

# **Request For Proposals**

**INITIATIVE:** Review of the NIRB's Operational and Administrative Policies

**PROPOSALS RECEIVED UNTIL:** October 9, 2019

#### Overview:

The Nunavut Impact Review Board (NIRB) maintains internal Operational and Administrative Policies which guide the conduct of its staff and describe the administration of benefits and conditions of employment with the organization. The NIRB is seeking quotes from qualified individuals or firms to review its Operational and Administrative Policies to ensure they comply with all relevant Federal and Territorial legislation including labour standards and occupational health and safety provisions.

### **Background Information:**

The NIRB is Nunavut's impact assessment agency, an independent institution of public government with responsibilities for assessing the potential ecosystemic and socio-economic impacts of project proposals and defining their regional impacts to determine whether they should be approved to proceed and, if so, under what terms and conditions. The NIRB also oversees programs to monitor compliance with terms and conditions of approval and evaluate project effects.

The NIRB is comprised of up to nine (9) Board Members, including the Chairperson. The Board retains a full-time staff of up to 27 individuals which carries out the day to day operations of the NIRB and provides briefings and materials to Board Members to facilitate their decision-making processes. The staff of the NIRB report through the Executive Director to the Chairperson and Board Members.

The NIRB's primary objectives, responsibilities, jurisdiction, and functions are established through the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in right of Canada (The Nunavut Agreement) and further defined by the Nunavut Planning and Project Assessment Act (NuPPAA). The NIRB is also subject to the Access to Information Act, the Official Languages Act and other laws of general application. The NIRB receives its funding from the Government of Canada and closely aligns the majority of its Operational and Administration Policies with those of the federal public service.

## 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 inperson 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: <a href="mainto:mings@nirb.ca">mings@nirb.ca</a> or can be viewed at the following link: <a href="www.nirb.ca/content/announcements">www.nirb.ca/content/announcements</a>

	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: mings@nirb.ca

Mail: Attn: Mark Ings, Director of Finance and Administration

Nunavut Impact Review Board

P.O. Box 1360 Cambridge Bay, NU

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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

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