



NUNATSIAVUT

kavamanga Government

Request for Proposals

Recruitment Services

Issue Date:

September 10, 2023

Proposal Submission Deadline:

October 1, 2023 at 16:00 (Atlantic Time)

2. BACKGROUND AND CONTEXT

The Nunatsiavut Government (NG), established under the *Labrador Inuit Land Claims Agreement*, is the governing body of the Labrador Inuit and the Nunatsiavut region. The region of Nunatsiavut is comprised of five Inuit communities: Nain, Hopedale, Postville, Makkovik and Rigolet.

As NG is continuously expanding and evolving to meet the needs of our Beneficiaries, the demand on recruiting and retaining staff has increased substantially. With the increased demand there is a need for temporary recruitment services, on an ‘as and when needed’ basis, in support of recruitment needs.

Nunatsiavut Government’s Department of Finance, Human Resources and Information Technology is responsible for all recruitment efforts. An audit is currently being performed by an external service provider to assess the promotion of job opportunities with the Nunatsiavut Government. This service provider will be responsible for managing all job postings under the direction of the Department of Finance, Human Resources and Information Technology.

Recruitment activities fluctuate based on organizational needs. In 2022, the Nunatsiavut Government posted a total of 153 job opportunities. From January to July 2023, there has been a total of 131 job opportunities posted. Please see appendix 1 to see the various positions that were advertised in 2022 and 2023.

The purpose of this RFP is to select a temporary recruitment agency that have the experience and capabilities to support NG’s hiring needs, on an ‘as and when needed’ using a fixed hourly rate.

3. TERMS AND CONDITIONS

3.1 Governing Law

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

3.2 Cost of Proposal

Preparation and submission of a Proposal in response to this RFP are voluntary and any costs associated with Proposal preparation, submission, meetings, negotiations, or discussion with the NG must be borne by the Proponent submitting the Proposal.

3.3 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 activities 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 against the NG.

3.4 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 requested Services.

3.5 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.

3.6 Withdrawal

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

3.7 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 with the NG until a formal contract with negotiated terms has been signed by both then NG and a Proponent.

3.8 Solicitation of NG Staff and Assembly Members

Prior to the Proposal Submission Deadline, 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.

3.9 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.

3.10 No 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.

3.11 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.

3.12 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.

3.13 Release of Information

While the RFP 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 the proponents will be disclosed.

After Proposal Opening: No further information will be released until after a contract is awarded.

After contract is awarded: All Proponents will be advised of the NG's final decision regarding their respective Proposals. On request, the NG will provide an unsuccessful Proponent with the reasons that its Proposal was not successful. No other information will be released.

4. INSTRUCTIONS FOR PROPONENTS

The following RFP schedule is tentative and is subject to change without penalty to the NG:

Activities	Deadlines
RFP Issued	September 10, 2023
Deadline to Submit a Request for Clarification (16:00 ADT)	September 24, 2023 at 16:00 (Atlantic Time)
Proposal Submission Deadline (16:00 ADT)	October 1, 2023 at 16:00 (Atlantic Time)

4.1 The Proposal must be received in writing by mail or email copy on or before the Proposal Submission Deadline on, October 1, 2023 at 16:00 (Atlantic Time) to the following:

Attn: Janice Webb
Director of Human Resources, Finance, Human Resources, and Information
Technology
PO Box 909, Happy Valley Goose Bay, NL, A0P 1E0
Phone: 709-896-8582 ext. 226
janice.webb@nunatsiavut.com

4.2 Proposals received after the Proposal Submission Deadline will be rejected.

4.3 Each Proponent shall review the RFP documents and shall promptly report and make a written request for clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any Proponent who has questions as to the meaning of any part of this RFP described herein must make a written enquiry requesting clarification, interpretation or explanation prior to the "Request for Clarification" deadlines provided in the RFP schedule. Questions must be submitted via email to janice.webb@nunatsiavut.com.

