

Scope of Work:

- Review the NIRB's Operational and Administrative Policies (85 policies described in a 238-pp manual);
- Identify any policy that does not comply with applicable Federal or Territorial legislation;
- Recommend specific policy revisions or the addition of new policies and associated wording required to adhere to applicable legislation and/or designed to reflect industry/public sector best practices;
- Liaise with NIRB senior management staff as required to discuss scope of work, potential updates and associated implications; and
- Present findings and recommendations to the NIRB's Board of Directors during an in-person board meeting in Iqaluit in February 2020 (teleconferencing option available).

The NIRB's current Operational and Administrative Policies will be forwarded to interested parties upon request to Mark Ings, Director of Finance and Administration: dings@nirb.ca or can be viewed at the following link: www.nirb.ca/content/announcements

	Proposal Evaluation Criteria
1	Describe your company's experience with facilitating similar policy reviews, noting experience with similar-sized organizations and/or Northern organizations as well experience interpreting applicable legislation and regulations.
2	Outline how you intend to meet the objectives and scope of work as outlined in this RFP
3	Provide a draft contract with project budget and detailed cost breakdown, schedule and timeline for deliverables
4	Is your company a Nunavut registered business and/or a registered Inuit firm? If so, provide proof of registration.

Submit Proposals To:

Fax: (867) 983-2594

Email: dings@nirb.ca

Mail: Attn: Mark Ings, Director of Finance and Administration
Nunavut Impact Review Board
P.O. Box 1360
Cambridge Bay, NU
X0B 0C0

**PROPOSALS WILL BE ACCEPTED UNTIL 5:00 PM MT, OCTOBER 9, 2019.
LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

**PARTIES ARE ADVISED THAT THE LOWEST PRICED PROPOSAL WILL NOT NECESSARILY BE
AWARDED A CONTRACT. THE NIRB RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO**

**WITHHOLD THE AWARDING OF CONTRACTS IF NO ACCEPTABLE PROPOSALS ARE RECEIVED
OR CANCEL THE RFP PROCESS IN WHOLE OR IN PART.**