



NUNAVUT TUNNGAVIK INCORPORATED

REQUEST FOR STANDING OFFERS FOR CONSULTING SERVICES

Updated on February 14, 2024

1.0 INTRODUCTION

1.1 Purpose of this request

The purpose of this Request for Standing Offers (RFSO) is create and update Nunavut Tunngavik Inc.'s (NTI) lists of qualified vendors and contractors (Contractors) that are able to provide certain consulting and similar services to NTI under a standing offer in accordance with NTI's Procurement Policy. Standing Offer Lists will be created at the conclusion of this process, consisting of Contractors with whom NTI has entered into Standing Offer Agreements (SOAs) in one or more Procurement Areas (for further information on the Procurement Areas covered by this RFSO, please see section 3.0).

1.2 Background

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 the Procurement Policy, please visit www.tunngavik.com or contact the Inquiry Contact below.

The Standing Offer Lists will also be used by NTI-managed entities including Makigiaqta Inuit Training Corporations.

2.0 GENERAL INSTRUCTIONS TO PROPONENTS

2.1 Submission 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 the envelope/package with the name of this RFP. Proposals must be received by NTI no later than the deadline provided in the most recent advertisement/posting at the following physical or email address:

Nunavut Tunngavik Inc.
Attention: Marie Belleau, Managing Legal Counsel
3rd Floor, Igluvut Bldg. P.O. Box 638
Iqaluit, NU X0A 0H0
E-mail: contracts@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 closing deadline, 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 RFSO are to be in writing and sent to contracts@tunnngavik.com (the "Inquiry Contact"). Any responses, and any changes to the RFSO will be posted on the NTI website.

2.2 Terms and Conditions

- (a) NTI has the right to cancel this RFSO 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 RFSO.
- (b) Submitted Proposals may be amended before the deadline but may be withdrawn on written notice to NTI at any time. 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 RFSO, 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 RFSO. All costs incurred by a Proponent will be borne by the Proponent.
- (e) This RFSO 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) The purpose is to generate the Standing Offer Lists, lists of Contractors that agree to provide goods or services at prices and on terms as agreed upon in SOAs that successful Proponents will be asked to enter into with NTI. The SOAs will be substantially similar to the SOA Template provided in Appendix 1. NTI does not commit to purchasing any goods or services, or any award of contract, currently or in the future, through this RFSO or SOAs.
- (g) Individual contracts for work or goods shall arise only when a specific Work Order or separate contract is agreed upon, as provided in the SOAs. No Contractor under a SOA shall acquire any rights or privileges for any work or services until a specific Work Order or a separate contract for the work is signed. A Contractor is not obligated to accept any Work Order or proposed contract.
- (h) An internal 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.

3.0 PROCUREMENT AREAS

NTI has identified seven Procurement Areas in which it is seeking qualified Proponents to provide consulting or similar services. The Procurement Areas are listed below. A Proponent can choose one or more areas, and does not need to have expertise for the entire area.

Area 1 (List 1)	General corporate, financial and human resources administration, program management, strategic planning, communications, IT support and management, board governance and training, election, general training and capacity building, general research, monitoring and evaluations.
Area 2 (List 2)	<i>Nunavut Agreement</i> implementation in general (except for Areas 3, 4, 5 and 6), including community consultation and engagement; general research, monitoring, evaluation; general negotiations.
Area 3 (List 3)	Wildlife and environment including but not limited to all issues related Article 5, 10, 11, 12 and 13 of the <i>Nunavut Agreement</i> and all other issues before the Nunavut Wildlife Management Board, the Nunavut Planning Commission, the Nunavut Impact Review Board and the Nunavut Water Board.
Area 4 (List 4)	Lands and resources management including but not limited to administration of Inuit Owned Lands and minerals, water management etc. (except for those identified in Area 3).
Area 5 (List 5)	Inuit employment and training including implementation of Article 23 of the <i>Nunavut Agreement</i> .
Area 6 (List 6)	Social and cultural development pursuant to Article 32 of the <i>Nunavut Agreement</i> and beyond, including Inuktitut development and promotion; health administration and research.
Area 7 (List 7)	Inuit political development and governance including self-government and self-determination, Inuit-Crown relations, infrastructure and housing development.

