

# RFP for the Development of a Five Year Economic Development Plan

## **RFP for Development of a Five Year ECONOMIC DEVELOPMENT PLAN**

### **Background**

The Hamlet of YOUR COMMUNITY is seeking proposals for consultant services to advise and assist the community in the preparation of an updated five-year Community Economic Development Plan (CED Plan) which is to serve as a guide to future economic, social, cultural and environmental development planning for the community. The CED Plan must be developed in cooperation with the Community Economic Development Officer, the Community Economic Development Committee, the Hamlet Council and various committees and businesses within the community. The emphasis is to be on economic development and must include consultation with the INDUSTRY working in the area of YOUR COMMUNITY.

1. Proposals must be received before MONTH, DAY, 20XXX at 17:00 local time, YOUR COMMUNITY, Nunavut attention:

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

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

For the purposes of this proposal call the provisions of the Nunavummi Nangminiaqtunik Ikajuuti (NNI) Policy Apply.

After the closing date only the identity and addresses of proponents will be posted.

All original copies of non-successful proponents will be returned by mail.

2. The Hamlet of YOUR COMMUNITY **will not be responsible** for any proposal that:
  - Does not indicate the Request for Proposals,
  - Does not indicate the closing date
  - Does not have the proposers name on the outside of the envelope.
  - Is delivered to any address other than the one provided above.
  
3. Facsimile transmitted proposals will be accepted under the following conditions:
  - The proposal is received before the submission deadline at the facsimile number stated.
  - The Hamlet of YOUR COMMUNITY will not accept liability for any claim, demand or other actions for any reason should the facsimile be interrupted, not received in it's entirety, received after the stated closing time and date, received by any other facsimile unit other than that stated herein, or for any other reasons.
  - The Hamlet of YOUR COMMUNITY cannot guarantee the complete confidentiality of information contained in the proposal received by facsimile.
  - The Proposers shall submit an original proposal and two (2) copies to the address stated herein immediately following the transmission of the facsimile by the most expedient means.
  - To ensure the proposal is received before the closing, it is recommended that if sending proposals by facsimile to send well in advance to the tender closing date and time, and to confirm receipt by a telephone inquiry to 867-XXX-XXXX. The sender is to confirm the exact amount of pages sent. (The facsimile line may be very busy prior to a proposal closing and is also used for other hamlet administration duties).
  
4. All questions or enquiries concerning this Request for Proposals must be in writing and be submitted to the address provided above no later than five (5) business days prior to the proposal deadline, verbal responses to any questions cannot be relied on and are not binding to either party.
  
5. This is not a Request for Tenders or otherwise an offer. The Hamlet of YOUR COMMUNITY is not bound to accept the Proposal that provides for the lowest cost or price to the Hamlet of YOUR COMMUNITY or any proposal submitted to this Request.
  
6. If a contract is to be awarded as a result of this request for proposals, it shall be awarded to the Proposer who is responsible and whose proposal provides the best potential value to the Hamlet of YOUR COMMUNITY. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.

7. Notice in writing to a Proposers and the subsequent execution of a written agreement shall constitute the making of a contract. No Proposer shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
8. The contract will contain the relevant provisions of the Request for proposals, the accepted proposal as well as such other terms as may be mutually agreed upon whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The Hamlet of YOUR COMMUNITY reserves the right to negotiate modifications with any Proposers who has submitted a proposal.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the signed final contract shall prevail.
10. 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.
11. 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. The Hamlet of YOUR COMMUNITY is not liable for any costs of preparation or presentation of proposals.
12. An evaluation committee will review each proposal. The Hamlet of YOUR COMMUNITY reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria.
13. Proposers may amend their proposal up to the closing date and time by facsimile. But after the closing date and time a proposal may not be amended, but may be withdrawn by the Proposers at any time prior to acceptance.
14. The Access to Information and Protection of Privacy Act will define the Contracts Authority's responsibilities with respect to any information received by it pursuant to the RFP process
15. One of the priorities of the Hamlet of YOUR COMMUNITY is to ensure Inuit, Local and Nunavut business supply materials, equipment, and services, and that Inuit, Local and Nunavut labour is used to the fullest extent practical on any Hamlet of YOUR COMMUNITY's contract. Therefore, Nunavummi Nangminiqqtunik Ikajuuti (NNI) Policy applies to this Request for Proposals. 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. Considerations will also be given for the proponents Inuit firm and/or Nunavut business status.

16. Proposers can obtain information about the NNI policy from the Hamlet of YOUR COMMUNITY, ph (867)-XXX-XXXX fax (867)-XXX-XXXX.

