



REQUEST FOR PROPOSALS

NUNATSIAVUT INUIT ANCESTRY PROJECT

Issue Date:

October 6, 2021

Closing date and time:

4:00 p.m. November 5, 2021

Summary and Background

Summary

The Nunatsiavut Government invites proposals to research and develop a database of Nunatsiavut Inuit family trees that will serve as a resource for the regional Membership Committees and Inuit Membership Appeal Board in determining the Inuit ancestry of applicants for enrolment to be beneficiaries of the *Labrador Inuit Land Claims Agreement* (“LILCA”).

Background

The Nunatsiavut Government is an Inuit regional government established under the *LILCA*. The Nunatsiavut Government is responsible for coordinating the enrolment of persons who apply to become beneficiaries of the *LILCA* and administering the enrolment process. Four independent, regional Membership Committees make eligibility and enrolment decisions based on the criteria set out in the *LILCA*. People whose applications are rejected by a regional Membership Committee may appeal to the Inuit Membership Appeal Board.

The eligibility criteria allow for the enrolment of individuals who have at least one-quarter Inuit ancestry. The *LILCA* defines ‘Inuit’ as being “all those members of the aboriginal people of Labrador, sometimes known as Eskimos, that has traditionally used and occupied, and currently uses and occupies, the lands, waters and sea ice of the Labrador Inuit Land Claims Area, or any of its regions.” In making eligibility decisions in cases where the applicant claims Inuit ancestry, the Membership Committees or Inuit Membership Appeal Board must be satisfied that applicant’s Inuit ancestors are members of the Inuit people who use and occupy the Labrador Inuit Land Claims Area (a specified territory within Labrador that is defined in the *LILCA*). This requires information about the applicant’s genealogy and the ethnicity as well as and land use and occupancy of the applicant and the applicant’s ancestors.

Over the years the Membership Committees and Inuit Membership Appeal Board have considered information provided by applicants about their families; information provided by other family members about the family in the course of their applications; the traditional knowledge of elders in the community; and knowledge about Inuit families and territory held by members of the Committees and the Appeal Board. Information and decisions about an applicant’s degree of Inuit ancestry are often controversial because experience has shown it is sometimes difficult to establish reliable information about the degrees of Inuit ancestry.

To assist the Membership Committees and the Appeal Board the Nunatsiavut Government wishes to undertake the **Nunatsiavut Inuit Ancestry Project** (the “Project”). The objective of the Project is to establish a database of accurate and reliable information about the degree of Inuit ancestry of Inuit families historically connected to the Labrador Inuit Land Claims Area as a resource for use by the Membership Committees and Inuit Membership Appeal Board in assessing whether individual applicants have the required degree of Inuit ancestry for enrolment as beneficiaries of the *LILCA*.

Project Description

The purpose of the Project is to research and establish accurate and authoritative information about both the genealogy and the degree of Inuit ancestry of Inuit who have occupied the Labrador Inuit Land Claims Area. The Inuit family trees and related Inuit lineages that are produced as a result of the research are to be compiled into a database that is to be delivered to the Nunatsiavut Government in both paper and electronic formats. Members of the Membership Committees and the Inuit Membership Appeal Board must be able to find both formats easy to use. The deliverable, including the database, is hereafter referred to as the “**Report**”. The Report will be the property of the Nunatsiavut Government.

The successful proponent will be responsible for planning and carrying out the Project with assistance from the Department of Nunatsiavut Affairs of the Nunatsiavut Government and will be responsible for designing and delivering the Report on time.

Project Scope

The **scope** of this Project includes:

1. all historical, genealogical and ethnographic research necessary to establish the family trees of Inuit who have occupied the Labrador Inuit Land Claims Area and to establish the degree of Inuit ancestry of individuals identified in the family trees;
2. carrying out literature reviews and research in public and private records;
3. consultation with Membership Committees, the Appeal Board and other Inuit knowledge holders about Nunatsiavut Inuit genealogies and the Inuit lineage of Nunatsiavut Inuit families;
4. consultation with other researchers who have carried out related or similar work in Nunatsiavut or with respect to Nunatsiavut Inuit families;
5. consultation with Membership Committees and the Appeal Board as to their requirements for a user-friendly Report;
6. compilation of the results of the research phase into a Report that is user friendly;
7. identification within the Report of all sources, reference material and resources relied on in the compilation of information contained in the Report;
8. arrangements respecting protection of the privacy of individuals and where necessary securing consent to use or disclose private information;
9. providing recommendations to the Nunatsiavut Government about the privacy and security of information contained in the Report;
10. design and development and, if necessary, coding and procuring licences for software for the electronic database.

Project Criteria

The following **criteria** must be met to achieve a successful project:

- a. ability to work closely with the Nunatsiavut Government and its various departments:
 - i. to understand the conceptual underpinnings of the eligibility criteria established by the Land Claims Agreement and the Project.
 - ii. on the design and coordination of tasks and resources necessary to complete the Report.
 - iii. in determining the content and design of the Report;
- b. ability to work closely with Membership Committees and the Appeal Board so as to give them a sense of ownership of the Report;
- c. community buy-in to the Project's design and accommodation of community perspectives and concerns.
- d. Inuit knowledge must be built into the design of the project - the Report must incorporate existing Inuit ancestry information held in the Registry of Beneficiaries and by the Membership Committees and the Appeal Board;
- e. the decision-makers who will use the Report must have confidence in the design and substantive quality of the final product;
- f. the methodology must be validated, and the results of the research must be peer-reviewed before the Report is finalized and accepted;
- g. the Report must be:
 - comprehensive, substantively accurate and trustworthy;
 - straightforward, intuitive and easy to search or navigate with quick access to information; and
 - visually pleasing with consistent design across all family trees, pages, sections and divisions;
- h. the electronic database developed as part of the Report must be:
 - fully functional;
 - searchable;
 - protected against interference or unauthorized amendment;
 - compatible with Nunatsiavut Government information technology systems; and
 - easily upgradable;
- i. the Report must, with the prior approval of the Department of Nunatsiavut Affairs, contain:
 - guidelines and standards to protect the security and privacy of information contained in the Report;
 - protocols for governing the release of data contained in, and public access to, the Report; and
 - procedures or rules for making and approving amendments, changes or improvements to the Report.

