



REQUEST FOR PROPOSALS – NUNAVUT TUNNGAVIK INCORPORATED NUNAVUT STUDENTS HOUSING NEEDS ASSESSMENT

Department of Economic Advancement
RFP Issued: August 8, 2025 Submission Deadline: August 1, 2025, at 5:00 PM ET
RFP Reference Number: NTI-RFP-2025-##

300-922 (Igluvut Bld.) Sivumugiaq Street. Iqaluit Nunavut X0A 3H0



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Nunavut Students Housing Needs Assessment

Issuing Date: August 8, 2025

Closing date: August 25, 2025

1.0 Introduction

Nunavut Tunngavik Incorporated (NTI) seeks proposals to conduct a Nunavut Students Housing Needs Assessment for Inuit students in Nunavut communities and in southern Canada. The purpose of this study is to address gaps in student housing by evaluating current conditions and developing culturally appropriate, community-driven, and operationally sustainable student housing options.

This initiative aligns with NTI's commitment to advancing Inuit self-determination by ensuring that housing solutions are informed by Inuit voices, reflect Inuit values, and promote long-term community resilience and success.

1.1 Purpose of this request

The purpose of this Request for Proposals (RFP) is to engage qualified consultants to conduct a comprehensive needs assessment that will lay the groundwork for developing culturally appropriate student housing solutions for Inuit students.

Specifically, this project seeks to:

1. Assess the viability of various student shelter and housing options.
2. Address gaps in current student housing infrastructure and supports.
3. Identify actionable steps for future project development and implementation.
4. Promote long-term community sustainability through targeted student housing initiatives.
5. Enhance stakeholder collaboration across Inuit organizations, government agencies, post-secondary institutions, and local communities.
6. Provide clear, evidence-based recommendations for priority areas and future needs to expand student housing in Nunavut

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7. Support NTI's broader vision of ensuring that every Inuit community has access to adequate shelter options to strengthen well-being, educational success, and self-reliance.

This RFP represents a critical step toward addressing student housing gaps and ensuring that Inuit-led, culturally grounded housing solutions become a cornerstone of sustainable development in Nunavut.

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.

1.3 Strategic Context

This Needs Assessment is being commissioned at a critical time in the evolution of Inuit-led education and workforce development. As of Fall 2024, the Nunavut Teacher Education Program (NTEP) has expanded to 15 communities, now serving 105 full-time students across the territory. Many of these communities lack adequate or dedicated student housing, directly impacting retention, family stability, and student success.

This assessment will also inform broader efforts tied to the Pre-Employment Training Plan Framework, with targeted training needs in health, education, justice, and housing. These areas are essential to building Nunavut's Inuit workforce and ensuring culturally grounded public service delivery.

Additionally, data from the Nunavut Inuit Labour Force Analysis has highlighted inadequate student housing as a key barrier to post-secondary access and skills training. This study is an important step in identifying where housing interventions could unlock training and apprenticeship opportunities for Inuit students.

NTI recognizes the importance of preparing for the future development of the Inuit Nunangat University, a pan-Arctic Inuit-led post-secondary institution. As of April 2025, expressions of Interest have been submitted and collected from several Nunavut communities help determine the location of the main campus of the Inuit Nunangat University. As such, this assessment must also explore future housing scenarios, including the types, locations, and support services needed to ensure housing readiness for an eventual university campus or satellite locations in Nunavut.

This RFP reflects NTI's intent to ensure all future education and training initiatives are supported by Inuit-specific, place-based housing solutions that remove systemic barriers and reinforce self-determination.

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2.0 Objectives Summary

The primary objectives of the Nunavut Students Housing Needs Assessment are to:

1. Identify the Current State: Map existing student housing options available to Inuit students attending post-secondary, trades, and adult education programs.
2. Understand Student Needs: Engage Inuit students directly to identify their housing needs, preferences, and barriers to accessing safe, affordable housing.
3. Analyze Gaps and Barriers: Assess systemic, geographic, financial, and cultural challenges faced by Inuit students related to housing.
4. Develop Recommendations: Provide culturally appropriate, Inuit-centered recommendations for addressing housing gaps, including short- (1 year), medium-(5 years), and long-term (10 years)
5. Summarizing key findings and recommendations in an accessible, visually engaging format strategies.
6. Support Future Advocacy and Planning: Deliver findings that NTI can use to advocate for improvements, pilot new initiatives, and influence policy and funding programs.
7. Ensure the Needs Assessment informs current and future education and training expansions, including Nunavut Teacher Education Program (NTEP), apprenticeship programs, and Inuit Nunangat University planning efforts.
8. Plan for Future Inuit Nunangat University Needs: Assess how the eventual creation of an Inuit Nunangat University; including a potential Nunavut campus or program delivery site may influence future housing demands and identify infrastructure and operational needs to support student housing aligned with university development.

