



NUNATSIAVUT

kavamanga Government

Request for Proposals

Optometry Services

Issue Date: December 6, 2023

Closing date and time: January 17, 2024 at 4:00pm

Overview, Objectives and Scope

The Nunatsiavut Government (“NG”) was established in 2005 following the finalization of the Labrador Inuit Land Claims Agreement (“LILCA”). The 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 areas of governance including health, education, housing, culture and language, justice and community matters.

The Non-Insured Health Benefits (NIHB) program is a federal government program that provides eligible Indigenous clients with coverage for a range of health benefits that are not covered through other social programs, private insurance plans or provincial health insurance. For Beneficiaries of the LILCA the NG administers the NIHB program on behalf of Indigenous Services Canada. NG retains service providers to provide services in the Nunatsiavut Region, available to both Beneficiaries and non-Beneficiaries resident in the region.

The NG is currently seeking proposals for Optometry Services in the Inuit Communities of Nain, Hopedale, Makkovik, Postville and Rigolet. This contract will renew yearly and is anticipated to begin in February 2024.

Minimum Requirements for the services to be provided:

- Optometrist(s) must hold valid licenses through the Newfoundland and Labrador Association of Optometrists; other team members must hold any other applicable accreditations;
- Service provider must hold and maintain adequate Professional Liability Insurance;
- Community clinics required:
 - o Travel to Nain and Hopedale each two times per year to complete clinics;
 - o Travel to Makkovik, Postville and Rigolet each one time per year to complete clinics;
 - o Must be able to provide a wide selection of frames including children, adult, designer and sunglasses;
- Service Provider will provide its own computing equipment (laptop, etc.) to store electronic charts and notes;
- Service Provider must be able to bring ‘non-permanent’ equipment to clinics as necessary;
- Willingness to work with the community clinics and Nunatsiavut Government Department of Health and Social Development to develop client appointment schedules;
- Service provider will retain and pay for Optician services at the Service Provider’s own expense.

What NG provides:

- Flights, accommodations and daily per diems for meals will be provided for Optometrist, staff and Optician.
- Travel days and any travel delays will be compensated.
- NG will, when available, provide the use of a vehicle in the communities.
- Permanent clinic equipment will be provided (for example, but not limited to the patient chair, phoropter stand, projector, projector stand, projector letter charts and duochrome, lamp, etc.)

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 proponent;
- c) Relevant experience and knowledge of key personnel;
- d) References, including the contact information of former clients;
- e) Schedule of rates and fees;
- f) Inuit Content as outlined in the Nunatsiavut Government’s *Procurement Act*; and
- g) Other criteria as may be applicable.

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

The Nunatsiavut Government may not accept the lowest-cost or any proposal and the Nunatsiavut Government reserves the right to cancel this RFP at any time. 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 proposal even if the proponent believes that the Inuit Content Factor of their proposal to be '0'. Failure to do so will result in an Inuit Content Factor of '0' being applied to the proposal.**

Required 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, Experience & Capabilities

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.

Experience

Experience should include a comprehensive list of relevant past experience.

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.

Schedule of Rates and Fees

In addition to items noted in the Project Overview, Objectives and Scope, the Cost of Services should include a set fee for any duties added to the scope. The proponent shall describe how professional fees will be calculated, based on level of effort, for each of the tasks.

All prices quoted in the proposal are to be in Canadian funds and are to show applicable taxes.

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 must be made in writing by e-mail and addressed to:

Abigail Webb - NIHB Manager
Abigail.webb@nunatsiavut.com

Such enquiries should be delivered by **December 27, 2023** 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:

Abigail Webb - NIHB Manager
Abigail.webb@nunatsiavut.com

FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 pm Atlantic Time on **January 17th, 2024** (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

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

General Conditions

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

Governing Law

The laws of Nunatsiavut and in particular the *Procurement Act* govern this RFP and any subsequent contract arising from 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 with 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 anyone inside the NG regarding this RFP (including the Nunatsiavut Assembly), other than the representative(s) identified, without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the 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 will survive the termination of the RFP process.

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.

Release of Information

While 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 proponent(s) will be released.

After Proposal Opening:

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