



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS A DOCUMENTARY ON TUBERCULOSIS IN NUNATSIAVUT

Issue Date:

November 30, 2021

Closing date and time:

4:00 p.m. AST, December 21, 2021



The Nunatsiavut Government (NG) is requesting proposals for the creation of a documentary on Tuberculosis in Nunatsiavut that will serve as an informational/educational tool. This work should be completed in full by June 30, 2022 with small excerpts required by March 17, 2022.

Project Context

As a regional Inuit government within the province of Newfoundland and Labrador, the Nunatsiavut Government 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 Inuit Communities of Nain, Hopedale, Makkovik, Postville and Rigolet. The NG works closely with national, provincial, and regional partners in ensuring the needs of Nunatsiavummiut are met, including public health. Tuberculosis (TB) has been a longstanding public health issue in Labrador and the Nunatsiavut Government has recently partnered with Inuit Tapiriit Kanatami (ITK), the Government of Canada and the World Health Organization (WHO) in a concentrated effort to eliminate TB.

Project Overview

The goal of this project is to create a documentary on Tuberculosis in Nunatsiavut that will tell the story of Tuberculosis (TB) since it was introduced until the present day with a focus on the stigma associated with the disease. The video will include footage (scenery, historical photos) and interviews with individual Nunatsiavut community members and other key informants, such as health care professionals who have worked or currently work with TB clients. However, the focus should be on community members and their personal experiences with TB. The story of TB in Nunatsiavut will flow from past to present and include a look into the future towards elimination of TB in the region. The entire video should be no longer than 30 minutes, but smaller segments from the video will also be required that can be used on social media to create awareness, enhance knowledge, and address stigma associated with TB.

DHSD staff are available to assist with planning, logistics, and gathering of information. Travel into Nunatsiavut communities will be necessary. Interested proponents should be aware that travelling to Nunatsiavut will require compliance with COVID-19 vaccination regulations. Therefore, the successful proponent will be required to show proof of vaccination status if and when travel is required to fulfill the deliverables within this Request for Proposals (RFP).

All data and documents produced by the proponent under this RFP, including but not limited to the TB documentary and shorter social media clips, shall be the sole property of the NG. The proponent shall not have the right to use or duplicate any information obtained through the course of the work, without



the written consent of NG. The NG will have full and exclusive rights to duplicate, use, and disclose in any manner for the NG's purposes, all or any part of the work delivered by the proponent.

Scope of Work

The NG is requesting proposals for the following services to be performed:

- Work with the project manager and DHSD public health staff to identify and obtain consent from individuals willing to participate in the documentary.
- Conduct/film interviews with community members and Health Care Professionals in Nunatsiavut.
- Film appropriate community scenery and activities to complement the video.
- Compile TB related photos, including historical photos, photos of TB survivors, pictures of TB community engagement events (i.e. World TB Day), etc. to be used in the video. The project manager and DHSD public health staff will be available to assist with this work.
- Create a 20 to 30 minute long documentary video that tells the story of TB in Northern Labrador and how it has affected Inuit communities historically and contemporarily. Shorter, social media video clips will also be required.
- Compliance with COVID-19 protocols will be required, including proof of vaccination status.

Project Deliverables

A documentary on TB in Nunatsiavut with short social media ready clips pulled and prepared from the larger video.

Timeline

The smaller social media clips are required to be completed by March 17, 2022 for a premiere on World TB Day (March 24, 2022). The larger documentary is required to be completed by June 30, 2022.

Evaluation Criteria for Proposals

The NG will evaluate each proposal received in response to this RFP using the following non-exhaustive factors. It is notable that these factors are not ranked in order of preference or priority:

1. Completeness, thoroughness and relevance of the proposal submitted in response to this RFP;
2. Creativity of the approach;
3. Relevant experience of the individual or firm in relation to TB, Nunatsiavut communities and documentary film making;
4. Total price for performance of the requested services;
5. References, including the contact information of former clients;
6. Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
7. 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 score for the proponent, even if it is zero.**

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 publicly available examples where possible.

Quote

The proponent should include a detailed quote for the services requested.

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.

Instructions to Proponents

Enquiries

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

Attn: Jennifer Bull
End TB Regional Action Plan Project Manager
Department Health & Social Development
Nunatsiavut Government
218 Kelland Drive
P.O. Box 496, Station C
Happy Valley-Goose Bay,
NL
A0P 1C0

jennifer.bull@nunatsiavut.com

709-896-4483

Such enquiries should be delivered on or before **4:00 pm (AST), December 10, 2021** so that questions and answers can be posted to the NG website 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 Jennifer Bull, End TB RAP Project Manager at jennifer.bull@nunatsiavut.com.



Hard copies of proposals will also be accepted, must be clearly marked **A DOCUMENTARY ON TUBERCULOSIS IN NUNATSIAVUT** 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
A0P-1C0
Attn: Jennifer Bull, End TB RAP Project Manager

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before **4:00 p.m. (AST) on December 21, 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.

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.

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.