4.4 Proposals must be written in Inuttitut or English.

- 4.5 **Proponents must provide their fee using an hourly rate proposal.**
- 4.6 Tax will be in the form of HST (NL).
- 4.7 NG reserves the right to request clarification and negotiate modifications with Proponents.
- 4.8 The cost of preparing and submitting the Proposal is solely the responsibility of the Proponent.
- 4.9 This RFP can be cancelled at any point.
- 4.10 Any Proposal that is accepted may be accepted in whole or in part.
- 4.11 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 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 shall be deemed to have received notice of all addenda that have been issued.
- 4.12 All Proposals shall be opened in Happy Valley-Goose Bay, Labrador.
- 4.13 The NG may not accept the lowest or any tender submitted.

5. SCOPE OF WORK

- 5.1 The successful Proponent shall:
- Follow the hiring policies as outlined in the Nunatsiavut Civil Service employee policy manual and the *Nunatsiavut Civil Service Act*.
 - Act as the Human Resources representative on hiring committees for competitions that are delegated by the Director of Human Resources to the successful Proponent. These duties include:
 - Review and screen applicants based on job requirements and qualifications;
 - Update or develop interview question guides based on the role and responsibilities;
 - Interview candidates who meet qualifications;
 - Work with the hiring committee to determine the top rated candidate(s);
 - Send request for reference checks to NG's internal Human Resources Assistant once the top candidate(s) are identified
 - Once reference checks are completed, the hiring committee can determine if a letter of employment will be offered or if the position should be reposted;
 - Preparing the letter of employment for the successful candidate and submit to the Director of Human Resources and/or Human Resources Generalist for approval;
 - The recruitment agency will inform the Human Resources team if the hiring committee was unsuccessful in the competition and if the competition needs to be reposted.;

- Provide recommendations to the Director of Human Resources for improvements to the current recruitment processes and practices.
- Provide a documented monthly report of recruitment activities to the Director of Human Resources
- Participate in recruitment update meetings with the Human Resources team that will be scheduled as needed
- All hires will be direct employees of the Nunatsiavut Government
- Virtual interviews of prospective job hires is the acceptable method and are routinely used by the Nunatsiavut Government however, the successful Proponent should be committed to travel from time to time to meet with the Nunatsiavut Government's Department of Finance, Human Resources and Information Technology and hiring committees in person. A schedule for in person meetings will be determined between the Nunatsiavut Government and the successful Proponent on an as needed basis.

6. 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.

6.1 Mandatory Requirements

Proponents must be capable of providing accredited professional services and have experience in the recruitment activities outlined under the scope of work. Consultants and all team members must state their professional qualifications and certifications.

6.2 Proposal Submission (Format & Response Guidelines)

To allow the NG the ability to conduct a thorough and timely evaluation, Proposals should be presented in a clear and concise manner. Failure to present information in the format that is requested may be to the Proponent's disadvantage or result in their Proposal not being considered.

It is suggested that the following format and sequence be followed to provide consistency in proponent response and to ensure each Proposal receives full consideration.

- Table of Contents- Proposals must contain a table of contents properly indicating the section and page numbers of the information included.
- Executive Summary-Proponents must include an abstract of no more than one (1) page on the information presented in their proposal and their unique qualifications and services
- Background Information- The Proponent must provide general information on their organization, including a brief history of the organization and the number of years in business. The Proponent shall include resumes, relevant project experience, availability, current workload and office location of all key personnel.
- Project Experience- Proponents must include a comprehensive list of relevant projects and key

personnel involved, including links to any publicly available examples where possible.

- Organizational Chart-The Proponent must provide an organizational chart that indicates the names of the individuals to be involved in the major tasks of the project and the lines of responsibility and reporting. The organizational chart should also include the specific responsibilities of key personnel and their role on the project team.
- References- The Proponent must include references related to relevant work experience
- Fees and Expenses- The Proponent shall describe how professional fees will be calculated, based on the level of effort or hourly rate. Fee's must be set at a fixed hourly rate.
- Other Benefits- The Proponent should describe any other services or benefits the NG may realize through their services.
- Inuit Content Factor – The Proponent must include a completed Inuit Content Factor form as outlined in section 7 and Appendix 2 of the RFP

7. 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) Price of services;
- e) References, including the contact information of former clients;
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) 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.

In addition to the evaluation criteria outlined above, the NG will evaluate all proposals received on the principle of value for money, which includes an evaluation of Inuit content and the application of the Inuit content factor. 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, even if the proponent's score is '0'.** The Inuit Content evaluation form is located in Appendix I.

