



NUNATSIAVUT
kavamanga Government

Request for Proposals

**The Development and Co-Design of a Nunatsiavut Inuit
Ilaget/Family Mediation Program**

Issue Date: August 4, 2026

Closing date and time: August 25, 2026. 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 NG is organized into seven departments:

- Nunatsiavut Secretariat;
- Nunatsiavut Affairs;
- Health & 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 NG’s website:

www.nunatsiavut.com

The NG requires the professional services of an external consultant to develop and co-design an Inuit-specific family mediation program (Ilaget Mediation Program). This program will be intended to provide culturally relevant, accessible mediation and healing services that strengthen family systems and promote healthy relationships within Nunatsiavut communities and among Nunatsiavut Inuit. Prior to implementing a program, it is required to design a program which will require a collaborative and phased approach that emphasizes community engagement, evidence-based programming, and the development of an Inuit-led family mediation program for piloting.

Overview, Objectives and Scope

Overview

The NG is seeking an external consultant to lead and support the research, engagement and co-design activities required to develop the Ilaget Mediation Program, an Inuit-specific family mediation program for Nunatsiavut Inuit.

The successful proponent will work collaboratively with NG, Nunatsiavut Inuit, Elders, community members, service providers and other identified stakeholders to assess needs, identify relevant practices, and develop a culturally grounded and operationally practical program model.

The intended outcome of the project is a clearly documented family mediation program and implementation framework that NG may use to establish and pilot the Ilaget Mediation Program. The successful proponent will not be responsible for the ongoing operation or delivery of the program.

Objectives

The objectives of this project are to:

- Research evidence-based and culturally grounded approaches to family mediation relevant and applicable to Nunatsiavut Inuit context through conducting a literature review and jurisdictional scan of existing Inuit and other Indigenous family mediation programs,
- Engage Labrador Inuit, Elders, and service providers to ground the program in community priorities and Inuit values;
- Develop a practical Program and Implementation Framework with tools to support piloting and on-going delivery of the program; and
- Co-develop a set of program tracking tools to help NG document program uptake, activity and outcomes to support program reporting that aligns with internal and funder requirements and that support potential future evaluation efforts.

Scope

The successful proponent will be responsible for undertaking the research, engagement, program development, and planning activities necessary to develop and co-design the Ilaget Mediation Program for the NG, in collaboration with the NG, Labrador Inuit, Elders, service providers, and other identified stakeholders.

The successful proponent will be expected to complete the following work:

1. Jurisdictional Scan and Literature Review

Objective: To ground the Program in evidence-based and culturally relevant approaches, drawing on existing Inuit and other Indigenous family mediation models, Inuit legal traditions, and restorative practices.

Conduct research into these models and traditions, along with the legislative, policy, and oversight considerations relevant to implementing the Program within Nunatsiavut.

Deliverable: A written summary of findings from the **Jurisdictional and Literature Review** that, at a minimum:

- identifies the research methods undertaken and key sources reviewed;
- identifies relevant family mediation models, best practices, and culturally grounded approaches, including Inuit legal traditions and restorative practices; and
- identifies legislative, policy, and governance considerations relevant to implementation within Nunatsiavut; and
- clearly outlines how these findings connect to the next phase of community and stakeholder engagement.

2. Community and Stakeholder Engagement

Objective: To ensure the Program reflects community priorities, existing strengths, service gaps, and Inuit values through direct engagement with Labrador Inuit, Elders, and service providers.

Design and deliver a community and stakeholder engagement process to obtain input from Labrador Inuit, Elders, NG staff, service providers, and other identified stakeholders. At a minimum, the successful proponent shall conduct both virtual and in-person engagement sessions with representatives from the five Labrador Inuit Communities (Nain, Hopedale, Postville, Makkovik, and Rigolet) and in Upper Lake Melville. The engagement plan should be co-developed by the NG and should be ethically sound and align with regional needs.

Deliverable: A written summary of **Community and Stakeholder Engagement** that, at a minimum:

- describes the engagement methodology and activities undertaken;
- identifies the communities, organizations, and stakeholder groups engaged;
- summarizes feedback received and identifies common themes, priorities, and concerns; and
- explains how the engagement findings should inform the Program and Implementation Framework and associated tools and resources.

