



NUNATSIAVUT

kavamanga Government

Request for Proposals

Labrador Inuit Data Collection Plan

Issue Date: February 26, 2025

Closing date and time: March 19, 2025 at 4:00 pm Atlantic Time

Background and Context

The 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 NG is organized into seven departments:

- Nunatsiavut Secretariat;
- Nunatsiavut Affairs;
- Health and Social Development;
- Education and Economic Development;
- Lands and Natural Resources;
- Language, Culture and Tourism; and
- Finance, Human Resources and Information Technology.

Information about the role of each department can be found on the NG’s website (www.nunatsiavut.com).

The Nunatsiavut Government (“NG”) requires the professional services of an external consultant to assist in the facilitation of Labrador Inuit Data Collection Plan.

Project Overview, Objectives and Scope

Overview:

The NG requires an external facilitator to complete Labrador Inuit Data Collection Plan. The final report should detail the model for future Labrador Inuit data collection. It should also include new types of data that is currently not collected or planned to be collected, which would help promote Inuit well-being and self-determination.

Objectives:

The objectives of the Project include:

- Identify the type, amount, and frequency of Inuit data collection through existing and planned collection activities with relation to Nunatsiavut and its beneficiaries.
- Identify new types of data, currently not collected or planned to be collected.
- Qanuippitaa? National Inuit Health Survey (QNIHS will) be integrated into this plan and may serve as a model for future data collection.
- To compile a comprehensive list of all Inuit data collection activities with relation to Nunatsiavut and its beneficiaries.
- Streamline data collection activities within the NG and provide tangible methods as to how to raise awareness about the importance of collecting data internally. The methodology should include free consultations, surveys, and in-person seminars, amongst others.
- Provide a comprehensive final Labrador Inuit Data Collection Plan report that summarizes the successful Proponents findings and recommendations.

Deliverables:

The Labrador Inuit Data Collection Plan is to provide direction and planning for all parts of the data collection cycle from setting clear objectives to establishing robust communication recommendations. The data collection plan will include:

1. **Objectives:** Identify the goal for data collection, use, modification and deletion that reflect existing policies and protocols. Clearly state how data collection will impact the data repository or impact decision-making. Ensure that every part of the plan aligns with the NG's data management end goals.
2. **Data typology:** Identify quantitative (numerical) or qualitative (descriptive) data for retention. Clarify the importance of each data type that meet the data management and planning objectives. This would include an inventory of existing data, as well as the right tools and methods for future data collection.
3. **Collection methodology:** Identify appropriate data collection methods like surveys, interviews, or analysis of existing data. Prioritize recommendations that enhance data quality and use. For example: for surveys, this means clear, unbiased questions; for interviews, standardized interviewing techniques; etc.

4. **Data management protocols:** We have an existing Data Governance Strategy & Framework; this will need to support the existing policy to plan for the storage, organization, and protection of data. Address ethical considerations, especially for sensitive information. Include a system for updating and correcting data to maintain its accuracy over time. Update existing data sharing agreement templates that can be used with external partners that identify who owns the data collected, who has the authority to use the data, identify secondary use parameters, and that establish deletion protocols for data retention purposes.
5. **Project timeline:** Outline key milestones throughout the data collection cycle. Incorporate flexibility for unforeseen delays or challenges.
6. **Needed resources:** Identify the team, associated training, tools, and budget required for anticipated data collection where possible. Clearly define roles and responsibilities to ensure a smooth data collection process.
7. **Data analysis strategy:** Determine how to analyze collected data. Include methods for dealing with unexpected findings, like ambiguous, conflicting, corrupted, or incomplete data.
8. **Feedback mechanisms:** Establish a mechanism for ongoing assessment and adjustment of developed data collection methods. This allows for the adaptation and refinement to approaches as needed.
9. **Communication framework:** Provide recommendations as to who has the authority to communicate, how, and when findings will be communicated. Depending on the project, identify the communication strategy required to address the need to keep stakeholders updated throughout the process, not just at the end, to maintain engagement and transparency.

Note: Data in this context does not include administrative or financial data.

Scope:

In person Engagement sessions will be need to be held with each NG Department and Division. The final deliverable for the project is Labrador Inuit Data Collection Plan report.

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 as identified in section 17 of the *Procurement Act* and attached hereto as Appendix A. The proponent must include an Inuit Content Scoresheet with their 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

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

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

- c. Background, Experience & Capabilities
 - i. Background Information
Provide general information on the Consultant, including a brief history of the firm 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.

 - ii. Project Experience
Project experience should include a comprehensive list of relevant past project experience.

- d. 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.

- e. References
The Consultant should include references related to relevant work experience.

- f. 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 Consultant 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.

- g. Other Benefits
The Consultant 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:

Sharmin Akhter
Data Leader
Department of Finance, Human Resources and Information Technology
Nunatsiavut Government
P.O. Box 496, Stn C
Happy Valley-Goose Bay, NL A0P 1C0
sharmin.akhter@nunatsiavut.com

Such enquiries should be delivered by **March 5, 2024** 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 Sharmin Akhter, Data Leader at sharmin.akhter@nunatsiavut.com

FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 pm Atlantic Time on **March 19, 2025** (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.

Appendix A- Inuit Content Scoresheet

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