Appendix 1

Example of positions posted in the year 2022 and 2023

Account Manager	Home Support Worker	Regional Youth Administrator
Accounting Clerk III - Payroll	Housing Case Manager	Regional Youth Services Manager
Administrative Assistant	Housing Clerk	Research Coordinator
Arts Program Coordinator	Housing Program Inspector	Secretary / Receptionist
Arts Services Manager	Housing Support Services Manager	Senior Financial Analyst
Assistant Director Secondary Education	Human Resources Generalist	Social Worker
Business Development Manager	Human Resources Manager	Street Outreach Coordinator
Business Development Officer	Human Resources Specialist	Student Liaison
Capital Projects Coordinator	Illusuak Cultural Centre Assistant	Supervised Access Worker
Child & Youth Mental Health Specialist	Illusuak Cultural Centre Manager	Supportive Housing Case Manager
Child Care Worker	Impacts & Benefits Agreement Coordinator	Supportive Housing Team Leader
Child Care Worker Language Nest	Indigenous Relations Manager	Supportive Housing Worker
Child First Intervention Worker	Infrastructure Policy Analyst	Survey Fieldwork in Nunatsiavut
Clerk of the Assembly	Interpreter/Translator	Team Lead - Trauma & Addictions Team
Communications Assistant	Interpreter/Translator Coordinator	Tier 1 Support Technician
Community Energy Lead	Inuit Cultural Justice Educator	Tobacco Control Strategy Coordinator
Community Food Worker	Inuit Health Survey Coordinator	Tourism Development Officer
Community Health Worker	Inuit Health Survey Manager	Trauma & Addictions Counsellor
Community Relations Lead	Inuit Justice Liaison	Youth Center Team Lead
Conservation Officer	Inuktitut Curriculum Advisor	Youth Centre Worker
Cook	Inuktitut Instructor	Youth Intern
Cook's Helper	IT Support Assistant	Youth Leadership Program Coordinator
Data Leader	IT Support Specialist	Youth Mental Health & Addictions Worker
Daycare Operator	Janitor	Youth Outreach Worker
Deputy Minister	Language Nest Child Care Teacher	
Director of Housing	Language Nest Child Care Worker	
Director of Human Resources	Language Nest Manager	
Director of Mental Wellness & Healing	Legal Counsel	
Education Advisor	Licensing Clerk	
Emergency Shelter Coordinator	Maintenance Manager	
Emergency Shelter Worker	Maintenance Worker	
English River Labourer	Maintenance/Driver	
English River Labourer	Manager of Finance & Corporate Services	
Family Connections Driver	Mental Health & Addictions Counselor	
Family Connections Manager	Mental Health & Addictions Worker	
Family Connections Worker	Mental Health and Addictions Manager	
Filing Clerk	MMIWG Support Coordinator	
Financial Analyst	NIHB Ground Transport Driver	
Financial Manager	NIHB Manager	
Graphic Designer	Nunasiavut Housing Commission Fieldworker	
Hebron Ambassador	Peer Support Worker	
Hebron Ambassador Assistant/Cook	Policy Analyst	
Hebron Bear Guard	Post-Secondary Student Counsellor	
Hebron Maintenance	Project Engineer	
Home Care Nurse	Public Health Nurse-TB	
Home Support Program Coordinator		

APPENDIX 2

Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)

<p>a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as 0.5 points per 1% of Inuit participation in excess of 50% of the ownership and control of the supplier with 0 points being awarded to a supplier that is not at least 50% owned and controlled by Inuit or Inuit Businesses.</p>	/20
<p>b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where 10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community and 6 points is awarded to a company having an operating or a head office in an Inuit Community and 4 points is awarded for a head office or operating office elsewhere in Labrador.</p>	/10
<p>c) A maximum of 10 points related to training for Inuit calculated as 0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</p>	/10
<p>d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as 0.2 points per 1% of employees who are Inuit.</p>	/20
<p>e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as 0.1 point per 1% of payroll paid to Inuit.</p>	/10
<p>f) a maximum of 10 points related to the percentage of goods and services purchased by the supplier from Inuit Businesses in relation to the procurement calculated as 0.1 point per 15 of the value of all purchases obtained from Inuit.</p>	/10
<p>g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as 0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</p>	/10
<p>Total (out of possible 90)</p>	/90