from each Nunavut region. NTI Housing and Homelessness NIHAP Team will coordinate this elders committee to include 2-3 elders from each region in Nunavut.
- (c) The successful proponent will meet with NTI (Policy and Planning Division NIHAP team) to collaboratively review and access the quality of information through the:
 - Survey questions and issues
 - Format of consultations
 - Identify the survey target group(s)
 - Identify and assess gap(s) in data.

2. The successful proponent will conduct research and prepare all necessary reports that will identify community contacts for elder housing in each community across the territory.

- (a) The successful proponent will contact the identified target groups and relevant Stakeholders and engage Contacts with knowledge and interest in housing and Elder Housing.

Appropriate Contacts include but are not limited to, Mayors, Local Housing Organizations – staff and Board (LHO), Community Liaison Officers (CLO), Nunavut Housing Corporation (NHC) and Regional Inuit Association (RIA) Board Members.

If the above does not generate sufficient contacts (2-3 per community) are not found, replace them with similar contacts agreed by NTI.

- (b) The proponent will engage community members on the topic of Elder Housing. Information and demographics. Information to collect shall include but is not limited to that set out at the conclusion of this Appendix.
 - (c) Contacts in the survey will be provided with the option to be contacted again for consultations to come but are not required to do so.
3. Engagement will be undertaken virtually or by telephone unless the opportunity for an in-person dialogue exists, and will be conducted, at a minimum with: Local Housing Organizations members of local government including Mayors or Councilors, and NTI Board Members/RIA Board Members; for a total of 50 interviews Nunavut-wide of adequate quality to get a reasonable picture of issues and resources in each community.
4. It is required that 25 community reports identifying the issues and responses for each community and the contact information for those surveyed (with consent) and will present data in a way that will permit NTI to mine further information as is required to further NTIs Community engagement needs.
- (a) The Data collected during the needs assessment and primary reports will be owned by NTI.
 - (b) The successful proponent may use the data as desired for internal purposes but may not assign or deliver or sell the data collected to another entity or agency for its/their use without permission of NTI.
 - (c) The successful proponent will be required to provide a presentation to the NTI Policy and Planning team.
 - (d) Nunavut Tunngavik shall secure translation resources for the data as it requires.

2.2 Project Schedule/Timeline

The successful proponent will have 12 months to complete the work upon successful signing of the contract. For further clarification, if the contract is signed February 1st, 2024, the work shall be completed on or before January 31st, 2025.

3.0 GENERAL INSTRUCTIONS TO PROPONENTS

3.1 Submissions and Inquiries

An interested firm or individual (Proponent) may submit a hard copy and/or an electronic copy of their proposal. Hard copies should be in a sealed envelope or other sealed packaging, clearly marked on envelope/packaging with the name of this RFP. Proposals must be received by NTI no later than 5:00 p.m. ET on February 16, 2024 at the following physical or email address:

Nunavut Tunngavik Inc.

Attention: Tim Brown

1st Floor, Igluvut Bldg. 100-922 Sivumugiaq St

Iqaluit, NU, X0A 3H0

E-mail: tbrown@tunngavik.com

For email submissions, it is recommended that the proposal be sent well in advance of the closing deadline. 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.

NTI will not consider any proposal that is delivered after the closing deadline or is delivered to any address other than that provided above.

All inquiries concerning this RFP are to be in writing and sent to tbrown@tunngavik.com (the "Inquiry Contact"). Any responses and/or any changes to the RFP will be posted on the NTI website or made available to all invited parties.

3.2 Terms and Conditions

- (a) 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 will have any claim against NTI as a result of the cancellation or reissuing of the RFP.
- (b) Submitted Proposals may be amended before the deadline or withdrawn on written notice to NTI at any time before acceptance. All Proponents will be advised whether or not they are successful as soon as practicable.
- (c) NTI may reject any proposal as non-responsive if it does not provide all information requested by this RFP, or waive any deficiencies considered by NTI, in its sole discretion, to be non-material. NTI may contact a Proponent any time after the submission of a proposal for the purpose of clarifying information contained in the proposal.
- (d) NTI will not make any payments for the preparation of a response to this RFP. All costs incurred by a Proponent will be borne by the Proponent.
- (e) This RFP is not an offer or tender call. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.
- (f) If a contract is awarded as a result of this RFP, it will be awarded to the Proponent who is most responsive and whose proposal provides the best potential value as determined by NTI at its sole discretion. A Proponent who is "responsive" is one who best meets the requirements described in this RFP and possesses the ability to perform fully the required work described in the RFP.
- (g) 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.
- (h) 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.
- (i) In the event of any inconsistency between this RFP and the ensuing contract, the contract shall govern.

- (j) 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. NTI has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of Proposals.
- (k) NTI encourages the use of Inuit goods, services, labour, and training of Inuit labour in any evaluation of a Proposal (see Evaluation Criteria for further detail). A list of approved Inuit Firms can be found on NTI's website or obtained from NTI's Inuit Firm Secretariat.
- (l) Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation including potentially a best final offer. Such presentations shall be made at the cost of the Proponent.
- (m) The proposal and accompanying documentation submitted by the Proponent become the property of NTI and will not be returned.