The typical types of work will include one or more of the following:

- Research and drafting (policies, work plans, reports/briefing notes/discussion papers, media releases and briefings, etc.)
- Engagement and interviews with external and external stakeholders
- Community engagement/consultation
- Meeting facilitation/coordination or public presentation on behalf of NTI

4.0 SUBMISSION REQUIREMENTS

The proposal shall include all the information required below.

4.1 Identify Procurement Area(s)

Proponents should indicate which Procurement Area(s) they wish to be considered for. A Proponent wishing to be considered for more than one Procurement Areas should clearly state so in the proposal and provide additional information in response to 4.3-4.6 below, or alternatively provide a separate proposal for each Procurement Area. NTI reserves the discretion to consider a proposal for one Procurement Area as being a proposal for another Procurement Area.

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

The proposal should describe the Proponent's organizational capacity to provide the services within the Procurement Area, 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 providing services within the Procurement Area;

4.3 Outline Individual or Team Knowledge and Experience In Each Procurement Area (maximum 2 pages per team member per Procurement Area)

The proposal should outline the principal members of the proposed team, including their roles and responsibilities, their knowledge, experience and qualifications, and their ability to provide the services. 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.

4.4 Identify Past Projects and Reference

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

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 the north / Nunavut / with Inuit and/or Indigenous peoples and organizations are preferred.

A minimum of one independent reference (from someone other than the Proponent or someone on the Proponent's team) for each Procurement Area 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.

4.5 Outline Cost Competitiveness (Fees and Expenses)

The proposal should provide

- Hourly and/or daily rates for each team member or class of team member (e.g., senior consultants), including subcontractors

- Flat rates for particular services (where applicable)
- Rates for travel time, if any
- Any other rates, charges or discounts.

Amounts must be stated in actual dollars and cents, exclusive of Goods and Services Tax (GST – only GST should be charged regardless of where the Proponent is located), 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)).

4.6 Outline Use of Inuit Labour

NTI promotes Inuit employment and use of Inuit labour. The Proposal must include details of the Proponent's current and past efforts on use of Inuit labour or subcontractors including how many Inuit employees or subcontractors that the Proponent is currently employing or has employed in the past five years. Each instance of meaningful use of Inuit labour (e.g., one full-time employee or subcontractor for six months or longer or for the entire duration of a substantial project) will receive 2 points in evaluation.¹

4.7 Identify Inuit Firm status

Inuit Firms registered on NTI's Inuit Firm Registry will receive preferential consideration (5 additional points in evaluation). The proposal must provide details of the Proponent's Inuit Firm status in order to receive the additional points for Inuit Firm.²

4.8 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 inquire with NTI for additional information.

5.0 PROPOSAL EVALUATION

Proposals that are considered to be complete will be evaluated as follows:

Required Criteria	Points Available
Corporate Experience	10
Individual and Team Knowledge/Experience	35
Past Projects and References	10
Cost Competitiveness	30
Use of Inuit Labour (employees and/or subcontractors)	10
Inuit Firm status	5
Total Points	100

¹ Please note that if a Proponent is successful and is invited to submit a competitive proposal for a project in the future, the use of Inuit labour will be evaluated differently (generally 20% of the overall points).

² Please note that if a Proponent is successful and is invited to submit a competitive proposal for a project in the future, the Inuit Firm adjustment will be applied differently (generally 20% of the fees component).

In the absence of other factors (e.g., unique expertise or Inuit Firm status), Proponents generally need to have at least 50 points in order to be invited to enter into SOAs with NTI.

Appendix 1: Standing Offer Agreement Template (attached separately)