



**NUNATSIAVUT**  
kavamanga Government

**REQUEST FOR PROPOSAL**

**Programing and Office Space: Happy  
Valley-Goose Bay, NL**

Date of Issue: April 20, 2026

Closing Time: May 11, 2026

NG Project Number: NGP\_AL\_260001

# Context

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The Nunatsiavut Government (NG), through its Department of Health and Social Development, is inviting Proposals from qualified proponents to provide suitable office and program space in Happy Valley–Goose Bay, Newfoundland and Labrador.

The proposed facility will serve as a central hub for the delivery of health, social development, mental wellness, justice-related supports, and other community-based programming for Beneficiaries of the Labrador Inuit Land Claims Agreement in the Upper Lake Melville area. The space must support confidential client services, culturally respectful programming, staff operations, and community gatherings for Nunatsiavut Beneficiaries.

At this time, the Nunatsiavut Government is not in a position to purchase or own a facility. NG is therefore seeking Proposals under one of the following arrangements:

1. Lease of an existing building that substantially meets the requirements outlined herein;
2. Renovation or fit-up of an existing building by the proponent to meet NG requirements, followed by a lease agreement; or
3. Design and construction of a new building by the proponent to meet NG requirements, followed by a lease agreement.

The intent of this RFP is to identify a long-term leasing solution that provides value for money, functional efficiency, accessibility, and cultural appropriateness for Nunatsiavut Beneficiaries and staff.

## Building Requirements

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In summary the primary objectives of this RFP are to:

- Secure a centrally located, accessible facility in Happy Valley–Goose Bay;
- Provide adequate and functional space for administrative operations and confidential client services;
- Ensure appropriate space for community programming, including group sessions, family activities, food security initiatives, and meetings;
- Incorporate Inuit culture, values, and welcoming design elements into the space;
- Establish a stable, long-term leasing arrangement that supports program continuity.

### 3. General Building Requirements

The proposed facility must:

- Be located within Happy Valley–Goose Bay municipal boundaries;
- Comply with all applicable building codes, fire codes, occupational health and safety requirements, and accessibility standards;

- Be fully accessible and barrier-free (including entrances, washrooms, and program areas);
- Provide sufficient parking for staff and clients;
- Provide adequate security features to ensure client and staff safety and confidentiality;
- Include appropriate HVAC, ventilation, and mechanical systems suitable for office and community use;
- Meet current energy efficiency standards where possible;
- Be available for occupancy within six (6) months. If the proposed timeline exceeds six months, the proponent must include a detailed schedule outlining how and when the requirements identified in this RFP will be met.

Preference will be given to facilities located in close proximity to the Labrador Health Centre.

#### **4. Functional Space Requirements**

The facility must provide sufficient space to accommodate multiple divisions within the Department of Health and Social Development. A detailed breakdown of specific offices and divisional requirements will be provided upon request; however, proponents should anticipate the need for:

##### **A. Office and Administrative Space**

- Approximately 30–35 private offices suitable for confidential client meetings;
- Reception and client waiting areas designed to be welcoming and culturally appropriate;
- Meeting rooms and small consultation rooms;
- Adequate file storage and secure records storage;
- Staff workspaces and shared administrative areas.

##### **B. Program and Community Spaces**

- A multi-purpose room with a preferred capacity of up to 50 persons, with the ability to divide the space for smaller groups (minimum 20-person capacity);
- A kitchen adjacent to the multi-purpose room suitable for community programming and food security initiatives (including sufficient appliances, prep areas, storage, and multiple cooking stations);
- A child development/play space (non-daycare use);
- A play therapy or family support room;
- A family room with adjoining washroom and mounted change table;

- General storage space, including food program storage (e.g., shelving and refrigeration);
- Janitorial/storage space;
- Staff break room accessible to all divisions;
- Seasonal storage (shed or separate storage space acceptable).

The total square footage should be sufficient to accommodate these requirements comfortably while maintaining safe and functional circulation space. Proponents must clearly state the total square footage proposed.

Conceptual floor plans or layout drawings must be included with submissions.

# Proposal Submission (Requirements, Format & Response Guidelines)

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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.

To allow the Nunatsiavut Government to conduct a thorough, fair, and timely evaluation, proposals must be presented in a clear, organized, and concise manner. Failure to follow the requested format may be to the proponent's disadvantage.

Proponents are strongly encouraged to follow the format and sequence outlined below to ensure consistency in responses and to allow each submission to receive full consideration.

**Note:** Item 7 (Mandatory Attachments) must be included with all proposals. Failure to include the required attachments may result in disqualification.

## 1. Introduction

Provide a maximum one-page introduction outlining:

- The proponent's organization and background;
- The proposed lease model (existing facility, renovation, or new build);
- The proponent's overall approach to delivering a facility that supports the Nunatsiavut Government's operational and long-term infrastructure goals.

This section should clearly summarize the value of the proposal and its alignment with NG's needs.

