



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS

NUNATSIAVUT HOUSING COMMISSION PLANNING SERVICES

Issue Date:
March 2, 2020

Closing date and time:
4:00 p.m. ADT Monday March 30, 2020

Project Overview, Objectives and Scope

The Nunatsiavut Government (NG) was established in 2005 upon the effective date of the *Labrador Inuit Land Claims Agreement* (LILCA). LILCA includes self-government provisions rendering the NG a regional Inuit government within the province of Newfoundland and Labrador. The NG has authority over many central governance areas including health, education, housing, culture and language, justice and community matters.

Establishing the Nunatsiavut Housing Commission

In March 2019 the Nunatsiavut Assembly passed the An Act Respecting Housing In Nunatsiavut And To Establish A Nunatsiavut Housing Commission.

Nunatsiavut Government has set up a Steering Committee with the mandate of establishing the Nunatsiavut Housing Commission (“Commission”). The Steering Committee is responsible for:

- providing advice and recommendations on establishment of the Commission;
- determining and advising on what needs to be accomplished before proclaiming the Act in force;
- overseeing the work needed to establish the Commission;
- advising and assisting the Nunatsiavut Executive Council (NEC) in carrying out its responsibilities in relation to Torngat Regional Housing Association (TRHA) under section 7.2 of the Act, and;
- advising the President as to the appropriate date for the Act to come into effect.

Nunatsiavut Government is seeking proposals from qualified firms to provide a detailed plan that outlines the steps to establish the Nunatsiavut Housing Commission.

The successful proponent will provide the following services to NG:

- Develop a work plan for the establishment of the Nunatsiavut Housing Commission;
- Establish an informal target date for proclaiming the Act in effect. This will serve as the target date for having the Commission operational;
- Plan a nomination process for Establishing a Board of Commissioners which would include, but not limited to, recommendations on the number and qualifications of Commissioners for the first Board;
- Recommendations on the number of Commissioners and the number of nominees to be requested from the Joint Management Committee;
Engagement on recommendations on number of candidates to be appointed by the Nunatsiavut Executive Council on its own initiative;

- Establish a process for completion of the Nomination process and selection of the Board of Commissioners;
- Establish a process for selection of the Chairperson of the Board;
- Preparation of a preliminary first budget for the Commission and preliminary estimate of administrative, office and human resource requirements;
- Recommendations for draft by-laws or policies for Commission procedures;
- Identify existing NG programs and assets that will be transferred to the Commission, a timetable for the transfer(s) and any necessary legislative amendments or Executive orders or Directives that might be required;
- Establish a plan to hire a Director of Housing; and
- Establish a work plan with the Board to help it get up and running, (for example, by assisting to arrange the first meeting, by drafting initial resolutions, briefing the Commission on the assets and programs being transferred with the adoption of its internal by-laws and in hiring of the Director of Housing).

Requirements

Specific requirements outlined below do not constitute the final terms of an agreement or an engagement. A formal written agreement between the two parties will determine the ultimate terms.

Mandatory Requirements

Proponents must be capable of providing accredited professional services and have extensive knowledge and experience in the establishment of Government owned corporations. Information on similar projects where the Proponent carrying out consulting and professional services similar to the ones requested under this RFP should be provided.

Experience advising Indigenous governments and working or living in arctic and sub-arctic regions is a strong asset.

Consultants and all team members must state their professional qualifications and certifications including authorizations to undertake their disciplines in the Province of Newfoundland and Labrador.

Evaluation Criteria for Proposals

The NG will evaluate each Proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the Proposal submitted in response to this RFP;
- b) Relevant experience of the firm;
- c) Relevant experience and knowledge of key personnel;
- d) References, including the contact information of former clients;
- e) Inuit Content as outlined in the Nunatsiavut Government’s *Procurement Act*; and
- f) Other criteria as may be applicable.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from the proponents.

The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. Any proposal that is accepted may be accepted in whole or in part.

The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proponent.**

Proposal Content

Table of Contents

Proposals should include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the proponent’s unique qualifications and services.

Background Information

Provide general information on the proponent, including a brief history and the number of years in business. The proposal should include resumes, relevant project experience, availability, current workload and office location of all key personnel.

Project experience

Project experience should include a comprehensive list of relevant projects undertaken by key personnel, including links to any publically available examples where possible.

Organizational Chart

The chart should indicate the names of the individuals to be involved in the major tasks of the project and the lines of responsibility. The organizational chart should also include the specific responsibilities of the key personnel and their role on the project team.

References

The proponent should include references related to relevant work experience.

Other Benefits

The proponent should describe any other services or benefits the NG may realize through these services.

Instructions to Proponents

Enquiries

All enquiries regarding this Request for Proposals (RFP) must be made in writing by fax or e-mail and addressed to:

Attn: Darryl Shiwak - Deputy Minister, Nunatsiavut Affairs
Telephone: (709) 947-3600
Fax: (709) 947-3543
Mail: P.O. Box 47, Rigolet, NL AOP 1P0
Email: darryl.shiwak@nunatsiavut.com

Such enquiries should be delivered on or before Wednesday March 13th, 2020 so that questions and answers can be sent to all proponents as an addendum. Information given by word of mouth will not be valid or enforceable.

Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

To be considered, electronic copies of proposals should be sent to Darryl Shiwak, Deputy Minister at darryl.shiwak@nunatsiavut.com.

Hard copies of proposals will also be accepted, must be clearly marked “**Nunatsiavut Housing Commission Planning Services**” and be received at:

Nunatsiavut Government
P.O. Box 47, Rigolet, NL AOP 1P0
Attn: Darryl Shiwak - Deputy Minister, Nunatsiavut Affairs

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) of March 30th, 2020 (the “Closing Date”).
PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date.

General Conditions

Governing Law

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of this RFP.

Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement between any proponent and the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this RFP, other than the representative(s) identified without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proponent's proposal.

Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the RFP process.

Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.

Release of Information

While Proposal is Open:

The names of individuals or companies who have picked up the proposal will **not** be released.

At Proposal Opening:

Only the names of proponents will be released.

After Proposal Opening:

No further information will be released until after the contract is awarded.