4.0 SUBMISSION REQUIREMENTS

The proposal shall include all the information required below in order to be evaluated.

4.1 Proponent's Knowledge and Experience

Outline Corporate Experience in Procurement Area (maximum length: two (2) pages)

The proposal should describe the Proponent's organizational capacity relevant to the project/services, including but not limited to:

- A summary overview of the Proponent's organization describing the number of years in business; types of resources; and types of clients to whom the Proponent has provided services; and
- The number of Proponent's full time and part time employees and/or subcontractors that are available to provide services to the project.
- Outline Individual or Team Knowledge and Experience (maximum two (2) pages per team member).
- The proposal should describe the principal members of the proposed team, including their roles and responsibilities, their knowledge, experience and qualifications, and their ability to provide the required work.
- Information provided for each should include name, education, certification (if any) and any prior experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations.

4.2 Identify Past Projects and Reference

The proposal should describe at least one specific project or assignment (maximum: three) that the Proponent has carried out that is similar to the required work in question or for a client comparable to NTI that demonstrates the Proponent's experience and qualifications relevant to the required work.

Details should include the date and duration of the project, the number of company resources involved in the project and their roles, a description of the project's value to the client, and what the Proponent specifically did during its involvement with the project.

Projects demonstrating experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations are preferred.

A minimum of one independent reference (that is, from someone other than the Proponent or someone on the Proponent's team) must be provided. NTI may also consult its own records and staff with respect to work the Proponent has done for NTI or a Regional Inuit Association and take that into account in the scoring.

4.3 Project Approach and Work Plan

The Proposal must include:

- (a) A brief description of your understanding of the work, including potential issues involved and challenges to be addressed.
- (b) A detailed outline of the project approach and methodology
- (c) A detailed work plan, including steps to be taken and tasks to be completed as well as a detailed timeline.
- (d) A clear description of milestones and deliverables
- (e) Project controls including quality assurance measures and measures and contingency plans to ensure the proposed timeline will be met.

4.4 Project Budget (Estimated Fees and Expenses)

The proposal should provide an estimated project budget with a reasonable level of detail that include, at a minimum:

- (f) Hourly and/or daily rates for each team member or class of team members (including subcontractors), and rates for travel time, if any or different
- (g) Flat rates for particular services (where applicable)
- (h) Any other rates, charges, or discount
- (i) Number of hours/days for each team members on any given task (in general, any task that requires more than 3 days of work or costs more than \$3,000, whichever is lower, requires a separate line of description and estimated hours/days).
- (j) Payment schedules (e.g., payment due upon completion of work or installment payments based on a fixed timeline or stages of work under a logical sequence (the latter is preferred where practical)).
- (k) Amounts must be stated in actual dollars and cents, exclusive of Goods and Services Tax (GST), and expressed in Canadian funds. The Proposal should include an outline of the preferred billing arrangements, if any, and may include a description of a standard invoice.

The proposal should also identify whether the proponent will charge an administrative/management fee (if yes, the percentage (the administrative/management fee, where justified, may not exceed 10% of the project budget (excluding GST and disbursements/expenses)).

- (l) All expenses/disbursements will be based on estimate and subject to approval of the project manager if a Proponent is selected to enter into a contract with NTI.

4.5 Inuit Firm Adjustment

Inuit Firms registered on NTI's Inuit Firm Registry will receive an adjustment (Inuit Firm Adjustment) of 20% on the fees and expenses component of the proposal. In order to receive the Inuit Firm Adjustment, proposals must:

- (a) include information of the Proponent's ownership structure.
- (b) include details concerning all sub-contractors, including the fees and expenses attributable to the subcontractor.

The Inuit Firm Adjustment will not be applied to any portion of the proposal where the work is to be subcontracted to a non-Inuit firm.

The Inuit Firm Adjustment may be applied to proposals made by non-Inuit firms with respect to any portion of the proposal where the work is to be subcontracted to an Inuit firm.

4.6 Use of Inuit Labour

NTI promotes Inuit employment and use of Inuit labour. 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. Contract proposal demonstrating the use of Inuit labour (directly or through sub-contractor) will receive up to 20% of the overall available points. 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 will result in a penalty.

4.7 Conflict of Interest

Proposals should disclose any actual or potential conflict of interest. NTI policies prohibit the family members of a NTI Board Member, Officer or employee from entering into a business contract with NTI for material gain, and the policies define "family" broadly. Please contact the Inquiry Contact for additional information.

5.0 PROPOSAL EVALUATION

Proposals that are considered to be complete will be evaluated according to the following criteria:

| Required Criteria | Points Available |
|--|------------------|
| Corporate Experience: 10 Individual and Team Knowledge/Experience: 20 Past Projects and References: 10 | Subtotal: 40 |
| Project Approach and Work Plan | 10 |
| Project Budget (Estimated Fees and Expenses, including Inuit Firm Adjustment, where applicable) | 30 |
| Use of Inuit Labour | 20 |
| Total Points | 100 |