A registry of approved Nunavut businesses can be accessed at the website <http://nni.gov.nu.ca/business/search> .

A listing for approved Inuit owned firms could be obtained at the Hamlet of YOUR COMMUNITY, or from Nunavut Tunngavik Inc. (NTI).

17. The proposal and accompanying documentation submitted by the Proposers are the property of the Hamlet of YOUR COMMUNITY, and will not be returned.

### **Terms of Reference:**

The Hamlet is looking to update its current CED plan to ensure that it continues to evolve with the changes and growth the community has seen since the development of the last plan. The new plan should be able to reflect the changes quite clearly.

### **Objective**

The updated five-year CED Plan is to be prepared in a way that is consistent with the definition, principles and philosophy of Community Economic Development accepted by the Government of Nunavut. References in the CED plan are to be made to the Nunavut Economic Development Strategy and other strategies of the Government of Nunavut. Thus, the CED Plan will deal with economic, social, cultural and environmental aspects of community development.

The consultant's work is to be conducted in close collaboration with the Economic Development Officer, CED Committee, Hamlet Council and leaders of various community organizations and businesses. It will also be expected that the processes used for deliberations in meetings, especially those with community members, will be sensitive to and consistent with the values of Inuit Qaujimajatuqangit (IQ).

During the development phase, the successful applicant will conduct needs assessments with the Elders, youth, business owners, employees from private and public sector, cultural groups, arts community, educators, The Hunters and Trappers Organization, Housing Association, District Education Authority, REGIONAL Inuit Association, Nunavut Tunngavik Incorporated, Nunavut Impact Review Board, Parks Canada, and the Municipality of YOUR COMMUNITY.

**The successful proponent will:**

**I. Advise and assist the CED Committee in the documentation of Community Values, Goals, Priorities and Action Plans:**

1. Advise the CED Committee on whether, for the purpose of directing this project only, it would be advisable to temporarily expand the CED Committee by the addition of individuals with particular knowledge and experience in various aspects of the community. If it is decided to expand the Committee in this way, these individuals would be drawn from a selection of the community organizations created at the start of the process.
2. Help the Expanded CED Committee to design a process for consulting the community and groups identified on issues that are relevant to the CED Plan.
3. Direct the implementation of the consultation process on issues related to the CED Plan **(The CEDO must be involved from the start)**. The Community Economic Development Officer along with the CED Committee will carry out most of the consultation process, which should be designed to obtain the opinions and recommendations of individuals and organizations regarding questions such as:
  - a. **What aspects of the community are most important to you?**
  - b. **What values and aspects of the community should be preserved and/or strengthened?**
  - c. **What aspects of the community are the most important to you**
  - d. **What problems and difficulties in the community should be addressed, and what action should be taken to do this?**
  - e. **What should be the main economic, social, cultural and environmental goals and priorities of the community over the next 5 years?**
  - f. **What action should be taken over the next five years to work towards creating the kind of a community that you would like to see in the future? In answering the question, consideration should be given to the economic, social, cultural and environmental aspects of the community, and to issues related to youth, elders, men and women.**
  - g. **Which of the goals and actions identified are the most important?**
4. With the assistance of the CEDO, prepare a statistical analysis of factors that are important in relation to the CED Plan. These factors should include, among others: existing and potential employment for local residents (listed by each major employer); businesses and business income; indicators of the quality of education and trends in that area, indicators of how well the people of the community communicate with and support each other; and in general terms.

5. Where possible, data for the specific community should be obtained or created. Where this is not feasible, data for a group of Nunavut communities which have similar characteristics to the municipality can be used.
6. With the support of the CEDO, assemble together ideas and recommendations gathered through the consultations, and the results of the statistical analysis. Based on this information, prepare a **draft of Community Values, Goals, Priorities and Action Plans** for the community as a whole. This document should deal, in a concise and with all the important economic, and environmental sectors of the life of the community, such as business, employment, tourism, education, adults (employed and unemployed) and elders, hunting, trapping and fishing, activities of cultural importance.
7. Provide support to the CEDO so that he/she can present and explain the draft to the members of the Expanded CED Committee, for review and comment by them personally and by the organizations which they represent. Revise the draft accordingly.
8. Consultant to present and explain the second draft to Hamlet Council for their review and comments. Revise the document accordingly.

