



# Request For Proposals

**INITIATIVE:** Inuit Qaujimajatuqangit Guidance Document for Proponents

**PROPOSALS RECEIVED UNTIL:** 5:00 pm EST on January 31, 2023

## 1. Scope of Work

The Nunavut Impact Review Board (NIRB or Board) is seeking proposals from qualified individuals or firms to develop an Inuit Qaujimajatuqangit Guidance Document to support proponents during screening, review, monitoring, and reconsideration level impact assessment processes and provide all parties with an understanding of these requirements. The Contractor will be engaged to develop an Inuit Qaujimajatuqangit Guidance document for Proponents built on the requirements of the NIRB processes. The focus will be placed on development of an Impact Statement during a Review or Reconsideration. The Guidance document must be comprehensive, easy to read, and reflective of community input.

### Contractor Responsibilities

- Providing a plan with timeline for each component.
- Conducting these components with input from NIRB staff within the designated timeframe.
- Gathering input from community members.
- Providing updates to NIRB staff on an agreed upon basis.
- The Contractor shall report immediately any problems to NIRB staff so the appropriate action can be taken to ensure the contract can be completed within the contract period.

### NIRB Staff Responsibilities

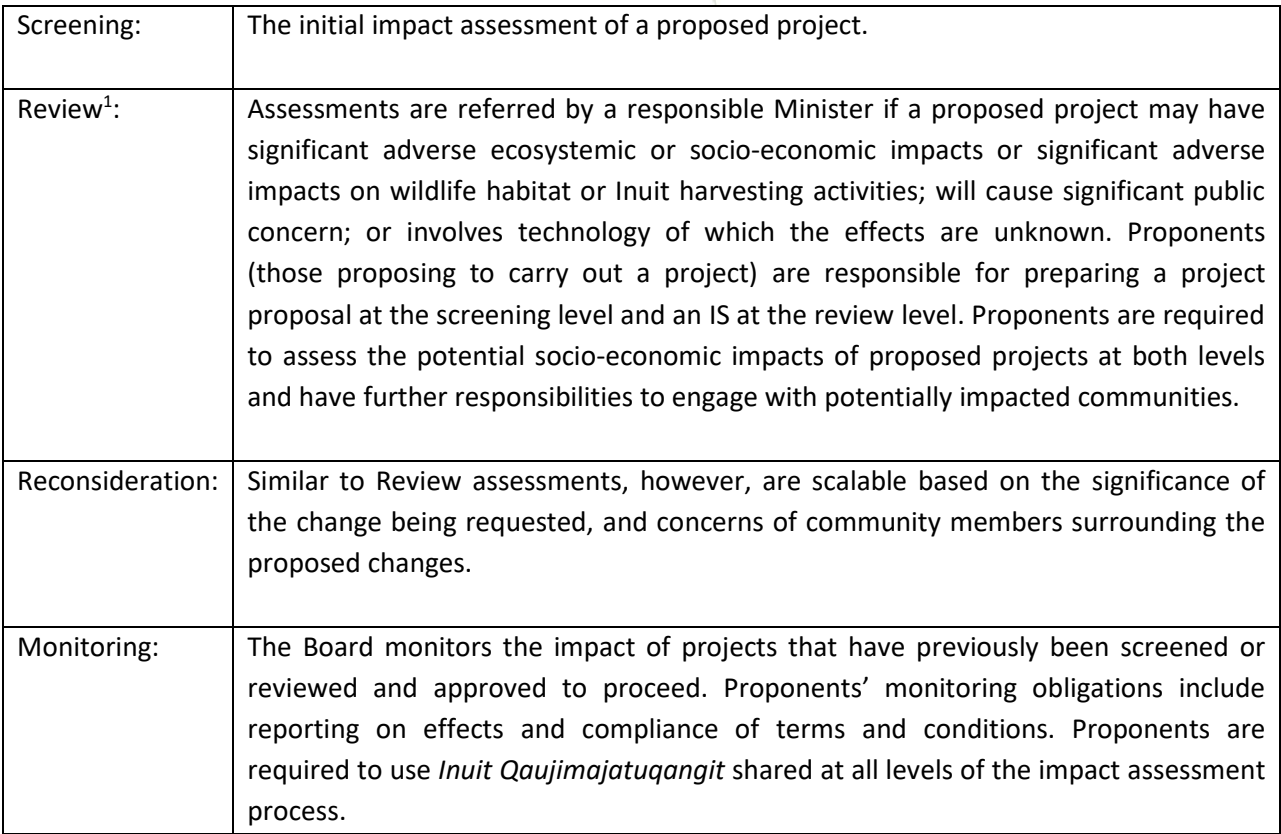
- Approving plans and components of the work.
- Providing timely review of work plans, draft reports, and final reports.
- Providing suggestions for community contacts.
- Translations.

