



# Unama'ki Institute of Natural Resources

## REQUEST FOR PROPOSALS (RFP)

**PROJECT TITLE:** Supporting Mi'kmaq Communities in the Development of Conservation Partnerships in Nova Scotia.

**PROPOSAL DUE DATE: Sept 14th, 2018**

E-mailed bids will be accepted.

**CONSULTANT ELIGIBILITY:** This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in CANADA.

### CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
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## I. INTRODUCTION

### I.1. PURPOSE AND BACKGROUND

In 2002, the NS Mi'kmaq Chiefs entered into negotiations with Canada and Nova Scotia to negotiate the recognition, definition and implementation of Mi'kmaq rights and title in good faith. A Framework Agreement was signed on February 23, 2007 to set out the process and the subjects to be discussed in full negotiations that fall broadly under the categories of land, resources and governance. It is within this Framework that the Province, Federal Government and the Mi'kmaq of Nova Scotia are currently discussing their intent to explore options for cooperatively managing Parks and Protected areas including discussions on the creation of Indigenous Protected and Conserved Areas (IPCAs) and a Parks Guardian Program. These partnerships provide a unique opportunity for both the revitalization and preservation of Mi'kmaq culture and spirituality and assertion of Mi'kmaq governance over traditional lands.

### I.2. OBJECTIVES AND SCOPE OF WORK

The purpose of this initiative is to engage community members and leadership (youth, elders, natural resource managers, etc.) in the creation of a common vision for the co-management of culturally, spiritually and ecological significant areas across the province of Nova Scotia and to determine the role that Parks Guardians will play in these co-management arrangements. The anticipated partners to be involved with this project, include Parks Canada, Office of Aboriginal Affairs, Assembly of Nova Scotia Mi'kmaq Chiefs, Kwilmu'kw Maw-klusuaqn, Nova Scotia Department of Natural Resources, Nova Scotia Department of Environment, The Confederacy of Mainland Mi'kmaq, and Unama'ki Institute of Natural Resources. All tasks to be completed by March 31, 2019.

Task	Description	Deliverables
<b>Community Engagement Sessions</b>	Engage Unama'ki Mi'kmaq communities to identify the management structure, values and principles that would need to be considered in establishing a co-management arrangement with Parks Canada and the Province. This in turn will inform the creation of the Guardian Program. This will be accomplished through engagement sessions with community members, including youth and elders and natural resource program managers and councillors	Report detailing outcomes of community engagement sessions.
<b>Community capacity and needs assessment</b>	With assistance from the aforementioned partners, the five Mi'kmaq communities of Unama'ki /Cape Breton will be engaged to determine knowledge, capacity, and resources needed to support the Mi'kmaq communities' co-management aspirations at both the governing and technical level. Provincial species at risk and cultural and traditional species at risk will be considered in this objective.	Community capacity and needs assessment report.

<b>Proposal Development</b>	Develop a multi-year funding proposal(s) based on information collected from the engagement sessions and capacity and needs assessments. The proposal will incorporate the vision and identified needs from community members of all ages to ensure a multi-generational approach is taken in developing the Guardian program.	A proposal(s) for submission to the ECCC Canada's Nature Fund and/or Guardian Program. Submission dates to be determined (approx. Dec 2018).
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## 2. GENERAL INFORMATION FOR CONSULTANTS

All communication between the Consultant and the UINR upon release of this RFP shall be with the Executive Director as follows:

Name	Lisa Young
Mailing Address	4102 Shore Rd Eskasoni, NS B1W 1M4
Phone Number	(902) 379-2163
Email	lisa@uinr.ca

Any other communication will be considered unofficial and non-binding on the UINR.

### 2.1. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	August 31 <sup>st</sup> , 2018
Proposals due	September 14 <sup>th</sup> , 2018
Announce "Apparent Successful Contractor" and send notification via fax or e-mail to unsuccessful proposers (contingent on funding approval)	Sept 21 <sup>st</sup> , 2018
Begin contract work	Sept 24 <sup>th</sup> , 2018

The UINR reserves the right to revise the above schedule.

### 2.2 SUBMISSION OF PROPOSALS

Consultants are required to submit two (2) copies of their proposal. The proposal, whether emailed, mailed or hand delivered, must arrive at the UINR no later than 5 pm Atlantic Time on Sept 14<sup>th</sup>, 2018.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Consultants assume the risk for the method of delivery chosen. The UINR assumes no responsibility for delays caused by any delivery service.

Consultants emailing proposals must be submitted electronically as an attachment to an e-mail to Lisa Young, Executive Director, at the e-mail address listed in Section 2.1. Attachments to e-mail shall be in Microsoft Word format or PDF. The UINR does not assume responsibility for problems with Consultant's e-mail. If the UINR's email is not working, appropriate allowances will be made.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the UINR and will not be returned.

Consultants should allow sufficient time to ensure timely receipt of the proposal. Late proposals will not be accepted and will be automatically disqualified from further consideration.

### 2.3 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the UINR.

### 2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the Executive Director aware of their interest. If you downloaded this RFP from the UINR website located at [www.uinr.ca](http://www.uinr.ca), you are responsible for sending your name, e-mail address, and telephone number to the Executive Director in order for your organization to receive any RFP addenda.

The UINR also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

### 2.5 RESPONSIVENESS

All proposals will be reviewed by the Executive Director to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The UINR also reserves the right at its sole discretion to waive minor administrative irregularities.

### 2.6 MOST FAVORABLE TERMS

The UINR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure. The UINR does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Consultant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the UINR.

## 2.7 COSTS TO PROPOSE

The UINR will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

## 2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate UINR to contract for services specified herein.

## 2.9 REJECTION OF PROPOSALS

The UINR reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## 2.10 COMMITMENT OF FUNDS

The Director of the UINR or their delegate is the only individual who may legally commit the UINR to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## 3. PROPOSAL CONTENTS

The Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology – Include a complete description of the Consultant’s proposed approach and methodology for the project. This section should convey Consultant’s understanding of the proposed project.
- B. Work Plan - Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the proposal must contain sufficient detail to convey to members of the evaluation team the Consultant’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of UINR staff.
- C. Project Schedule - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement – Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to UINR.
- E. Risks - The Consultant must identify potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the UINR.
- F. Deliverables – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

## G. Project Management

1. Project Team Structure/Internal Controls - Provide a description of the proposed project team structure including any subcontractors.
2. Staff Qualifications/Experience - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel. Provide resumes' for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the UINR.

## H. Experience of the Consultant

1. Indicate the experience the Consultant and any subcontractors have in the following areas associated with
  - a. Workshop facilitation, capacity/needs assessments and writing reports and proposals.
  - b. Understanding of First Nation communities' current role in conservation in Atlantic Canada.
2. Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Consultant has had during the last five years that relate to the Consultant's ability to perform the services needed under this RFP. List contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

## I. References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Consultant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current UINR staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to UINR to contact these references and others, who from UINR's perspective, may have pertinent information. UINR may or may not, at UINR's discretion, contact references. The UINR may evaluate references at the UINR's discretion.

## J. Identification of Costs

Identify all costs in CAD dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

## 4. EVALUATION AND CONTRACT AWARD

### 4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the UINR, which will determine the ranking of the proposals.

#### 4.2. NOTIFICATION TO PROPOSERS

The UINR will notify the Apparently Successful Contractor of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail or facsimile.