## 2. Financial Proposal and Lease Structure

Proponents must provide detailed financial information, including:

- Length of lease term required;
- Draft Lease agreement that would be required to be signed by the Nunatsiavut Government;
- Proposed monthly lease rate, clearly identifying base rent and any additional costs;
- Estimated operating costs (utilities, maintenance, property taxes, snow clearing, etc.);
- Escalation clauses or indexed rent adjustments;
- Responsibility for repairs and maintenance (landlord vs. tenant obligations);
- Parking arrangements and any associated costs.

All costs must be clearly itemized and transparent. Where applicable, proponents should outline assumptions used in preparing cost estimates.

### **3. Construction or Renovation Details (If Applicable)**

For proposals involving renovation of an existing facility or construction of a new building, proponents must also provide:

- Detailed construction timelines;
- A milestone schedule outlining key project phases;
- Confirmation of required development approvals (or a clear description of the process and timeline to obtain them);
- Description of the proposed project delivery model;
- Estimated completion date for occupancy.

This section should demonstrate the proponent's ability to deliver the project within the required timeframe.

### **4. Experience and Project Portfolio**

Provide an overview of relevant experience, particularly projects of similar scale and complexity. Include:

- Description of comparable lease, renovation, or new-build projects;
- Experience working in Nunatsiavut or other northern/remote environments (if applicable);
- Demonstrated understanding of logistical considerations and cost management in northern regions;
- Two (2) references for comparable projects.

### **5. Project Team and Qualifications**

Include a detailed resume or corporate profile outlining:

- Education and qualifications of key personnel;
- Relevant professional certifications;

- Experience related to commercial leasing, development, and/or construction delivery.

## 6. Inuit Content and Cultural Commitment

Proponents must describe their commitment to Inuit content and cultural sensitivity in project execution. This may include:

- Partnerships with Inuit businesses;
- Employment or subcontracting opportunities for Beneficiaries;
- Incorporation of Inuit design elements or cultural considerations in the facility.

The Inuit Content Factor will be calculated using the Inuit Content Scoresheet outlined in the Nunatsiavut Government Procurement Act. Proponents are required to complete and submit the Inuit Content Factor Scoresheet. The NG project team will review and recalculate submissions to determine accuracy and preferred supplier status, where applicable.

## 7. Mandatory Attachments

The following documents must be submitted with all proposals:

- **Appendix A:** Signed Acknowledgement of Insurance Requirements
- **Appendix B:** Completed Inuit Content Form and Scoresheet

Failure to include the mandatory attachments may result in the proposal being deemed non-compliant.

All proposals must be complete, accurate, and submitted by the deadline identified in the RFP. The Nunatsiavut Government reserves the right to request clarification or additional information where necessary to support the evaluation process.

# Evaluation Criteria for Proposals

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The following scoring framework will be utilized by the Nunatsiavut Government to determine overall value for money when evaluating proposals received in response to this RFP. Points awarded will remain confidential and will not be disclosed to proponents.

Proposals will be evaluated based on the following weighted criteria:

- **Corporate Experience (10%)**  
Demonstrated experience delivering comparable lease, renovation, or new-build projects of similar scale and complexity. Preference may be given to proponents with experience operating in northern, remote, or Indigenous contexts.

- **Project Workplan and Approach (15%)**  
Clarity, feasibility, and overall quality of the proposed approach, including understanding of NG’s operational needs, functional requirements, and long-term objectives. This includes the suitability of the proposed facility and the proponent’s strategy for delivery.
- **Location (30%)**  
Proximity to the Labrador Health Centre will be evaluated as follows:
  - 30 points: Less than 1 km
  - 20 points: Within 2 km
  - 10 points: Within 3 km
  - 5 points: Greater than 3 km
- **Project Schedule and Availability (10%)**  
Demonstrated ability to meet required timelines, including readiness for occupancy and achievement of key milestones.
- **Fees, Lease Rates, and Overall Cost Effectiveness (20%)**  
Assessment of lease rates, operating costs, escalation terms, and overall financial structure. Evaluation will consider competitiveness, transparency, and long-term value for money to the Nunatsiavut Government.
- **References (5%)**  
Quality and relevance of references, including contact information for former clients and demonstrated performance on comparable projects.
- **Inuit Culture Incorporation and Inuit Content (10%)**  
Demonstrated commitment to incorporating Inuit culture into the facility design and execution of the project, as well as a clear plan to involve Beneficiaries of the Labrador Inuit Land Claims Agreement and Inuit businesses. This will be based on the Inuit Content Score Sheet in the Nunatsiavut Government Procurement Act.

The Nunatsiavut Procurement Act will be used to determine the preferred supplier and to calculate the Inuit Content Factor for each submission. It is the responsibility of proponents to include a completed Inuit Content Factor Scoresheet (Appendix 2) within their Proposal. Failure to submit a completed Scoresheet will result in an Inuit Content Factor of “0” being applied.

The NG reserves the right to discuss any and/or all Proposals and to request additional information from proponents as part of the evaluation process.

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

## Instructions to Proponents

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Please note that this Request for Proposals (RFP) consists of the following documents:

- Schedule A: Insurance Requirements
- Appendix 1: Procurement Act;

- Appendix 2: Inuit Content Factor Scoresheet.

