



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS ASSESSING THE NUNATSIAVUT GOVERNMENT'S CAPACITY FOR HEALTH RESEARCH

Issue Date:

March 5th, 2021

Closing date and time:

4:00 p.m. ADT, March 26th, 2021



The Nunatsiavut Government is requesting proposals for the completion of a thorough assessment of the strengths and gaps relating to the Nunatsiavut Government's capacity to plan, implement and manage health research within Nunatsiavut. This assessment will include the creation of recommendations for the Nunatsiavut Government to consider for the successful implementation of the Qanuippitaa? National Inuit Health Survey.

1. Project Context

The Nunatsiavut Government (NG) is the land-claims organization and self-government for the Labrador Inuit. As a regional Inuit government within the province of Newfoundland and Labrador, the NG has many of the rights and responsibilities of other governments. It is responsible for advancing the Indigenous, constitutional, democratic, social, and human rights of Labrador Inuit. The Department of Health and Social Development (DHSD) is one of NG's seven departments, each of which reflect the unique principles of the Labrador Inuit Constitution (the fundamental law of Labrador Inuit).

Nunatsiavut encompasses all lands in the Labrador Inuit Settlement Area, including the communities of Nain, Hopedale, Makkovik, Postville & Rigolet. The NG also provides certain programs and services for Labrador Inuit who live in the communities of Happy Valley-Goose Bay, Mud Lake, and North West River, as well as the Canadian Constituency (Labrador Inuit who live outside of Nunatsiavut and Upper Lake Melville).

The NG works closely with national, provincial, and regional partners in ensuring the needs of Nunatsiavummiut are met. Many of NG's services occur in tandem with federally- and provincially-provided services, and these services and programs rely heavily on the availability of timely, accurate and relevant information about the Nunatsiavut population's health and social indicators.

2. Project Overview

The NG is a recipient of funding for the *Qanuippitaa? National Inuit Health Survey* (QNIHS), which will be used support the building of capacity in Inuit communities to develop and collect survey information and support Inuit self-determination in setting the research agenda in regions and communities. The *Qanuippitaa? National Inuit Health Survey* (QNIHS) will be Inuit-determined and co-created through partnerships based on self-determination, respect, and transparency, as outlined in the *National Inuit Strategy on Research*.

With this funding for the QNIHS, the NG is entering into a new phase of gathering, holding and managing health data. As the Nunatsiavut Government works with regional and national partners to plan the implementation of the QNIHS, it is also looking to sustainably increase its own capacity and resources for managing all aspects of health research and data.

In order to increase this capacity in the most sustainable and efficient manner, an assessment of the current strengths and gaps around the Nunatsiavut Government's ability to manage and lead health research is needed.



3. Scope of Work

In collaboration with a small internal committee within the Nunatsiavut Government, the successful proponent will take on the following work:

- (1) Elaborate a comprehensive framework for assessing the Nunatsiavut Government's current capacity to lead and manage health research, with emphasis (but not limited to) the Department of Health and Social Development's capacity (the "Assessment"), including (but not limited to):
 - a. Reviewing existing documentation and draft of the Assessment framework;
 - b. Meeting with internal NG committee to assess additional needs; and
 - c. Refining and finalizing the Assessment framework and adjusting scope of the Assessment as needed.
- (2) Complete a targeted review of approaches by similarly structured organizations in similar contexts carrying out health research programs, activities, and/or large-scale health/population surveys in order to summarize standards/best practices for successful health research implementation. The review should focus on understanding organizational needs in the following areas of capacity:
 - a. Human resources, team structures and specialized positions;
 - b. Data storage and management;
 - c. Infrastructure and equipment;
 - d. Funding;
 - e. Research Governance; and
 - f. Additional areas of capacity needed to lead health research initiatives.
- (3) Gather information to complete the Assessment and compile recommendations for sustainably increasing NG's capacity to lead and manage health research, and successfully implement the QNIHS in Nunatsiavut. This may include:
 - a. Document review;
 - b. Interviews with key stakeholders; and
 - c. Additional information gathering activities as deemed necessary to complete the Assessment.

4. Project Deliverables

The deliverables must include:

- (1) A final framework for the Assessment;



- (2) A written report in PDF format including a summary of best practices gleaned from targeted review of other organizations and research programs in the areas of:
 - a. Staffing needs and structures;
 - b. Governance structures;
 - c. Data management;
 - d. Funding; and
 - e. Infrastructure.
- (3) The completed Assessment that highlights strengths and weaknesses of NG's current capacity around health research, and provides recommendations around key areas of focus where increases in capacity are needed in order to successfully implement the QNIHS and grow a health research program that meets the needs of Nunatsiavut communities and institutions; and
- (4) A comprehensive list of specific short, medium and long term strategies for sustainably increasing health research capacity within the Nunatsiavut Government

Development of all deliverables is to be done in consultation with the Nunatsiavut Government and be in line with the mandate, values, and philosophies of Nunatsiavut service delivery, including culturally-appropriate, trauma-informed, and harm-reduction principles.

5. Timeline

Deliverables to be completed by June 1st, 2021, unless specific approval to extend beyond that date is provided.

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

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



The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. 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, within their proposal, a calculation of the Inuit Content Factor for the proponent.**

7. 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 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.

Project experience

Project experience should include a comprehensive list of relevant project of key personnel, including links to any publically available examples where possible.

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.

Other Benefits

The proponent should describe any other services or benefits the NG may realize through these services.



8. Instructions to Proponents

Enquiries

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

Attn: Kristeen McTavish, Inuit Health Survey Manager – DHSD, Nunatsiavut Government
Cherie Auchinleck, Administrative Assistant – DHSD, Nunatsiavut Government

218 Kelland Drive
P.O. Box 496, Station C
Happy Valley-Goose Bay, NL
A0P 1C0

kristeen.mctavish@nunatsiavut.com
709-899-4006

Such enquiries should be delivered on or before **4:00 pm (ADT), March 15th, 2021** 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 Kristeen McTavish, Inuit Health Survey Manager at kristeen.mctavish@nunatsiavut.com.

Hard copies of proposals will also be accepted, must be clearly marked **“Assessing the Nunatsiavut Government’s Capacity for Health Research”** and be received at:

Nunatsiavut Government
Department of Health and Social Development
218 Kelland Drive
P.O. Box 496, Station C



Happy Valley-Goose Bay, NL

AOP 1C0

Attn: Cherie Auchinleck, Administrative Assistant – DHSD, Nunatsiavut Government

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before **4:00 p.m. (ADT) on March 26th, 2021** (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

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

9. General Conditions

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.



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 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.



NUNATSIAVUT
kavamanga Government

Inosiagiktotitsigasuannimi amma
Nunaliinnik Pivalliatiksigasuannimi
Health and Social Development

Release of Information

While Proposal 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 bidders will be released.

After Proposal Opening:

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