



# NUNATSIAVUT

kavamanga Government

## REQUEST FOR PROPOSALS

SERVICE ORGANIZATION RECRUITMENT – CERTIFIED ENERGY AUDITOR MENTORSHIP  
YOUTH ENERGY TRAINING INITIATIVE - 2021

**Issue Date:**  
**Friday June 11<sup>th</sup>, 2021**

**Closing date and time:**  
**4:00 p.m. ADT Wednesday June 30<sup>th</sup>, 2021**

# Project Overview, Objectives and Scope

---

The Nunatsiavut Government [NG] recently launched a capacity-building program entitled the *Youth Energy Training Initiative* [YETI]. The primary goal of YETI is to ensure that youth Beneficiaries of the *Labrador Inuit Land Claims Agreement* possess the skills, knowledge, and educational background to lead energy security initiatives in their respective communities.

YETI builds upon policies, programs, and projects being implemented through the NG's Energy Security Strategy by delivering specific training opportunities which will ensure Inuit involvement and employment in our region's sustainable energy sector. To date, four primary areas of training have been prioritized as part of YETI: (1) Certified Energy Auditor training; (2) solar fundamentals and installation; (3) community wind energy skills; and (4) wood energy technology transfer certification.

In December of 2020, the Government of Canada announced their Greener Homes Program (see: [Government of Canada, 2021](#)). At the core of this program is the provision of up to 700,000 grants of up to \$5,000 each to help homeowners make energy efficiency retrofits to their primary residence. In order to qualify for the grants, participating households must obtain an EnerGuide home evaluation prior to retrofits taking place, and then complete a second evaluation once the efficiency retrofits have occurred. There are currently no NRCAN-licensed service organizations qualified to conduct EnerGuide home evaluations headquartered in Nunatsiavut or Newfoundland and Labrador. This results in a certification gap which prohibits Nunatsiavummiut from accessing federal and provincial programs and services which require EnerGuide evaluations.

As such, the NG plans on hiring two Energy Efficiency Trainees [Trainees] in the spring/summer of 2021, who will undergo NRCAN registered energy advisor training over a period of 18 months, in order to become Certified Energy Auditors according to NRCAN criteria. The Trainees will eventually complete the EnerGuide evaluations in Nunatsiavut. Through this Request for Proposals, the NG is requesting proposals from qualified NRCAN-licensed service organizations, to support the Trainees as they progress through the entire Certified Energy Auditor training program, including associated exams, mentoring, and the registration process.

The successful proponent will provide the following services to the NG:

- Conduct an initial consultation with NG staff and develop an appropriate training plan and timeline to ensure that the Trainees complete NRCAN's requirements for Certified Energy Auditors;
- Provide ongoing support, coaching, and mentorship as the Trainees prepare for and ultimately complete both NRCAN examinations (Foundation Level Exam and the Energy Advisor-House Exam);

- Travel to a Nunatsiavut community (Nain, Hopedale, Postville, Makkovik, or Rigolet, to be determined by NG), to support the Trainees as they complete 10 probationary energy audits;
- To virtually support the Trainees as they process data and complete reporting requirements pertaining to probationary audits;
- To provide any other unique training, learning, or work experience opportunities available within your organization to support the professional development of the Trainees;
- If necessary, to return to a Nunatsiavut community for a second time to complete post-renovation audits (this will only be required if the Trainees have not completed all certification requirements by the end of their employment period). A contingency budget should be included in proposals for this potential requirement.

# Requirements

---

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 be an NRCan-licensed service organization and have experience in conducting EnerGuide Home Evaluations. Consultants and all team members must state their professional qualifications and certifications including authorizations to undertake their disciplines in the Province of Newfoundland and Labrador.

# 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) Total price of for performance of the requested services;
- e) References, including the contact information of former clients;
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) 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, in their proposal, a calculation of the Inuit Content Factor for the proponent, even if the proponent's 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 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 key personnel and their relevant experience, 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 in performing the requested services.

### Quote

The proponent should include a detailed quote for the services requested

### COVID-Response Plan

The proponent is responsible for ensuring that it can complete the services while respecting Newfoundland and Labrador's COVID-19 public health restrictions. The proponent should include a detailed plan for how they will conduct the requested services in accordance with those restrictions, including but not limited to taking into consideration the time and expenses related to self-isolation requirements when entering Newfoundland and Labrador.

### 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 (RFP) must be made in writing by fax or e-mail and addressed to:

Attn: Nick Mercer – Regional Energy Coordinator, Nunatsiavut Secretariat  
Telephone: (709) 899-0041  
Fax: (709) 947-3543  
Mail: P.O. nick.mercer@nunatsiavut.com

Such enquiries should be delivered on or before Friday, June 18, 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](http://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 Nick Mercer, Regional Energy Coordinator at [nick.mercer@nunatsiavut.com](mailto:nick.mercer@nunatsiavut.com).

Hard copies of proposals will also be accepted, must be clearly marked “*SERVICE ORGANIZATION RECRUITMENT– Youth Energy Training Initiative 2021*” and be received at:

Nunatsiavut Government  
25 Ikajuktauvik Road  
P.O. Box 70, Nain  
NL Canada A0P 1L0  
Attn: Nick Mercer – Regional Energy Coordinator, Nunatsiavut Secretariat

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

*Submission Deadline*

Proposals must be received on or before 4:00 p.m. (ADT) on Wednesday, June 30, 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.

#### **After contract is awarded:**

The proponent will be advised of the NG's final decision regarding its proposal.

On request, the NG will provide an unsuccessful proponent with the reasons that its proposal was not successful.

No other information will be released.