



Unama'ki Institute of Natural Resources

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Building capacity to establish an Indigenous-led management process for our traditional harvesting areas in Unama'ki using a cumulative effects approach to resource management, monitoring and assessment.

PROPOSAL DUE DATE: 04 January 2022

CONSULTANT ELIGIBILITY: This procurement is open to consultants or individuals that satisfy the minimum qualifications stated herein and are eligible to work in Canada.

INTENT

The Unama'ki Institute of Natural Resources hereafter called "UINR," is initiating this Request for Proposals (RFP) from firms or individuals interested in assisting with building a better understanding of how the cumulative effects of past, present and future development projects and human activities impact our communities' well being and the environment within our traditional hunting, fishing and gathering areas.

This RFP includes information on:

1. Purpose and Background
2. Objectives and Scope of Work
3. Proposal Contents
4. Evaluation and Award

PURPOSE AND BACKGROUND

Recently proposed resource development activities located in an area that community members have identified as a traditional moose harvest area have raised a number of concerns about the overall impact that development projects and human activities will have in the Highlands in our ancestral territory. The objective of our project is to build a better understanding of how the cumulative effects of past, present and future development projects as well as other human activities can impact our communities' well being and the environment in the Highlands of Unama'ki. The Highlands are ecologically sensitive and the last remaining area in Nova Scotia where Mi'kmaq can actively harvest moose. Projects in the area also have the potential to impact the Margaree River, one of the remaining places Mi'kmaq can harvest salmon. The Highlands are also home to at risk and cultural significant species.

The study will aid Unama’ki communities in the identification of high priority areas for protection as well as ecological value components. Potential threats include development from forestry, mining, and hydroelectric power and changes from climate change. An assessment will be completed that outlines the potential impact from identified threats on priority areas and their values. A strategic plan will be developed that recommends a holistic, Indigenous-led collaborative management process that focuses on cumulative effects to the Cape Breton Highlands. The process will strengthen our community’s capacity and ability to maintain our relationship to land and water, and provide a cumulative effects analysis for current and future development proposal.

OBJECTIVES AND SCOPE OF WORK

The study area is the Highlands, a forested region of Northern Cape Breton/Unama’ki. The successful applicant will determine potential threats posed by resource development in the study area. The scope of research will include past, present and future projects in the Highlands to determine their cumulative effects. Known threats include forestry, mining, hydroelectric projects and climate change. UINR will work with the successful candidate to engage Mi’kmaq government and organizational structures, including advisory committees (Elders, youth and resources users), to form a focus group to identify high priority areas and ecological value components. An analysis will be completed to identify potential impacts from projects on priority areas, associated values, and Mi’kmaq relationships to those lands and waters. This work will be guided by the concepts of Netukulimk and Two-eyed seeing. UINR has worked with our communities to develop an engagement process that promotes knowledge exchange, intergenerational transfer and validation between Elders, youth and traditional harvesters. A strategic plan will be developed for the creation of a collaborative management process for the Cape Breton Highlands that is Indigenous-led, holistic, and strengthens our community’s relationship to the land. This will require a number of strategic sessions held with our leaders, organizations, advisory committees and partners with experience in forestry, fishery and wildlife management, IPCAs and guardian / earth keeper programs.

The study will be used to increase awareness and understanding of cumulative effects within Mi’kmaq organizations helping to strengthen our position at consultation tables and future EIA reviews. Measurable objectives are to be completed by 30 November 2022 and include the following:

Task	Deliverable	Timeline
Initial meeting with UINR project team and partner organizations	Engage UINR Program managers (fishery, forestry, wildlife, species at risk, etc.) and partners to refine scope and scale of study	January 2022
Desktop study	Identify any past, current and future development projects that could occur in the study area, associated threats, and cumulative impact in and outside the study area.	February 2022

