



## **REQUEST FOR PROPOSALS**

### **NUNAVUT TUNNGAVIK INCORPORATED**

Issuing Date: August 21, 2025

#### **1.0 INTRODUCTION**

##### **1.1 Purpose of this request**

The purpose of this Request for Proposal (RFP) is to identify and engage a qualified service provider to manage the comprehensive logistical coordination of the Inuit Circumpolar Council's (ICC) General Assembly 2026. This includes planning and executing all aspects of travel, accommodations, transportation, venue setup, and on-site support to ensure a seamless experience for delegates, guests, and organizers.

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](http://www.tunngavik.com).

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

##### **2.1 Scope of Work**

NTI is seeking a qualified service provider to manage the full logistical coordination of the ICC General Assembly. This includes travel, accommodations, transportation, venue setup, on-site support for delegates and guests, and coordination of fundraising efforts to support the event.

### Scope of Work:

- Coordination of travel arrangements for approximately 250 delegates and guests are expected from all circumpolar regions
- Booking and assignment of hotel accommodations
- Ground transportation to and from venues
- Venue setup and technical support (e.g., audio/visual, seating, signage)
- Registration and information desk management
- Catering coordination (if applicable)
- Liaison with vendors and service providers
- Contingency planning and on-call support during the event
- Coordination of fundraising efforts, including:
  - Developing a fundraising strategy in collaboration with NTI and ICC
  - Identifying and engaging potential sponsors, donors, and funding partners
  - Preparing and submitting proposals and sponsorship packages
  - Managing communications and reporting with funders
  - Tracking contributions and ensuring alignment with event goals and values

## 2.2 Project Schedule/Timeline

The ICC General Assembly will be held from July 21 to 26, 2026 in Iqaluit, Nunavut. The successful proponent will be expected to begin work promptly upon contract award and maintain regular coordination with NTI and ICC Canada throughout the planning period. A detailed project schedule must be included in the proposal, outlining key phases such as initial planning, stakeholder engagement, booking and coordination of travel and accommodations, venue preparation, and final readiness. All logistical arrangements must be finalized no later than June 30, 2026, to ensure full operational readiness ahead of the event.

## 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/package with the name of this RFP. Proposals must be received by NTI no later than 5:00 p.m. ET on September 18, 2025, at the following physical or email address:

Nunavut Tunngavik Inc.  
 Attention: Nicole Camphaug, Director of Intergovernmental Affairs  
 300 – 922 Sivumugiaq Street  
 Iqaluit, NU X0A 3H0  
 E-mail: ncamphaug@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 [ncamphaug@tunngavik.com](mailto:ncamphaug@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 relevant 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**

#### **(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 budget (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 (all registered Inuit Firms, regardless of the level of Inuit ownership, will receive the same level of adjustment). In order to receive the Inuit Firm Adjustment, proposals must include information of the Proponent's Inuit Firm registration status. 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:

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
<b>Total Points</b>	<b>100</b>