



NUNATSIAVUT
kavamanga Government

Request for Proposals

Facilitation of the 2025 Nunatsiavut Language Summit and the
Development of the 2027-2032 Nunatsiavut Language Strategy

Issue Date: Mar. 21st, 2025

Closing date and time: April. 11th 2025. 4:00pm AST.

Background and Context

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 Nunatsiavut Government Department of Language, Culture, and Tourism is planning to host a Nunatsiavut Language Summit in May 2025. Throughout the years of the Nunatsiavut Government and the Labrador Inuit Association, the priority of language has been in the forefront for Inuit. Because of this significant work, the work of the current 2021-2026 Inuttituk UKâlalluta, ilinniatitsiluta, InosiKalluta! Nunatsiavut Language Strategy was created. This work is driven and compiled by and for Nunatsiavut Inuit. This strategy sets forth the vision, mission and values that, combined with the three strategic pillars: Transmission, Revitalization and Engagement; that were identified at the 2019 Language Summit, provide a framework for prioritizing projects and investments into language that align with the years of work and input gathered from Nunatsiavut Government and its Beneficiaries. This strategy is a key piece in reigniting a spark in Beneficiaries and within our division that will allow us to progress the state of Inuttituk within Nunatsiavut and beyond.

We are now planning the next Language Summit for the development of the 2027-2032 Language Strategy.

Overview, Objectives and Scope

The Department of Language, Culture & Tourism will be delivering the 2025 Language Summit in Nain from May 6-8, 2025. The purpose of this Language Summit is to gather approximately 50 Inuttituk speakers, language activists, engaged linguists, Elders and Youth together to discuss Inuttituk and the next five years of planning, protection and promotion of Inuttituk within the Nunatsiavut region.

The Department of Language, Culture and Tourism, is searching for a co-facilitator and planner for the organization, planning and development of the Language Summit; as well as the development of the 2027-2032 Nunatsiavut Language Strategy.

Project Objectives & Scope

- Co-facilitate Language Summit with the Nunatsiavut Government
- Assist in the planning, execution and closing of Language Summit activities
- Assist with planning and delivery of break out groups and activities
- Note taking

- Follow up with participants post Summit to gather feedback through evaluations
- Develop brief report post Summit for participants and communities
- Providing a draft report to the Department staff;
- Receiving and incorporating feedback on the draft report from Department staff;
- Providing regular update to the Deputy Minister on the project;
- Develop a finalized five-year 2027-2032 Nunatsiavut Language Strategy by Mar. 31, 2026.

In addition to the Project Objectives and Scope, the Department expects the 2027-2032 Language Strategy to, at a minimum:

- Provide practical guidance and recommendations to the Department over the term of the Language Strategy as it relates to the preservation, revitalization and celebration of the Inuttit language and its use throughout Nunatsiavut;
- Provide practical guidance and recommendations on how to best create and administer the policies, programs and services designed to promote and manage the linguistic affairs of the Inuit and development of Inuttit;
- Provide a clear vision statement for language revitalization including measurable objective and key performance indicators;
- Recommendations on policies and/or legislation to support language use in areas of jurisdiction as stipulated in the *Labrador Inuit Land Claims Agreement*.
- Upon receipt of feedback from Department staff on the draft report, provide a detailed action plan for implementation of recommendations

More information on the Department of Language, Culture and Tourism can be found at www.nunatsiavut.com.

Required Proposal Content

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.

Project Approach and Workplan

Outline your proposed methodology for completing the above Project Objectives & Scope.

Schedule of Rates and Fees

The proponent shall describe how professional fees will be calculated for each of the tasks outlined in the Project Objectives above.

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

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.

Inuit Content

The proponent must fill out and submit the Inuit Content Scoresheet located in Appendix A of this RFP. Failure to do so will result in the Proponent's receiving a score of zero.

References

The proponent should include references who can speak to relevant work experience.

Mandatory Requirements

Proponents must demonstrate their extensive knowledge of strategy development, implementation and evaluation.

Instructions to Proponents

Enquiries

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

Jenna Gilbride
Deputy Minister of the Department of Language, Culture and Tourism
Nunatsiavut Government.
Jenna.gilbride @nunatsiavut.com

Such enquiries should be delivered by **April 2, 2025**, 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:

Jenna.gilbride@nunatsiavut.com on or before the Closing Date

FACSIMILE (“FAX”) TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 pm Atlantic Time on **April 11, 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.

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**

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