### Objectives of the Inuit Qaujimajatuqangit Guidance Document

The purpose and objectives of the *Inuit Qaujimajatuqangit Guidance Document* is to support Proponents to ensure they have input and approval through Inuit protocols for the collection, protection, and use of *Inuit Qaujimajatuqangit* throughout all stages of project development and impact assessment. This includes, but is not limited to:

- identification and assessment of alternatives
- selection of valued components and systems they comprise







- Proposed alternative approach to meeting the objectives of the Proponent Public Engagement and Consultation Guidance Document as stated in this RFP, including deliverables, if applicable; and
- Ability to meet the proposed timelines as established.

### **Costing Submission**

The proposal should include a clearly identified costing submission and a service contract template. The costing submission should include a firm 'not to exceed' Total Fixed Fee with GST shown separately. Disbursements will be considered to be part of the Total Fixed Fee. At no time shall the Total Fixed Fee be exceeded without prior written authorization from the NIRB.

The costing submission shall include a breakdown of the total project cost in the form of a Fee Schedule that sets out the project tasks, project personnel responsible for completing the task, the hourly rate of the project personnel completing the tasks, an estimate of the time required to complete the project tasks, and the disbursements relating to each task.

Disbursements will be reimbursed at cost and must be job related; operating and overhead expenses will not be considered as a valid disbursement. Acceptable disbursements include printing, copying and telecommunications costs. Unacceptable disbursements include computer charges and Auto CAD or other drafting costs and equipment charges (unless expressly identified in the quote with the rationale for inclusion as an acceptable disbursement).

### **Terms and Conditions**

- 1.1.1 This RFP is issued on behalf of the NIRB, who is the sole point of contact during the procurement process and subsequent work.
- 1.1.2 It is the responsibility of the respondent to familiarize themselves with all identified terms and conditions of this RFP prior to submission of a proposal. Any proposal not supported by the information requested in the RFP, or not complying with the RFP requirements, may not be considered.
- 1.1.3 Any deviations and exceptions from the terms and conditions shall be described fully on the respondent's letterhead. In the absence of such a statement, the proposal shall be accepted in strict compliance with all terms and conditions.
- 1.1.4 All proposed services and results must comply with all applicable laws and standards in Canada.
- 1.1.5 The length of the contract is expected to be approximately ~~six (6) months, commencing in December 22 and ending June 30, 2023.~~ eight (8) months, commencing February 2022 and ending October 30, 2023.

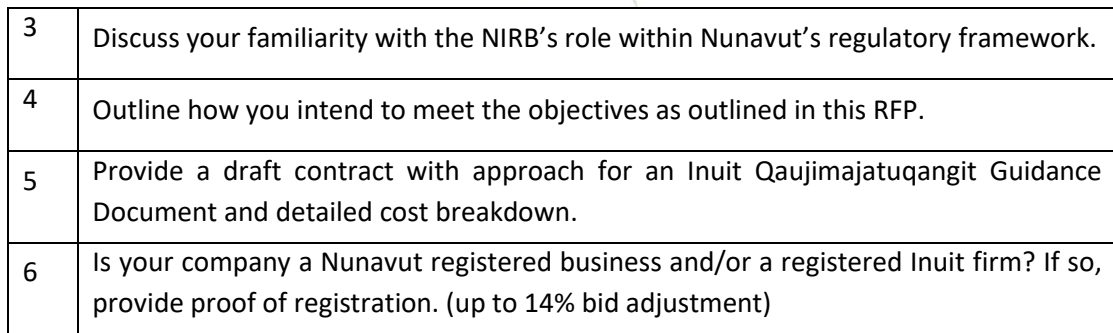


- 1.1.6 This RFP does NOT constitute an offer. The NIRB does not bind itself to accept any quote or other response to the RFP, and is not obligated to accept any quote, including the lowest priced quote submitted by a respondent.
- 1.1.7 The NIRB will not reimburse a respondent or make any payments for the preparation of a response to this RFP, and any and all costs incurred by respondents associated with responding to this RFP are solely the responsibility of the respondent.
- 1.1.8 The NIRB has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no party will have any claim against the NIRB as a result of the cancellation or reissuing of the RFP.
- 1.1.9 If a contract is awarded as a result of this RFP, it will be awarded to the respondent, who, in the NIRB's sole opinion, provides the best potential value to the NIRB and/or to the respondent that is most capable, in all respects, to meet the NIRB's requirements.
- 1.1.10 If the NIRB awards a contract as a result of this RFP, the successful respondent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Respondents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties and if there is any inconsistency between this RFP, and the ensuing contract, the contract shall govern.
- 1.1.11 While the Executive Director will be the principal contact for the successful respondent while completing this scope, if a contract is awarded as a result of this RFP, the successful respondent will be expected to work closely with designated NIRB staff contacts.
- 1.1.12 The quotes received will be evaluated as soon as practical after the closing time. Although the NIRB may disclose the number of quotes received and the names of the parties providing quotes, the specific details of the quotes received will not be made public.
- 1.1.13 The NIRB reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.

## EVALUATION CRITERIA

The following criteria will be used to evaluate all submissions to the RFP:

	Evaluation Criteria
1	Describe your company's experience with conducting appropriate and respectful Inuit Qaujimajatuqangit studies.
2	Familiarity with the unique socio-economic environment of the Canadian Arctic.



Proposal submissions and questions can be directed to:

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