Community engagement sessions	Work with UINR to form a community focus group comprised of Mi'kmaw Elders, youth and resource harvesters and users to <ul style="list-style-type: none"> - Raise awareness and understanding of cumulative effects - Identify high priority areas and value components in the study area - Present findings for final input and validation. 	March 2022
Determine potential threats	Identify potential threats that development projects may have on important areas identified by the Focus Group	June 2022
Development of strategic plan for management process	Engage focus group and key staff to inform the development of a community collaborative management process for the Unama'ki Highlands	October 2022
Submission of final report for approval	Presentation of final report with recommendations for leadership.	November 2022

GENERAL INFORMATION FOR PROPOSAL SUBMISSION

Interested parties are required to submit one copy of their proposal. The proposal must arrive at UINR no later than **4 pm Atlantic time on 04 January 2022**. UINR assumes no responsibility for delays and all late proposals will be disqualified from further consideration.

Electronic proposals must be emailed as an attachment in Microsoft Word or PDF to Lisa Young, Executive Director, UINR at lisa@uinr.ca. If UINR's email is not working on the submission date, appropriate allowances will be made. All communication between the Consultant and UINR shall be with:

Name	Lisa Young
Email Addresses	lisa@uinr.ca
Mailing and Physical Address for Delivery	4102 Shore Rd, Eskasoni, NS B1W 1M4
Phone Number	(902) 371-0453

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

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue request for proposals	December 13, 2021
Proposals due	January 04, 2021
Notify “Apparent Successful Contractor”	January 07, 2022
Sign contract and begin work	January 11, 2022
Submit final report and end of contract	November 18, 2022

UINR reserves the right to revise the above schedule if required.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

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

REVISIONS TO THE RFP

If revisions are made to the RFP, addenda will be provided via email to firms and individuals who have made their interest aware to the UINR Executive Director. Please send your name, email address, and telephone number to the Executive Director to receive RFP addenda.

RESPONSIVENESS

All proposals will be reviewed by the Executive Director to determine compliance with administrative requirements and instructions specified in the RFP. 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 to waive minor administrative irregularities.

MOST FAVOURABLE TERMS

UINR reserves the right to contact a Consultant for clarification or make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially using the most favourable terms the Consultant can propose. There will be no best and final offer procedure.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract. 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.

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.

NO OBLIGATION TO CONTRACT

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

REJECTION OF PROPOSALS

The UINR reserves the right at its sole discretion to reject any and all proposals received without penalty and a contract as a result of this RFP.

COMMITMENT OF FUNDS

The Executive Director of 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.

PROPOSAL CONTENTS

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

- A. Project Approach/Methodology – Include a complete description of the proposed approach and methodology for the project. This section should convey the 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 for the evaluation team to understand the Consultant’s knowledge of the subject 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 Objectives and Scope of Work.

G. Project Management

1. Project Team Structure/Internal Controls - Identify key project team members noting the project lead and any partners or sub-consultants.
2. Staff Qualifications/Experience - Identify responsibilities and qualifications of each of the team members. Brief (maximum 2 pages each) CVs may be included in an appendix. The consultant must commit that staff identified in its proposal will actually perform the assigned work. Any substitutions must be pre-approved by UINR.

H. Experience of the Consultant

1. Indicate the experience the Consultant and any subcontractors have in the following areas:
 - Conducting environmental impact assessments and cumulative effects assessments.
 - Conducting key informant interview with Indigenous Elders and communities.
 - Workshop facilitation, strategic planning, and writing reports.
 - Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
 - 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

Provide names, addresses, telephone numbers, fax numbers and email 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 Canadian dollars including all expenses to be charged to accomplish the objectives of the contract. A fully detailed budget outlining deliverables with staff costs, travel costs, and other costs is required as outlined in the RFP.

EVALUATION AND CONTRACT AWARD

Proposals will be evaluated strictly in accordance with the requirements stated in the RFP and any additional addenda. Proposals will be reviewed, evaluated, and ranked by a team designated by the UINR.

UINR will notify the Apparently Successful Contractor of their selection in writing following the evaluation process. Individuals or firms not selected for further negotiation or award will be notified separately by email or facsimile.