

Request for Proposals: Development of HR Manual for Unama'ki (Cape Breton) DFO Guardian Program.

Organizational Background

UINR represents the five Mi'kmaq communities of Unama'ki (Cape Breton) and was formed to address concerns regarding natural resources and their sustainability. Since 1999, Unama'ki Institute of Natural Resources (UINR) has represented Cape Breton's Mi'kmaq voice on natural resources and environmental concerns.

Our Three Goals:

- To provide resources for Mi'kmaq equal participation in natural resource management in Unama'ki and its traditional territory.
- To strengthen Mi'kmaq research and natural resource management while maintaining our traditions and world views.
- To partner with other groups sharing the same desire to protect and preserve our resources for future generations.

UINR works closely with government and other First Nations organizations to meet our objectives.

Project Description

In October 2003, Fisheries and Oceans Canada announced its new Aboriginal Aquatic Resource and Oceans Management (AAROM) program. The program was developed to respond to issues identified during discussions on the renewal of the Aboriginal Fisheries Strategy (AFS) established in 1991.

Some objectives identified by the AAROM program include:

- to assist Aboriginal groups in acquiring the administrative capacity and scientific/technical expertise to facilitate their participation in aquatic resource and oceans management;
- to encourage the establishment of collaborative management structures that contribute to integrated ecosystem/watershed management and planning processes;
- to strengthen relationships through improved information sharing among Aboriginal communities, DFO and other stakeholders and among Aboriginal communities.

UINR, as an AAROM group, is in the process of developing a Natural Resources Officer (NRO) Program. The concept for this program originated from the DFO AFS Guardian Program, which began in 1991. The AAROM program has provided UINR the opportunity to make much needed improvements to the program, which has become stagnant over the past ten years. Presently, all of the AFS Guardian Programs in Unama'ki are being run independently by their respective Mi'kmaq communities. It is recognized that it would be beneficial to the Unama'ki Mi'kmaq to coordinate their individual Guardian Programs through UINR for the purpose of collaborating on broader watershed management goals.

It is envisioned that the NRO program will be an enforcement program which employs Mi'kmaq personnel for the purpose of protecting and preserving natural resources in Unama'ki. Discussions are currently being held with DFO to build capacity to assist in the enforcement of existing governmental regulations as well as to govern activities occurring under Mi'kmaq hunting and fishing rights

Part of the next steps identified to develop this program was the need to create policies that will enable UINR to effectively coordinate the existing AFS Guardian Programs on behalf of our five member communities. The purpose of this contract is to develop a human resource policy, a hiring policy, a communication policy and a disciplinary policy specific to this identified need.



Project Requirements

The manuals developed should be in line with current administrative procedures adopted by the various provincial and federal officer programs that deal with natural resource management. The Natural Resource Officer program is an innovative and unique program designed to meet the needs of our Mi'kmaq communities, our communities' values and customs must be reflected in the procedural processes.

Estimated Project Duration

Contracts must be completed by March 31st, 2010.

Assumptions and Agreements

Proponents must submit a Proposal addressing all requirements in this RFP.

Proposals will contain the following information:

- Schedule showing start and completion dates of the contract.
- A list of the Proponent's typical clients and contact information for three clients that we may contact as references;
- Discussion of scope and methodology that will be used in carrying out the work. Any difficulties that could impact the schedule should be identified;
- Individual tasks together with a breakdown of fees, disbursements, etc and resources required for each task. Travel that may be required to undertake some or all of these tasks should be included in the budget; out of pocket expenses should be clearly stated to be either part of the estimated fee or estimated separately. An indication should be given as to how fees for any supplementary work (such as income tax/HST) would be charged;
- A list of any subcontractors (name, address, services provided) who are proposed. The absence of such a list will be taken to mean that only "own forces" will be used;
- The Proponent should identify key personnel assigned to the contract and include their professional biographies, detailing their roles and responsibilities in similar work;
- The Proposal should clearly state the name and address of the Proponent as well as a contact name;
- The UINR evaluation committee reserves the right to discuss any and all Proposals, to request additional information from the Proponents, and to decline any and all Proposals that are submitted;
- All materials and information submitted by the Proponent as part of, or in support of a Proposal shall become upon submission, the property of UINR and shall not be returned to the Proponent;
- UINR reserves the right not to proceed with the RFP or to accept any Proposal, even if the accepted Proposal is not the least cost Proposal received.



Submission Information

Proposals must be received by December 4th, 2009.

Please address to:

NRO Program

c/o Lisa Young

Unama'ki Institute of Natural Resources

PO Box 8096 Eskasoni

NS B1W 1C2

Or email lisa@uinr.ca

For additional information or clarification or any questions regarding the RFP can be directed to

Lisa Young

Executive Director

(902) 379-2163

lisa@uinr.ca

Basis for Award of Contract

Evaluation of the Proposals will be conducted by an evaluation team. The evaluation criteria are as follows:

- Overall cost effectiveness of the Proposal.
- Demonstration of a clear understanding of the scope of work, its objectives and the purpose for conducting the work.
- How the Proponent intends to communicate to the UINR about the progress and any evolving issues throughout the course of the contract

Anticipated Selection Schedule

It is anticipated that the contract will be awarded by December 11, 2009.





Mailing Address

PO Box 8096
Eskasoni NS B1W 1C2

Street Address

4102 Shore Road
Eskasoni NS B1W 1C2

Phone

902 379 2163
Toll Free
1 888 379 UINR (8467)

Fax

902 379 2250

E-mail

info@uinr.ca

Web

www.uinr.ca

uinr.ca