

# **CEDO OF COMMUNITY**

Box XXX

Community, Nunavut

POSTAL CODE

Ph: (867) XXX-XXXX

Fax: (867) XXX-XXXX

## Request for Proposal

The Hamlet of YOUR COMMUNITY is currently seeking the assistance from an TYPE OF PROFESSIONAL to assist in doing a SPECIFIC TASK for YOUR PROJECT

1. Proposals must be received before **DEADLINE DATE at 17:00 local time**, COMMUNITY, Nunavut attention:

Hamlet Office  
Attn: YOUR NAME  
Community Economic Development Officer  
Hamlet of YOUR COMMUNITY  
PO Box XX  
YOUR COMMUNITY, Nunavut  
POSTAL CODE  
Tel (867) XXX-XXXX  
Fax (867) XXX-XXXX  
EMAIL ADDRESS

Proposals received after the exact date and time noted above will not be accepted.

2. For the purposes of this proposal call the provisions of the Nunavummi Nangminiaqtunik Ikajuuti (NNI) Policy Apply.
3. After the closing date only the identity and addresses of the proponent will be posted.
4. The proposal and accompanying documents submitted by the proposers are the property of the Hamlet of YOUR COMMUNITY and will not be returned
5. Please address any inquiries, in writing, no later than 3 days prior to the submission deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
6. **This is not a request for tenders, and proposals submitted in response to this RFP are done on a voluntary basis and shall not constitute tenders. The Hamlet of YOUR COMMUNITY is not obligated to accept the lowest bid or any other proposal submitted**
7. The Hamlet of YOUR COMMUNITY has the right to cancel this Request for Proposal at any time and to re-issue it for any reason whatsoever, without incurring any liability and no proposer will have any claim against the Hamlet of YOUR COMMUNITY as a consequence

8. Any amendments made by the Hamlet of YOUR COMMUNITY to the Request for Proposals will be issued in writing and sent to all who have received the documents

## **Deliverables**

The services of a Consultant are required to:

This is where you lay out exactly what it is you are interested in doing and how you think it should be done and who should be consulted and why.

A copy of the report – in both English and Inuktitut - will be delivered to the Hamlet Council, the CED Committee, and OTHER STAKEHOLDERS.

## **Potential Enhancements**

Proponents may suggest enhancements to any aspect of this RFP if and as they wish. Nonetheless, proponents must identify the reason for recommending each particular enhancement with cost and time implications of each.

## **Schedule**

PUT IN DEADLINES FOR YOUR PROJECT:

Request for Proposals:

Closing Date for Proposals

Award of Contract

Project Start

Interim Verbal Progress Reports:

Draft Report Due:

Final Report Due:

The documents should be in electronic format, in a file format which allows corrections and for timely replication for Tender purposes. Also XXX printed copies each in both English and Inuktitut

## **Amendment and Withdrawal of Proposals**

Proponents may not amend their proposals after the closing date and time, however, they may withdraw their proposals at any time. Calculation errors shall be the proponent's risk. In the event of a proponent's error in price, time or calculations, quoted items shall prevail without recourse or liability against YOUR HAMLET

## **Proposer Response Guidelines**

### **“Nunavummi Nangminiqagtunik Ikajuuti (NNI) Policy**

One of the priorities of the Hamlet of **Your Hamlet** is to ensure that Inuit, Local, and Nunavut businesses supply materials, equipment and services, and that Inuit, Local and Nunavut labour are used to the fullest extent practical on any Hamlet of **YOUR HAMLET** contract. Therefore, NNI Policy applies to this Request for Proposal. To receive the benefits of this Policy, Proposers are

required to identify cost components for Inuit, Nunavut and Local content including the names of any subcontractors, suppliers, and the residency of project team members or other labour proposed to carry out the work. Consideration will also be given for the proponent's Inuit firm and/or Nunavut Business status."

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted. The proposal must include information as follows:

### **1) Letter of Transmittal**

### **2) Fees and Expenses**

The proposal must contain cost information as follows:

- a) Cost detail and daily rate schedule. The Proposer is to provide a statement of charges to be incurred for:
  - Per diem rates for the contractor (or project team members);
  - Overtime charges, if applicable;
  - Miscellaneous expenses; Translating
  - Travel; accommodations
  - Secretarial support and,
  - Other charges which may include administration fees.
- b) Prices bid must be stated in actual dollars and cents expressed in Canadian funds.
- c) The Hamlet of YOUR COMMUNITY will pay the Goods and Services Tax (GST);
- d) For consulting services RFP's:  
Bonus points will be added to the total weighted score, in accordance with the Consultant Rating Sheet formulas, for the percentage of work to be done by Nunavut and Local businesses, and for the percentage of work to be done by project team members that are residents of Nunavut and/or Local residents of the subject community,

### **3) Contractors or Project Team**

The Proposer is to describe the capability of the resources proposed to meet the requirements described in the terms of reference. The proposal shall include the following:

- a) Resumes for the proposed project team members with a description indicating how, and in what ways the proposed resource satisfies the needs identified in the Request for Proposal.
- b) For each project team member proposed, the proponent should submit a complete personal resume.
- c) Related Experience of the Company

List the past three similar jobs that you have completed with the company name, contact person and phone number that we may contact for a reference.

- d) Inuit Preference

In compliance with Article 24 of the Nunavut Land Claims Agreement, the Hamlet of YOUR COMMUNITY will provide consideration for the use of Inuit firm's goods and services, and for Inuit labour. Proponents should describe fully the proposed

Inuit content. This Inuit content will be the percentage of work completed by an Inuit firm listed on the registry of Inuit firms available from Nunavut Tunngavik Inc. (NTI) and the amount of Inuit employment created.

#### **4) Methodology**

Proposed means of working with others (Economic Development Committee, Hamlet of YOUR COMMUNITY program staff, etc.), sequence of events outlined in the schedule, (i.e. It is expected that the schedule will demonstrate how the proponent will proceed; how much time each stage is expected to take); demonstration of a good understanding of how the work is to be done; time allocated for different tasks.

#### **5) Schedule**

How closely the proponent's schedule meets the project requirements in a logical manner delivering a quality service. A finalized report including the required design documents listed under Deliverables must be completed by MONTH AND DAY, 20XX

### **Proposal Evaluation**

#### **Selection Methods**

When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved.

Proposers should be aware that certain mandatory requirements may have been set out in the Terms of Reference. Proposals that fail to provide these requirements shall be deemed not responsible and will not be evaluated.

#### **Rating**

The evaluation team will utilize specific criteria to rate each proposal. Ratings will be confidential and no details will be released to any of the other Proposers.

Each proposal will be evaluated using the following criteria:

- **40 % - Fees and Expenses;**
- **20 % - Contractor's or project team's knowledge, skill, and past experience;**
- **15 % - Inuit Preference (10% for Employment and 5% for use of Inuit owned firms)**
- **15 % - Methodology**
- **10 % - Schedule**