



NUNATSIAVUT
kavamanga Government

REQUEST FOR PROPOSALS

DEVELOPMENT OF A REFRESHED DEPARTMENT OF LANGUAGE, CULTURE AND TOURISM STRATEGY 2024-2029

ISSUE DATE: May 29, 2023

CLOSING DATE AND TIME: June 21, 2023 4:00 pm AST

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Context

The Nunatsiavut Government (NG) was established in 2005 following the establishment of the *Labrador Inuit Land Claims Agreement* (LILCA). LILCA includes self-government provisions rendering the NG a regional Inuit Government within the province of Newfoundland and Labrador. The NG has authority over many central governance areas including health, education, housing, culture and language, justice and community matters.

The NG's Department of Language, Culture and Tourism is currently seeking the services of a consultant to develop a refresh of our current Departmental strategy 2017-2020. The Refreshed Five-year Departmental Strategy will outline all Departmental projects for the next five years.

Project

Project Overview

The origin of the Department of Language, Culture and Tourism dates back to the creation of the Torngâsok Cultural Centre (Torngâsok) under the Labrador Inuit Association (LIA) in 1978. Torngâsok was created to “promote, protect, preserve and advance the culture, language and heritage of the Labrador Inuit”. When the Nunatsiavut Government formed, Torngâsok became the Department of Culture, Tourism and Recreation. In the Fall of 2019, through the acceptance of the revised Organization Order, the Department changed its name to Language, Culture and Tourism. Today the mandate of the Department is outlined in the *Nunatsiavut Government Organization Order* (an Inuit law amended in 2019). According to the *Nunatsiavut Government Organization Order*, the functions of the Department include:

1. Establishing and administering the cultural and linguistic affairs of the Inuit and the Nunatsiavut Government, including policies, programs and services for the preservation, use and development of Inuktitut;
2. Ensuring the supply of translation services for the public in relation to Nunatsiavut Government programs and services;
3. Overseeing and managing the Illusuak Cultural Centre;
4. Establishing and administering policies, programs and services to ensure that the Nunatsiavut Government meets its responsibilities to preserve, protect and manage the historic resources of Nunatsiavut; and
5. Administering Nunatsiavut Government policies, programs and services in relation to tourism.

The Department had a strategy that stemmed from 2017-2020, however, due to busy schedules it has not been updated since. With a new Minister in place and staff turnover, the Department is seeking to update the strategy for the years 2024-2029. The Department has two divisions

currently: (1) Culture and (2) Tourism. Archaeology and Language also fall under the Department but are not divisions.

The Department currently has three strategies: Refreshed Nunatsiavut Tourism Strategy 2021-2025, Nunatsiavut Art Strategy 2021-2026, and Inuttitut UKâlalluta, Ilinniatitsiluta, InosiKalluta! 2021-2026. The Department is comprised of 22 staff members that are located in Nain, Hopedale, Makkovik, Rigolet and Happy Valley Goose Bay.

More information on the Department of Language, Culture and Tourism can be found at www.nunatsiavut.com.

Objectives

The objective of this RFP is to develop and produce an updated Departmental strategy that incorporates the other three strategies noted above. The goal is to have a strategy that will focus the Department on what needs to be done in the next five years and who is responsible for the various tasks. The successful proponent will be responsible for conducting research, interviews and connecting with Departmental staff to gather information for a Refreshed Five-year Strategy to be submitted to the NG.

The consultant will work with Departmental staff, the Deputy Minister and the Minister of Language, Culture and Tourism to host meetings to discuss the strategy development.

The Refreshed Five-year Strategy is intended to provide a roadmap indicating what objectives the Department needs to accomplish in order to fulfill its mandate, how to accomplish those objectives and who is responsible for each task identified.

Scope of Work

The proponents interested in developing the Refreshed Five-year Strategy will be responsible for:

- Arranging meetings with staff of the Department of Language, Culture and Tourism;
- Conducting research relevant to the development of the Refreshed five-year Departmental Strategy;
- Conducting interviews and small group sessions with the divisions and the Department as a whole;
- Providing a draft report to the Department staff;
- Receiving and incorporating feedback on the draft report from Department staff;
- Providing a regular update to the Deputy Minister on the project;
- Providing a finalized five-year Department of Language, Culture and Tourism Strategy.

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 demonstrate their extensive knowledge of strategy development, implementation and evaluation.