## **II. Advise and assist the CED Committee in the preparation of the Final CED Plan:**

1. Assist the CED Committee to review the draft **Community Values, Goals, Priorities and Action Plans**, and based on its contents create a list of the initiatives which the Committee considers should be the top development priorities within the economic sector for the coming five-year period. For this purpose, the economic sector must definitely be considered as including employment, development of employment related skills, business enterprises, tourism, arts and crafts and traditional economy, natural resource development, and infrastructure facilities. At the choice of the Committee, the chosen priority initiatives for the economic sector could also include activities that are not directly tied to income and employment, but which will strengthen the health of the community or of individuals in the community over the longer term, because all such improvements will lead to economic benefits. At least one of the priority initiatives should be related to the youth of the community.
2. Facilitate discussions including the members of the CED Committee and the CEDO for each of the selected priority initiatives. Then, with the assistance of the CEDO and the CED Committee, do further research and planning work and develop a more detailed plan of action for each initiative outlining deadlines and who is to be responsible for carrying out each action item.
3. With the assistance of the CEDO, prepare a draft of CED Plan. Provide advice and assistance as necessary to enable the CEDO to present this draft report to the CED Committee for review and comment. Revise the draft based on comments received.

4. Consultant is to present the revised draft CED Plan to Council for review and comment. Revise the report based on comments received.

Training will need to be provided to:

- Members of the CED Committee, and Council to familiarize them with the purpose and contents of the CED Plan and the benefits to be achieved through the CED planning process.
- The CEDO and the Committee will work with the consultant in the consultation process, the statistical analysis and the preparation of the Plan, to enable them to effectively carry out their roles in the project.

It is anticipated that the development of the CED 5 Year Plan will take approximately three to six months.

### **Deliverables and Other Results**

#### **Documents to be produced are:**

The 5 year Community Economic Development Plan, as described in the Objectives section above. This written report will include an executive summary, and will be written in clear, concise and plain language so that it can be understood by members of the community. NUMBER YOU WANT bound hard copies will be provided in Inuktitut and English along with an electronic copy in both languages.

***The translated document to be done by a local person, if available, to ensure the document is translated using the community dialect.***

Equally important as the written CED Plan are the following other results to be achieved:

1. Increased communication among community leaders involved in various aspects of the life of the community and among members of the community generally, regarding goals and plans for the future.
2. A broad understanding and, ideally, a consensus within the community on what are the most important development goals for the community as a whole for the coming years, and what are some of the main actions that should be taken to work towards the achievement of these goals.
3. Increased knowledge and skills related to community planning and community development processes on the part of members of Council, members of the CED Committee, leaders of organizations in the community, the employees from the community who were engaged to work on the project, and community members who participated in developing the CED Plan.



## **Proposal Evaluation**

### **Selection Methods**

When an alternative is proposed regarding any specific requirement, it will be evaluated on the basis of how effective it is likely to be in producing the desired results.

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

### **Rating**

The evaluation team (CED Committee) will utilize specific criteria to rate each proposal. Ratings will be confidential and no details will be released to any of the other Consultants.

Each Proposal will be evaluated using the following criteria:

<b>40%</b>	<b>Fees and Expenses</b>
<b>20%</b>	<b>Methodology, including plans for involvement and training of members of the community</b>
<b>15%</b>	<b>Contractor's or project team's knowledge, skill and ability to carry out the work as described, as demonstrated by past performance.</b>
<b>15%</b>	<b>Inuit Preference (10% for Employment and 5% for use of Inuit owned firms)</b>
<b>10%</b>	<b>Schedule</b>

## Applicant's Response Guidelines

### Nunavummi Nangminiqatunik Ikajuuti (NNI) Policy

One of the priorities of the Hamlet of YOUR COMMUNITY 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 Municipal contract. Therefore, NNI Policy applies to this Request for Proposal. To receive the benefits of this Policy, Applicants 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 used in evaluating each proposal submitted. The proposal must include information as follows:

#### 1) Fees and Expenses

The Proposal must contain cost information as follows:

- a) Cost detail and daily rate schedule. The Consultant is to provide a statement of charges to be incurred for:
  - Per diem rates for the contractor (also include project team members);
  - Overtime charges, if applicable;
  - Miscellaneous expenses;
  - Travel and accommodations
  - Secretarial support and;
  - Other charges which may include administration fees.
  - Translation cost quote

b) Prices bid must be stated in actual dollars and cents expressed in Canadian funds. Any other funds will not be accepted.

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,**

#### 2) Contractors or Project Team

The Consultant 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 Municipality 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 Incorporated (NTI) and the amount of Inuit employment created.

### **3) Methodology**

Proposed means of working with others (the Economic Development Committee, Municipal 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, and how much time each stage is expected to take); demonstration of a good understanding of how the work is to be done; and time allocated for different tasks.

### **4) Schedule**

How closely the proponent's schedule meets the project requirements in a logical manner while delivering a quality service. A finalized report must be delivered by MONTH, DAY, 20XX.