### *Enquiries*

All enquiries regarding this Request for Proposals (RFP) must be made in writing by email and addressed to:

Attn: Ocean Lane, Contracts Manager

Re: Programing and Office Space Rental: Happy Valley-Goose Bay, NL

Telephone: 709-923-2365

Mail: P.O. Box 92, Makkovik, NL A0P 1J0

Email: [Ocean.lane@nunatsiavut.com](mailto:Ocean.lane@nunatsiavut.com) (cc [infra.ngprocurement@nunantsiavut.com](mailto:infra.ngprocurement@nunantsiavut.com))

Such enquiries should be delivered on or before May 1, 2026 at 4:00pm (ADT) 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](http://www.nunatsiavut.com), as well as on the Nunatsiavut Government MERX website. 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 submitted through the Project MERX solicitation advertisement and/or sent to Ocean Lane, Contract Manager at [Ocean.Lane@nunatsiavut.com](mailto:Ocean.Lane@nunatsiavut.com) with the subject line **PROPOSAL SUBMITTAL: Programing and Office Space Rental: Happy Valley-Goose Bay, NL**

### *Submission Deadline*

Proposals must be received on or before 4:00 p.m. (ADT) on May 8, 2026 (the "Closing Date").  
**PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

### *Acceptance of Proposal*

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date and the proponent may not withdraw their proposal during that time.

Once an award is made, the successful proponent will be held to its proposal as of the Closing Date even if the proponent later alleges a mistake was made in the proposal.

If a proponent discovers that it has made an error in its proposal, the proponent may (1) forward a correction notice to the Nunatsiavut Government at the address identified in this RFP or (2) withdraw its proposal, but the correction or withdrawal must be received before the Closing Date.

Before an award is made, if it appears that there is an error in a proposal, the Nunatsiavut Government may, in its sole discretion, communicate with the proponent to ascertain if the proponent wishes to honour the proposal or withdraw the proposal. If the proponent withdraws its proposal, the proposal will not be considered further.

The Nunatsiavut Government may not accept the lowest or any proposal.

## General Conditions

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### *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.

### *Withdrawal*

Proponents may withdraw their proposal at any time subject to the Acceptance of proposal requirements (90 days after closing).

### *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. All outcomes of this project will be made publicly available on a public infrastructure planning webpage linked to the Nunatsiavut Government page. NG will be the owners of all materials, models, files, and documents developed during this project. Upon final completion, all information and project files (including GIS, excel files, and working files) will be packaged by the consultant and transferred to NG at project closeout.

#### *Release of Information*

##### **At proposal Opening:**

Only the names of the bidders will be released.

##### **After proposal Opening:**

No further information will be released until after the 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.

## Schedule A

The successful proponent must, without limiting the proponent's obligations or liabilities and at the proponent's own expense, purchase and maintain throughout the term of the contract the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Nunatsiavut Government:

- (a) Commercial General Liability in an amount not less than \$1,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
  - (i) include the Nunatsiavut Government as an additional insured,
  - (ii) be endorsed to provide the Nunatsiavut Government with 30 days advance written notice of cancellation or material change, and
  - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
  - (a) be primary; and
  - (b) not require the sharing of any loss by any insurer of the Nunatsiavut Government.
3.
  - (a) The successful proponent must provide the Nunatsiavut Government with evidence of all required insurance within 10 Business Days of the commencement of the Services;
  - (b) if any required insurance policy expires before the end of the Term, the proponent must provide to the Nunatsiavut Government within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance.; and
  - (c) despite paragraph (a) or (b) above, if requested by the NG at any time, the proponent must provide to the Nunatsiavut Government certified copies of the required insurance policies.
4. The successful proponent must obtain, maintain and pay for any additional insurance which the proponent is required by law to carry, or which the proponent considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the proponent's sole discretion. The successful proponent must also provide proof of coverage for its full liability under the worker's compensation laws of the Province of Newfoundland and Labrador.

## Acknowledgement

In submitting this proposal I, \_\_\_\_\_ (please print) acknowledge review of this Schedule A – Insurance.

\_\_\_\_\_  
Signature

## *Appendix 1*- Nunatsiavut Procurement Act

Will be attached to this document and can also be found on the Nunatsiavut Government website at:

<https://www.nunatsiavut.com/government/government-legislation/>

By searching: ***IL 2011-04 Procurement Act***

## Appendix 2- Inuit Content Scoresheet

*Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)*

a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as <b>0.5 points per 1% of Inuit participation in excess of 50%</b> 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.	/20
b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where <b>10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community</b> and <b>6 points is awarded to a company having an operating or a head office in an Inuit Community</b> and <b>4 points is awarded for a head office or operating office elsewhere in Labrador.</b>	/10
c) A maximum of 10 points related to training for Inuit calculated as <b>0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</b>	/10
d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as <b>0.2 points per 1% of employees who are Inuit.</b>	/20
e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as <b>0.1 point per 1% of payroll paid to Inuit.</b>	/10
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.	/10
g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as <b>0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</b>	/10
<b>Total (out of possible 90)</b>	<b>/90</b>