3.0 Scope of Work

The successful Proponent will be responsible for the following deliverables:

3.1 Research and Environmental Scan

1. Conduct a literature review on best practices and models of student housing, including Indigenous-led and culturally specific housing programs.
2. Gather and review existing data related to Inuit student housing both within Nunavut and in key southern Canadian locations.
3. Identify available student housing programs, residences, subsidies, and supports in Nunavut and across southern institutions. Assess how housing supports provided by southern institutions (e.g., subsidies, partnerships, cultural support units) could inform the design of a Nunavut-specific student housing model.

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4. Review training program data including Nunavut Teacher Education Program (NTEP) expansion, pre-employment pathways (health, justice, education, housing), and Inuit labour force studies.
5. Consider potential housing needs associated with the Inuit Nunangat University and review any early planning or siting documents, if available.

3.2 Engagement and Consultation

1. Develop and implement a culturally respectful engagement strategy.
2. Conduct consultations with Inuit students (current and former), educational institutions, student support organizations, housing providers, Regional Inuit Associations, Nunavut Arctic College, and other relevant stakeholders.
3. Use Inuit-appropriate engagement methods such as interviews, surveys, or focus groups, offered virtually or in person where possible.

3.3 Data Analysis

1. Analyze collected data to identify common themes, barriers, gaps, and opportunities.
2. Highlight regional differences and special considerations for students with families, disabilities, or from remote communities.
3. Include analysis and recommendations for different student needs, such as single students, students with families, and those with accessibility needs, to ensure a range of culturally appropriate student housing options.

3.4 Recommendations and Reporting

1. Provide clear, actionable, and culturally grounded recommendations based on findings.
2. Submit a final report that includes:
 - a) Executive Summary
 - b) Methodology
 - c) Summary of Findings
 - d) Analysis of Needs and Gaps
 - e) Short-, Medium-, and Long-Term Recommendations
 - f) Appendices (including engagement questions, participant demographics, survey instruments if applicable)
 - g) Prepare a summary of key findings and recommendations in an accessible, visually engaging format

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4.0 WORK PLAN TABLE

Approximate Project Schedule and Timeline

Phase	Activities	Deliverables	Estimated Timeline
Phase 1: Project Initiation	- Kick-off meeting with NTI - Finalize work plan and engagement strategy	- Work Plan - Engagement Strategy Document	September 2025
Phase 2: Research and Environmental Scan	- Literature review - Data gathering on existing housing supports	- Environmental Scan Summary	October 2025
Phase 3: Stakeholder Engagement	- Conduct interviews, surveys, focus groups with Inuit students and stakeholders	- Stakeholder Engagement Report	November - December 2025
Phase 4: Data Analysis	- Analyze engagement findings - Identify themes, gaps, and opportunities	- Preliminary Findings Summary	January 2025
Phase 5: Draft Report	- Draft full Needs Assessment Report - Submit to NTI for review	- Draft Report Submission	February 2026
Phase 6: Final Report and Presentation	- Incorporate feedback - Finalize report - Deliver final presentation to NTI	- Final Report - Presentation Slides	March 2026

4.1 Interim Progress Reports:

1. **First Report**): Report Title: "Initial Findings Summary"
 - Submission Date: **September 31, 2025**
2. **Second Report**: Report Title: "Draft Analysis and Emerging Themes"
 - Submission Date: **October 31, 2025**
3. **Third Report**: Report Title: "Preliminary Recommendations"
 - Submission Date: **January 15, 2025**

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4.2 Draft and Final Reports:

- **Draft Reports:** February 2026
- **Final Reports:** March 2026
- **Project Completion: March 31st, 2026**

5.0 General Instructions to Proponents

5.1 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/packaging with the name of the RFP. Proposals must be received by NTI no later than 5:00 p.m. EST on (June 12, 2025) at the following physical or email address:

Nunavut Tunngavik Inc.
300-922, (Igluvut Bldg.) Sivumugiaq St.
Iqaluit, NU
X0A 3H0
Email: procurement@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 directed to procurement@tunngavik.com. Any responses and/or changes to the RFP will be posted on the NTI website or made available to all invited parties.

6.0 Terms and Conditions

Proposals must comply with NTI's procurement policies and the terms of the Contribution Agreement under the Reaching Home program. NTI reserves the right to accept or reject any proposal.

