



# NUNATSIAVUT

kavamanga Government

## **Request for Proposals**

### Standard First Aid Training

Issue Date:

January 15, 2025

Proposal Submission Deadline:

February 5, 2025

## **2. BACKGROUND AND CONTEXT**

The Nunatsiavut Government (NG), established under the *Labrador Inuit Land Claims Agreement*, is the governing body of the Labrador Inuit and the Nunatsiavut region. The region of Nunatsiavut is comprised of five Inuit communities: Nain, Hopedale, Postville, Makkovik and Rigolet.

NG is interested in offering Standard First Aid in the Nunatsiavut region and Upper Lake Melville to NG employees and Nunatsiavut community members.

The purpose of this RFP is to select a company that is certificated in Newfoundland Labrador to offer Standard First Aid Training to NG employees and Nunatsiavut community members.

## **3. TERMS AND CONDITIONS**

### **3.1 Governing Law**

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract may arise as a result of this RFP.

### **3.2 Cost of Proposal**

Preparation and submission of a Proposal in response to this RFP are voluntary and any costs associated with Proposal preparation, submission, meetings, negotiations, or discussion with the NG must be borne by the Proponent submitting the Proposal.

### **3.3 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 activities 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 against the NG.

### **3.4 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 requested Services and to subsequently issue Standard First Aid Certificates to participants.

### **3.5 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.

### 3.6 Withdrawal

Proponents may withdraw their Proposal at any time prior to acceptance.

### 3.7 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 with the NG until a formal contract with negotiated terms has been signed by both the NG and a Proponent.

### 3.8 Solicitation of NG Staff and Assembly Members

Prior to the Proposal Submission Deadline, 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.

### 3.9 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.

### 3.10 No 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.

### 3.11 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.

### 3.12 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.

### 3.13 Release of Information

While the RFP 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 proponents will be disclosed.

After Proposal Opening: No further information will be released until after a contract is awarded.

After contract is awarded: All Proponents will be advised of the NG's final decision regarding their respective Proposals. On request, the NG will provide an unsuccessful Proponent with the reasons that its Proposal was not successful. No other information will be released.

#### 4. INSTRUCTIONS FOR PROPONENTS

The following RFP schedule is tentative and is subject to change without penalty to the NG:

Activities	Deadlines
RFP Issued	January 15, 2025
Deadline to Submit a Request for Clarification	January 29, 2025 (16:30 ADT)
Proposal Submission Deadline	February 5, 2025 (16:30 ADT)

- 4.1 The Proposal must be received in writing by mail or email copy on or before the Proposal Submission Deadline on February 5, 2025 (16:30 ADT) to the following:

Attn: Edith Williams  
Safety Administrator  
Finance, Human Resources, and Information Technology  
PO Box 909, Happy Valley Goose Bay, NL, A0P 1E0  
Phone: 709-896-8582 ext. 225  
[edith.williams@nunatsiavut.com](mailto:edith.williams@nunatsiavut.com)

- 4.2 Proposals received after the Proposal Submission Deadline will be rejected.
- 4.3 Each Proponent shall review the RFP documents and shall promptly report and make a written request for clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any Proponent who has questions as to the meaning of any part of this RFP described herein must make a written enquiry requesting clarification, interpretation or explanation prior to the “Request for Clarification” deadlines provided in the RFP schedule. Questions must be submitted via email to [edith.williams@nunatsiavut.com](mailto:edith.williams@nunatsiavut.com).
- 4.4 Proposals must be written in Inuttitut or English.
- 4.5 Proponents must provide a fixed rate proposal.
- 4.6 Tax will be in the form of HST (NL).
- 4.7 NG reserves the right to request clarification and negotiate modifications with Proponents.
- 4.8 The cost of preparing and submitting the Proposal is solely the responsibility of the Proponent.
- 4.9 This RFP can be cancelled at any point.
- 4.10 Any Proposal that is accepted may be accepted in whole or in part. If a Proponent is only bidding on a portion of the work they must make that clear in their Proposal.
- 4.11 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 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 shall be deemed to have received notice of all addenda that have been issued.

4.12 All Proposals shall be opened in Happy Valley-Goose Bay, Labrador.

4.13 The NG may not accept the lowest or any tender submitted.

## **5. SCOPE OF WORK**

5.1 The successful Proponent shall:

- Offer Standard First Aid Training in Nunatsiavut communities (Nain, Hopedale, Makkovik, Postville, Rigolet) and Happy Valley Goose Bay to participants selected by NG.
- Provide materials and supplies for the Standard First Aid Training
- Track participant names and status of completion to report back to NG
- Ensure NG receives certifications upon successful completion of training

## **6. 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.

### **6.1 Mandatory Requirements**

Proponents must be certified to provide Standard First Aid in Newfoundland Labrador. Proponents and all team members must state their professional qualifications and certifications.

### **6.2 Proposal Submission (Format & Response Guidelines)**

To allow the NG the ability to conduct a thorough and timely evaluation, Proposals should be presented in a clear and concise manner. Failure to present information in the format that is requested may be to the Proponent's disadvantage.

It is suggested that the following format and sequence be followed to provide consistency in proponent response and to ensure each Proposal receives full consideration.

- Table of Contents- Proposals must contain a table of contents properly indicating the section and page numbers of the information included.
- Executive Summary-Proponents must include an abstract of no more than one (1) page on the information presented in their Proposal and their unique qualifications and services
- Background Information- The Proponent must provide general information on their organization, including a brief history of the organization and the number of years in business. The Proponent

shall include resumes, relevant project experience, availability, current workload and office location of all key personnel.

- Training Experience- Proponents must include a comprehensive list of relevant training offerings and key personnel involved, including links to any publicly available examples where possible.
- Organizational Chart-The Proponent must provide an organizational chart that indicates the names of the individuals to be involved in the major tasks of the project and the lines of responsibility and reporting. The organizational chart should also include the specific responsibilities of key personnel and their role on the project team.
- Work Plan- The Proponent must supply a sample work plan that identifies availability to offer training and the number of participants per class.
- References- The Proponent must include references related to relevant work experience
- Fees and Expenses- The Proponent shall describe how professional fees will be calculated, based on the level of effort or hourly rate. Fee's must be set at a fixed rate. Please note that all travel costs incurred by the Successful Proponent will be reimbursed at cost and per diems paid at NG rates, if applicable.
- Other Benefits- The Proponent should describe any other services or benefits the NG may realize through their services.

## 7. 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) Price of 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.

In addition to the evaluation criteria outlined above, the NG will evaluate all proposals received on the principle of value for money, which includes an evaluation of Inuit content and the application of the Inuit content factor. 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'.** The Inuit Content evaluation form is located in Appendix I.

## 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 <b>as 0.5 points per 1% of Inuit participation in excess of 50%</b> 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 <b>10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community</b> and <b>6 points is awarded to a company having an operating or a head office in an Inuit Community</b> and <b>4 points is awarded for a head office or operating office elsewhere in Labrador.</b>	/10
c) A maximum of 10 points related to training for Inuit calculated as <b>0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</b>	/10
d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as <b>0.2 points per 1% of employees who are Inuit.</b>	/20
e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as <b>0.1 point per 1% of payroll paid to Inuit.</b>	/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 <b>0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</b>	/10
<b>Total (out of possible 90)</b>	<b>/90</b>