3. Program and Implementation Framework and Tools

Develop a comprehensive Ilaget Mediation Program and Implementation Framework together with the operational resources and recommendations needed to support implementing the program, reflecting Inuit values and approaches to family wellness and conflict resolution. This work shall also identify simple, practical tools for tracking program activity and participant outcomes on an ongoing basis; a full, stand-alone evaluation methodology is not required at this stage.

Deliverable: A draft **Ilaget Mediation Program and Implementation Framework and Tools** package that, at a minimum, includes:

- the purpose, objectives, and guiding principles of the Program;
- eligibility criteria, referral pathways, and the proposed governance and service delivery model;
- staffing roles, qualifications, and training recommendations;
- operational policies, procedures, and service standards, including confidentiality, records management, and participant safety considerations;
- key forms, templates, checklists, and guidance materials for program staff and participants;
- basic tools for tracking program activity and outcomes (e.g., intake/output tracking, participant feedback forms); and
- a clearly outlined approach for implementing the program, including phases, timelines, resource requirements, and risks/mitigations.

4. Final Deliverables

Following review by the NG, revise all draft deliverables to address the NG's comments and produce a complete package suitable for implementation.

Deliverable: A Final Project Package that, at a minimum:

- reflects user-friendly guidance for employees/program staff;
- incorporates all revisions accepted by the NG;
- includes the final Ilaget Mediation Program and implementation Framework, with tools and materials;
- includes the Research and Engagement Findings Summary and Community and Stakeholder Engagement Summary that clearly connects the evidence base to all program components; and
- is submitted in both editable Microsoft Office format and searchable PDF format.

Project Completion

Time is of the essence. The successful proponent shall complete the Services and submit all final deliverables described in this Scope of Work no later than **March 31, 2027**, unless otherwise agreed to in writing by the NG.

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 understanding, and Approach Workplan

The proposal shall demonstrate the proponent's understanding of the objectives, scope, and intended outcomes of the project. Proponents should describe their proposed methodology for completing the work, including their approach to research, community and stakeholder engagement, program development, and collaboration with the Nunatsiavut Government.

The proposal should also include a detailed workplan identifying the major phases of the project, key activities, anticipated deliverables, project milestones, and the proposed timeline for completing the work. The workplan should identify any assumptions made by the proponent and describe how potential risks or challenges that may affect the project will be managed.

Schedule of Rates and Fees

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

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

Background, Experience, and Capabilities

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.

Proponents shall identify the individuals who will be assigned to the Project and describe their respective roles and responsibilities. The proposal should identify the proposed project lead and any other key personnel who will be involved in delivering the Services.

For each individual identified, proponents should provide a summary of their relevant qualifications, experience, and expertise, including any experience in Indigenous engagement, family mediation, restorative justice, program development, community engagement, or other experience relevant to the Project. Proponents should also identify any subcontractors or external advisors proposed to be engaged in completing the Project and describe the nature of their involvement.

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 proposal being disqualified from consideration.

References

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

Instructions to Proponents

Enquiries

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

Erin Broomfield
Regional Justice Services Manager
Nunatsiavut Government
erin.broomfield @nunatsiavut.com

Such enquiries should be delivered by **August 12, 2026** 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:

Erin.broomfield@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 **August 25, 2026**.
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) the proponent's demonstrated understanding of the Project and its objectives
- c) the proposed methodology, approach, and workplan for completing the Project;
- d) Relevant experience of the proponent and key personnel, including the proponent's experience completing projects of a similar nature, including work with Indigenous communities, program development, community engagement, family mediation, or restorative justice initiatives;
- e) References, including the contact information of former clients;
- f) Schedule of rates and fees;
- g) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- h) 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, to waive minor informalities, irregularities, or technical defects in any proposal, and to request additional information or clarification from any proponent where the NG considers it appropriate to do so, provided that doing so does not prejudice the fairness or integrity of the procurement process. The NG also reserves the right to conduct personal interviews with selected proponents and to 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)

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.	/20
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.	/10
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.	/10
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.	/20
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.	/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 1% 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 0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.	/10
Total (out of possible 90)	/90