- (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

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- 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 payment for the preparation of a response to this Request for Proposal. 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 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 requirement described in the RFP and possesses the ability to perform fully the requirements 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 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 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 relative to the evaluation criteria, NTI has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of Proposals.
 - (l) 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 details). A list of approved Inuit Firms can be found on NTI's website or obtained from NTI's Inuit Firm Secretariat.
 - (m) 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.
 - (n) The proposal and accompanying documentation submitted by the Proponent becomes the property of NTI and will not be returned.

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7.0 Submission Requirements

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

7.1 Proposal Submission Guidelines and Requirements

7.2 Outline Corporate Experience in Procurement Area (Maximum length: 2 pages)

- a) The Proposal should describe the proponent's organizational capacity relevant to the project/services, including but not limited to:
- b) 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
- c) The number of Proponent's full time and part time employees and/or subcontractors that are available to provide services to the project;

7.3 Outline Individual or Team Knowledge and Experience (maximum 2 pages per team member)

- a) 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 the north / Nunavut/ with Inuit and/or Indigenous peoples and organizations.

7.4 Identify Past Projects and Reference

- a) The proposal should describe at least one specific project or assignment (maximum: three) the Proponent has carried out that is similar to the required work in question or for a client comparable to NTI that demonstrated the Proponent's expertise relevant to the required work.
- b) 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.
- c) Projects demonstrating experience working in the north / Nunavut / with Inuit and or Indigenous people and organizations are preferred.
- d) a minimum of one independent reference (i.e., from someone external to the Proponent's organization and project 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.

8.0 Proposal Content

Proposals should include the following sections:

1. Corporate Experience:

- Summary of the proponent's organizational capacity and experience in similar projects.

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2. Team Knowledge and Experience:

- Details of the principal members of the proposed team, their roles, qualifications, and relevant experience, particularly in working with Inuit communities.

3. Past Projects and References:

- Description of up to three similar projects, including scope, duration, and outcomes.

4. Project Approach and Work Plan:

- Outline the methodology for conducting consultations, site assessments, and feasibility studies. Include a timeline with milestones.

5. Project Budget:

- Provide a detailed budget, including fees, travel costs, and other expenses. Inuit firms will receive a 20% adjustment on the fees and expenses component of the proposal.

6. Use of Inuit Labour:

- Describe how Inuit labour will be utilized, including roles and anticipated labour hours.

9.0 Project Approach and Work Plan

Proposals must include:

1. A detailed Executive summary and outline of the project approach and methodology.
2. A detailed work plan, to include steps to be taken and tasks to be completed, as well as a detailed timeline with milestones.
3. Qualifications and experience of the team.
4. Project controls including quality assurance measures and measures in general and contingency plans to ensure the proposed timeline will be met.
5. Budget and cost breakdown by category (e.g., Design, Construction, and operational setup, etc.)
6. A clear description of deliverables.
7. Proponents should include contingency strategies to address potential delays due to travel, weather or community availability during consultation and data collection phases.

Submit proposals electronically to procurement@tunngavik.com by: August 25, 2025

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10.0 Project Budget (Fees and Expenses)

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

1. Hourly and/ or daily rates for each team member or class of team member including subcontractors), and rates for travel time.
2. Flat rates for particular services (where applicable)
3. Any other rates, charges or discounts.
4. Number of hours/days for each team members on any given task (in general, any task that required more than 3 days of work or costs more than (\$3,000.00 whichever is lower, requires a separate line of description and estimated hours/days).
5. Payment schedule (e.g., payment due upon completion of work or installment payments based on a fixed timeline or stages if work under a logical sequence (the latter is preferred where practical)).

Amounts must be stated in actual dollars and cents, exclusive of 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, which 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. 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.

11.0 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 subcontractor) 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.

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12.0 Proposal Priorities and Expectations

NTI seeks proposals that demonstrate excellence in the following areas:

1. **Relevant Experience:** Proponents should showcase a track record of successful projects in similar environments, particularly in the North and with Indigenous communities.
2. **Cost-Effectiveness:** NTI values proposals that provide high-quality solutions while remaining within budgetary constraints.
3. **Inuit Participation and Community Engagement:** Proposals must prioritize Inuit employment and incorporate meaningful engagement with local stakeholders to ensure culturally appropriate solutions

13.0 Required Evaluation Criteria

Required Criteria	Points Available
Corporate Experience	10
Individual and Team Knowledge/Experience	20
Past Projects and References	10
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

14.0 BUDGET AND FUNDING

The maximum funding available for this project is subject to the terms outlined in the Contribution Agreement with the successful proponent of this Request For Proposals.

15.0 CONTACT INFORMATION

For inquiries, please contact:

Submission Address:

procurement@tunngavik.com

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