



**Nunatsiavut Assembly    Nunatsiavut Katimajitsuangit**

**Special Committee on Voting Alternatives for the  
Canadian Constituency**

**REQUEST FOR PROPOSALS**

**RESEARCH ASSISTANCE – ELECTRONIC VOTING ALTERNATIVES**

**Issue Date:  
June 18<sup>th</sup>, 2021**

**Closing date and time:  
4:00 p.m. ADT July 9<sup>th</sup>, 2021**

# Background and Project Objectives

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## Labrador Inuit Governance

The *Labrador Inuit Land Claims Agreement (LILCA)* was established in 2005 between Labrador Inuit, Canada and Newfoundland and Labrador. Through this comprehensive modern treaty, Labrador Inuit achieved and established the first and only Inuit self-government region in Canada. The Nunatsiavut Government (NG) is a regional Inuit government within the province of Newfoundland and Labrador. The NG has authority over many areas including health, education, housing, culture and language, justice and community matters.

The *LILCA* and the *Labrador Inuit Constitution* set out the three branches of government in Nunatsiavut: legislative (the Nunatsiavut Assembly), executive (the President and Executive Council) and judicial (the Inuit Court (not yet established)).

## The Nunatsiavut Assembly

The Nunatsiavut Assembly is the legislature of Nunatsiavut. Beneficiaries of the *LILCA* live throughout Canada; in fact, approximately two-thirds of all Nunatsiavut Beneficiaries reside outside of the Nunatsiavut region itself, either elsewhere in Labrador or elsewhere in Canada. Nunatsiavut's system of government affords representation in the Nunatsiavut Assembly for Beneficiaries living outside of the Nunatsiavut region.

The Assembly is comprised of 18 Members:

- 1 – President of Nunatsiavut;
- 10 – Ordinary Members (6 representing Inuit Communities in the Nunatsiavut region, 2 representing Beneficiaries in the Upper Lake Melville region of Labrador, and 2 representing all other Beneficiaries resident elsewhere in Canada (the “Canadian Constituency”));
- 5 – AngajukKâk (or ‘mayors’) of the communities in the Nunatsiavut region, who by virtue of their office also sit as members of the Nunatsiavut Assembly; and
- 2 – Chairpersons of Inuit Community Corporations (corporations established to represent Inuit located in certain urban areas outside of the Nunatsiavut Region and who by virtue of their office also sit as members of the Nunatsiavut Assembly).

Nunatsiavut has established set election dates for most offices. By-elections for vacancies also occur from time to time. In elections for President balloting occurs by means of traditional polling stations (with paper ballots) for those voters resident in the Nunatsiavut region and in the Upper Lake Melville region of Labrador. Voters resident elsewhere in Canada are required to vote by mail. Balloting in elections for Ordinary Members for the Canadian Constituency are completely conducted by mail. Mail balloting is administered by the office of the Nunatsiavut Electoral Officer, located in Happy Valley-Goose Bay, Labrador.

Over time, concerns have been expressed with regard to the existing mail-in balloting system for elections involving electors in the Canadian Constituency. These concerns include, but may not be limited to, delays in postal delivery, security of ballots, identification of voters, cost and relatively low rates of returns.

On March 9, 2021 the Nunatsiavut Assembly approved the appointment of the “Special Committee on Voting Alternatives for the Canadian Constituency” who’s mandate, in part, is “to consider, in particular, if any system of electronic voting exists that would better serve constituents in the Canadian Constituency as an effective method of exercising the democratic right to participate in elections.”

## Project Objectives

Through this Request for Proposals, the Committee is seeking the assistance of academics/researchers with a background in voting systems who can provide the Committee with the following services in order to fulfill its mandate:

1. an overview of benefits and weakness of electronic voting systems, generally;
2. an overview of the types of electronic voting systems that may be suitable for use for elections involving voters in the Canadian Constituency;
3. a recommendation of a short list of providers of appropriate voting systems.

The Committee is required to report to the Assembly on its finding in the fall of 2021, so the objectives must be completed by early- to mid-September, 2021.

Additionally, in the event that the Nunatsiavut Assembly approves a transition to an electronic balloting system for voters in the Canadian Constituency, proponents should indicate if they are willing and able to assist the Assembly in reviewing any proposals submitted by voting system providers.

# Requirements

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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.

## **Mandatory Requirements**

Proponents must show, in their proposal, a demonstrated expertise or depth of knowledge and experience with respect to voting systems used in the context of democratic governments, with a particular emphases on types of electronic voting systems.

# Evaluation Criteria for Proposals

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The Nunatsiavut Assembly 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) Inuit Content as outlined in the Nunatsiavut Government’s *Procurement Act*; and
- f) Other criteria as may be applicable.

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

A contract, if awarded, will be awarded in accordance with Nunatsiavut’s *Procurement Act*. Proponents are advised that although price and Inuit content will be considered, the Nunatsiavut Assembly may not accept the lowest-cost proposal nor will the proposal with the highest ranked Inuit content score be necessarily accepted. The Nunatsiavut Assembly 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 for the proponent, even if the Inuit Content Score is ‘0’.**

## 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. 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 Nunatsiavut Assembly may realize through these services.

# Instructions to Proponents

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## Enquiries

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

Attn: Hon. Roland Saunders  
Email: [roland.Saunders@nunatsiavut.com](mailto:roland.Saunders@nunatsiavut.com)

Such enquiries should be delivered on or before June 30<sup>th</sup>, 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 Nunatsiavut Assembly, responses to any questions and/or any additional information will be issued by the Nunatsiavut Assembly in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the Nunatsiavut Government's website at [www.nunatsiavut.com](http://www.nunatsiavut.com). It is the responsibility of the proponent to ensure that it has viewed 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 Hon. Roland Saunders – Chair of the Special Committee on Voting Alternatives for the Canadian Constituency at [Roland.Saunders@nunatsiavut.com](mailto:Roland.Saunders@nunatsiavut.com).

Hard copies of proposals will also be accepted, must be clearly marked "RESEARCH ASSISTANCE – ELECTRONIC VOTING ALTERNATIVES" and be received at:

Nunatsiavut Assembly  
Special Committee on Voting Alternatives for the Canadian Constituency  
c/o Nunatsiavut Government  
95 LeMarchant Road, Suite 203  
St. John's, NL A1C 2H1  
Attn: Hon. Roland Saunders – Chair

**NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.**

### Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) on July 9th, 2021 (the “Closing Date”).  
**PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

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



# 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 Nunatsiavut Assembly must be borne by the proponent submitting the proposal.

## No Claim

The Nunatsiavut Assembly 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 Nunatsiavut Assembly reserves the right to accept or reject any or all proposals received in response to this RFP. The Nunatsiavut Assembly 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 Nunatsiavut Assembly 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 Nunatsiavut Assembly and any proponent. There will be no binding agreement between any proponent and the Nunatsiavut Assembly until a formal contract with negotiated terms has been signed by both the Nunatsiavut Assembly 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 Nunatsiavut Government (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 Nunatsiavut Assembly the NG by a proponent during this process must not be disclosed unless authorized by the Nunatsiavut Assembly, 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

Nunatsiavut Assembly 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 Nunatsiavut Assembly will become the property of the Nunatsiavut Assembly. They will be received and held in confidence by the Nunatsiavut Assembly.

## 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.