Project Timeline

Proponents should plan to carry out the Project in phases. The following are the Project phases and sequencing anticipated by the Nunatsiavut Government. They may be subdivided or supplemented so as to provide a more complete or comprehensive work plan.

- Project Initiation
 - Contract finalization, introduction to stakeholders (Office of the Registrar, Membership Committees and Appeal Board, etc.)
- Planning
 - Assessing scope of available materials; developing methodology; planning information gathering from the Registry, regional membership committees and Appeal Board, etc.; planning for community engagement
- Research
- Preliminary report design, (including design and development of the database)
- Stakeholder engagement on draft Report (including database)
- Final Report preparation and review
- Delivery

While the Nunatsiavut Government invites proponents to estimate in their proposals the anticipated length of time that will be required for the Project, the Nunatsiavut Government would like to have the Project completed and the Report delivered and ready for use by December 31, 2022.

Proponent Qualifications

Proponents should provide the following information as part of their proposal for consideration:

- description of experience in historical, genealogical and ethnographic research;
- description of experience in community consultation;
- description of experience working with Indigenous knowledge holders and traditional Inuit knowledge;
- examples of reports and electronic databases prepared by the proponent or its contractors;
- testimonials and references from past clients;
- list of full time, part time, and contractor staff available to work on the project and their qualifications or fields of experience or expertise;
- anticipated resources to be assigned to the Project;
- project management methodology; and
- initial estimate of timeframe for completion of the project and its phases.

Evaluation Criteria for Proposals

The Nunatsiavut Government will evaluate all proposals based on the following criteria. To ensure consideration for this RFP proposals should be complete and meet all of the following criteria:

- **Overall:** proposals must meet the needs and scope of the Project as described in this RFP and be presented in a clear, systematic and organized manner.
- **Experience:** Proponents will be evaluated on their experience as it relates to the scope of the Project
- **Previous work:** Proponents will be evaluated on examples of their work in the fields of historical research, genealogy, ethnography and traditional Indigenous knowledge; database development and report preparation; and client testimonials and references.
- Project management skills and experience will be taken into consideration.
- Technical expertise and experience in the design and delivery of user-friendly databases. Proponents must provide descriptions and documentation of staff technical expertise and experience
- **Value and cost:** Proponents will be evaluated on the cost of their proposals based on the work to be performed in accordance with the scope of this project, their level of expertise and experience, and Inuit content.

Inuit content refers to proposals from or that include Labrador Inuit and Labrador Inuit businesses and proposals from organizations that employ Labrador Inuit or contract Inuit businesses. The Inuit Content Factor of the submissions will be calculated using the manner of scoring set out in s.17 of Nunatsiavut's *Procurement Act*. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proponent, using the form provided in Appendix A, even if the Inuit Content Score is '0'.**

If a proposal is submitted by a joint venture, consortium of individuals or partnership, or if the entity submitting a proposal intends to outsource or contract any work to meet the requirements of this RFP, all participants and their functions must be clearly identified and described.

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

Proponents are advised that although price and Inuit content will be considered, the Nunatsiavut Government may not accept the lowest-cost proposal nor will the proposal with the highest ranked Inuit content score be necessarily accepted.

The Nunatsiavut Government reserves the right to cancel this RFP at any time. Any proposal that is accepted may be accepted in whole or in part.

Proposal Content

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.

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.

Cost

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs or monthly recurring costs

References

The proponent should include references related to relevant work experience.

Other Benefits

The proponent should describe any other services or benefits the Nunatsiavut Government 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:

Darryl Shiwak - Deputy Minister of Nunatsiavut Affairs
Email: darryl.shiwak@nunatsiavut.com

Such enquiries should be delivered on or before October 20th, 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 Government, responses to any questions and/or any additional information will be issued by the Nunatsiavut Government 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. 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 Darryl Shiwak - Deputy Minister of Nunatsiavut Affairs at darryl.shiwak@nunatsiavut.com. **FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.**

Hard copies of proposals will also be accepted, must be clearly marked "NUNATSIAVUT INUIT ANCESTRY PROJECT" and be received at:

Nunatsiavut Government
P.O. Box 47
Rigolet, NL AOP 1P0
Attn: Darryl Shiwak - Deputy Minister

Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) on November 5, 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 Government 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 Nunatsiavut Government must be borne by the proponent submitting the proposal.

No Claim

The Nunatsiavut Government 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 Government reserves the right to accept or reject any or all proposals received in response to this RFP. The Nunatsiavut Government 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 Government 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 Government and any proponent. There will be no binding agreement between any proponent and the Nunatsiavut Government until a formal contract with negotiated terms has been signed by both the Nunatsiavut Government and a proponent.

Solicitation of NG Staff and Government Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the Nunatsiavut Government (including the Nunatsiavut Government) 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 Government the NG by a proponent during this process must not be disclosed unless authorized by the Nunatsiavut Government, 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 Government 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 Government will become the property of the Nunatsiavut Government. They will be received and held in confidence by the Nunatsiavut Government.

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:

All proponents will be advised of the Nunatsiavut Government's final decision regarding their proposal. On request, the Nunatsiavut Government will provide an unsuccessful proponent with the reasons that its proposal was not successful. No other information will be released.