Timeframe Overview

Once the Consultant has completed all interviews and research, a draft report must be reviewed by the NG with the final report to be completed shortly afterwards. NG expects that the final report will be completed within 6 months after the signing of the formal agreement by the parties.”

Evaluation Criteria for Proposals

The NG will evaluate each Proposal received in response to this RFP on the principles of value for money, which includes an evaluation of Inuit content and application of the Inuit content factor pursuant to the *Procurement Act*. Additionally, the NG will evaluate 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 in assessing product development and marketing;
- C. Relevant experience in destination development planning;
- D. Relevant experience in conducting interviews and research; and
- E. Inuit Content as outlined in the Nunatsiavut Government’s Procurement Act.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from possible tenants.

The NG may not accept the lowest or any proposal and the NG reserves the right to cancel this RFP at anytime.

Any proposal that is accepted may be accepted in whole or in part.

It is the responsibility of tenants to show, in their proposal, a calculation of the Inuit Content Factor for the proponent even if the proponent believes that the Inuit Content

Factor of their proposal to be '0'. Failure to do so will result in an Inuit Content Factor of '0' being applied to the proposal.

The process for determining a Proponents Inuit Content Factor can be found in the *Procurement Act* at www.nunatsiavut.com as well as in Appendix 1.

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 consultant's unique qualifications.

Background Information

If relevant, provide general information, including a brief history of the consultation work, strategic development of tourism strategies and destination development. The proposal should include resumes, relevant project experience, availability, current workload, proposed timeframe for completing work and office location of all key personnel.

Project Experience

Project experience should include a comprehensive list of all relevant projects in relation to strategic plans and overall understanding, knowledge and experience in the tourism field

References

The consultant 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 RFP must be made in writing by mail or e-mail and addressed to:

Attn: Lena Onalik
Archaeologist, Department of Language, Culture and Tourism
Telephone: (709) 922-2942 ext. 240
Mail: P.O Box 70 Nain, NL A0P-1L0
Email: lena.onliak@nunatsiavut.com

Such enquiries should be delivered on or before June 5, 2023 at 4:00pm AST so that questions and answers can be sent to all tenants 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 tenant will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

1. Electronic copies of proposals should be sent to:
Lena Onalik, Archaeologist, Language, Culture and Tourism:
2. Hard copies of proposals will also be accepted, must be clearly marked:
"REFRESHED DEPARTMENT OF LANGUAGE, CULTURE AND TOURISM STRATEGY, 2024-2029" and be received at:

Attn: Lena Onalik
Archaeologist, Department of Language, Culture and Tourism
Telephone: (709) 922-2942 ext 240
Mail: P.O Box 70 Nain, NL A0P-1L0
Email: lena.onliak@nunatsiavut.com

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before June 21, 2020 4:00pm ASDT (the "Closing Date").

Proposals will be open for acceptance for at least ninety (90) days following the Closing Date.

Proposals shall be opened in the community of Nain, Newfoundland and Labrador.

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.

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 tenants, without such discussion in any way creating a binding contract between the NG and any tenant. There will be no binding agreement between any tenant and the NG until a formal contract with negotiated terms has been signed by both the NG and a tenant.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, tenants 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 tenant's proposal.

Confidentiality

Any information acquired about the NG by a tenant 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 tenant 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 tenant.

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 RFP will not be released.

At Proposal Opening:

Only the names of proponents will be released.

After Proposal Opening:

No further information will be released until after a contract is awarded.

APPENDIX 1

Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)

a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as 0.5 points per 1% of Inuit participation in excess of 50% of the ownership and control of the supplier with 0 points being awarded to a supplier that is not at least 50% owned and controlled by Inuit or Inuit Businesses.	/20
b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where 10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community and 6 points is awarded to a company having an operating or a head office in an Inuit Community and 4 points is awarded for a head office or operating office elsewhere in Labrador.	/10
c) A maximum of 10 points related to training for Inuit calculated as 0.1 point per 1% of all training money spent by the supplier on the training of Inuit.	/10
d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as 0.2 points per 1% of employees who are Inuit.	/20
e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as 0.1 point per 1% of payroll paid to Inuit.	/10
f) A maximum of 10 points related to the percentage of goods and services purchased by the supplier from Inuit Businesses in relation to the procurement calculated as 0.1 point per 15 of the value of all purchases obtained from Inuit.	/10
g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as 0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.	/10
Total (out of possible 90)	/90