



## **REQUEST FOR PROPOSALS INVITATIONAL (Non-Binding)**

### ***Physical Records Inventory***

## **NUNAVUT TUNNGAVIK INCORPORATED**

Issuing Date: February 10, 2025

### **1.0 INTRODUCTION**

#### **1.1 Invitation to Proponents**

This Request for Proposals (the “RFP”) is an invitation by Nunavut Tunngavik Incorporated (NTI) to qualified firms to submit proposals to conduct an on-site records inventory of the physical records in the NTI offices and storage facilities in Iqaluit, Cambridge Bay, Rankin Inlet, and Ottawa, and develop recommendations for the digitization of priority records.

#### **1.2 Background and Purpose**

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, visit [www.tunngavik.com](http://www.tunngavik.com).

NTI is embarking on a process to streamline internal data management, build local data storage capacity, and make data more accessible to NTI staff and, where appropriate, Nunavut Inuit and external partners.

NTI has a large volume of physical records including paper documents, photos, maps, books, and recordings in its four offices and storage facilities in Iqaluit, Ottawa, Rankin Inlet, and Cambridge Bay. NTI would like these records to be inventoried on-site to have a better understanding of what information and value they contain, and if any records are at risk of loss or degradation. NTI will later identify priority records, based on the results and evaluation of the records inventory.

## **2.0 OBJECTIVES, SCOPE OF WORK AND TIMELINE**

### **2.1 Objectives**

The two main objectives of this initiative are the development of:

- On-site inventories of all physical records in NTI offices, warehouses, and storage spaces in Iqaluit, Cambridge Bay, Rankin Inlet, and Ottawa; and
- A report that provides recommendations for the future steps NTI can take to ensure records are preserved, organized, and accessible to staff and Nunavut Inuit, including recommendations for the digitization of priority records.

### **2.2 Scope of Work**

The successful proponent will complete the following as per the Project Schedule/Timeline outlined in Section 2.3:

#### **Planning**

- Work with NTI staff to establish the goals and scope of the inventory and determine what types of records will be included.
- Identify all locations where records are stored, such as offices, storage rooms on- and off-site, filing cabinets, etc.
- Identify the different categories of records.
- Based on the information identified, create a detailed plan outlining the steps, timeline, and resources required for the inventory.

#### **Inventory**

- Develop an inventory log or database to record information about each record series such as category, dates, content, format, condition, and location.
- For each NTI office and other NTI storage locations, conduct the on-site inventory of physical records, completing the inventory log.
- Provide regular updates on inventory progress to NTI staff.

#### **Summary and Recommendations**

- When the inventories are complete, present and discuss findings to NTI staff.
- Create a report summarizing the findings of the inventory and recommendations to improve physical records management practices.
- Develop recommendations for the digitization of priority physical records, identifying potential methods for digitization, which records may be of high value based on criteria co-developed with NTI staff, potential partnerships to support digitization, and an analysis of funding and capacity required for digitization.

## 2.3 Proposed Project Schedule/Timeline

Issue Date of RFP	February 10 <sup>th</sup> , 2025
Closing Date	March 10 <sup>th</sup> , 2025
Execution of Agreement	April 1 <sup>st</sup> , 2025
Planning completed	May 2 <sup>nd</sup> , 2025
Inventories of all four locations completed	July 31 <sup>st</sup> , 2025
Summary and Recommendations	August 29 <sup>th</sup> , 2025

Note: These are suggested dates, the proponent may propose alternate dates depending on their suggested timeline for the inventory.

## 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. CT on March 10<sup>th</sup>, 2025 at the following physical or email address:

Nunavut Tunngavik Inc.  
Attention: Cheryl Wray  
Igluvut Building, 922 Niaqunngusiariaq  
Iqaluit, NU X0A 0H0  
E-mail: [cwray@tunngavik.com](mailto:cwray@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 [cwray@tunngavik.com](mailto:cwray@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.
- (n) The successful proponent will be required to sign confidentiality and other agreements regarding the proper handling of NTI records.

## **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**

#### **(a) Outline Corporate Experience in Procurement Area (maximum length: 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;

#### **(b) Outline Individual or Team Knowledge and Experience (maximum 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.

#### **(c) 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.

### **4.2 Project Approach and Work Plan**

The Proposal must include:

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

#### **4.3 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:

- 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.
- Flat rates for particular services (where applicable).
- Any other rates, charges or discounts.
- 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).
- 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)).

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 budge (excluding GST and disbursements/expenses)).

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.

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 include information of the Proponent's ownership structure. Proposals must also 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.

#### **4.4 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.

#### **4.5 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:

<b>Required Criteria</b>	<b>Points Available</b>
Corporate Experience	10
Individual and Team Knowledge/Experience	10
Past Projects and References	10
Project Approach and Work Plan	25
Project Budget (Estimated Fees and Expenses, including Inuit Firm Adjustment, where applicable)	25
Use of Inuit Labour	20
<b>Total Points</b>	<b>100</b>