



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS

**INSTRUCTOR RECRUITMENT – SOLAR AND WIND INSTALLER TRAINING
YOUTH ENERGY TRAINING INITIATIVE - 2021**

Issue Date:
Wednesday, June 23rd, 2021

Closing date and time:
4:00 p.m. ADT Wednesday July 14th

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.

The NG is currently partnered with Natural Forces, an independent power producer, on the development of a front-end engineering design study for a 1.8 megawatt wind energy project in Nain. This project is expected to proceed to construction during the shipping season of 2022. In summer 2021, the NG will also be developing four 20 kilowatt solar net-metering projects in the communities of Rigolet, Postville, Hopedale and Nain. As noted in the Green Energy Survey hosted by the NG in 2020, opportunities for training and education and job creation were identified as main priorities relating to energy projects by Nunatsiavut participants. Considering this, it is our goal to have training, education and job opportunities associated with all energy-related projects going forward.

With that in mind, the NG plans to offer Nunatsiavut beneficiaries two separate solar and wind installer training workshops, in the summer of 2021, in preparation for upcoming energy projects. The solar installer training should be available to two participants from each community (10 total) in a single Nunatsiavut community. The wind installer training should be available to five participants from the communities of Nain and Hopedale. Both training sessions should prepare participants for entry-level positions in the solar PV and wind development industry.

Through this Request for Proposals, the NG is requesting proposals from experienced firms, to deliver community-oriented solar and wind installation workshops.

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

- Travel to a Nunatsiavut community (Nain, Hopedale, Postville, or Rigolet, to be determined by NG), to conduct the training, with contingency for COVID isolation protocol if necessary
- Develop and implement a multi-day solar installation course (intended for ages 15+) which integrates both a theoretical and hands-on component for a minimum of 10 participants

- Develop and implement a multi-day wind installation course (intended for ages 15+) which integrates both a theoretical and hands-on components for a minimum of 5 participants
- Liaise with the solar net-metering contractor to gauge feasibility, and if possible integrate, a hands-on solar install experience for the Trainees
- Liaise with the Nain Wind Microgrid project developer to gauge feasibility, and if possible integrate, a hands-on wind install experience for the Trainees

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 have experience in hosting renewable energy training. 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 **June 30th, 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 Nick Mercer, Regional Energy Coordinator at nick.mercer@nunatsiavut.com.

Hard copies of proposals will also be accepted, must be clearly marked “*INSTRUCTOR 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, July 14th** (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.