



REQUEST FOR PROPOSAL

ORGANIZATION AND CONDUCT OF

2026 NTI VICE-PRESIDENTIAL ELECTION

Issued on June 24, 2026

NUNAVUT TUNNGAVIK INCORPORATED

P.O. Box 280
Rankin Inlet, Nunavut
X0C 0G0
www.tunngavik.com

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PART I

BACKGROUND, PURPOSE, MINIMUM REQUIREMENTS

1.1 PURPOSE

Nunavut Tunngavik Incorporated (NTI) invites interested organizations and individuals which maintain an office in Canada (“Proponent” or “Proponents”) to submit proposals in response to this Request for Proposals (RFP) to serve as the Chief Returning Officer (“CRO”) to organize and conduct election for Vice-Presidents in December 2026, and to develop and update elections-related documents.

1.2 BACKGROUND

NTI represents Nunavut Inuit under the 1993 *Nunavut Agreement*, a comprehensive land claims agreement. Our mission is to advance Inuit economic, social, and cultural well-being through the full implementation of the *Agreement*.

NTI’s President and Vice-Presidents are elected by Inuit 16 years of age and over who are enrolled under the *Agreement*. The President and Vice-Presidents serve for terms of four years.

The next election for two Vice-President are to be held Monday, December 14, 2026 (“Election”).

1.3 FUNCTION OF CHIEF RETURNING OFFICER

NTI election policies require that a CRO be appointed. The CRO’s duties include, but are not limited to, updating the NTI enrolment list, hiring election staff, paying staff and suppliers, executing office and equipment leases, creating and translating election documentation and ballots, and interacting with the media. Part II of this RFP describes the CRO’s duties in further detail. The successful Proponent must serve as (if an individual) or designate a shareholder/officer/employee (with NTI’s approval) to be the CRO. That individual will be responsible for the conduct of the Election, and may delegate duties required to other staff within the Proponent organizations.

1.4 MINIMUM REQUIREMENTS

To be considered by NTI for the purpose stated above, the Proponent must:

- i. Have experience coordinating large scale public events, conferences, or corporate meetings.
- ii. Be capable of hiring election staff, and directing election staff, in all Nunavut communities (only accessible by air) spanning three time zones.
- iii. Have the ability to create election related documents and the capacity to conduct large scale print runs.

- iv. Provide documents in the English, Inuktitut, and Inuinnaqtun.
- v. Be able to travel throughout Nunavut, if required.
- vi. Have continuous access to the internet, fax, and phone lines.
- vii. Have excellent record-keeping skills.
- viii. Work cooperatively with NTI departments and staff as required.
- ix. Be familiar with, or become familiar with, the *Nunavut Agreement*.
- x. Be capable of providing all required services and any additional services between July 6, 2026 and February 14, 2027.

PART II

SCOPE OF SERVICES

2.1 Required Services

The Proponent will be required to provide the following required services to NTI (“Services”):

Stage	Requirement
Pre-nomination	• Hire assistant chief returning officer • Recommend updates to the Inuit enrolment list • Revise/have translated/advertise call for nominations • Revise/have translated/print – nomination papers • Revise/print election calendar • Revise elections communication plan • Revise position description/requirements • Revise service contracts with hamlets • Create print ads • Purchase election materials
Nomination	• Ensure public awareness – nominations and position requirements • Accept nominations • Revise election handbooks for advance poll/voting day • Purchase election materials
Post-nomination	• Revise/have translated/advertise candidates nominated • Revise/have translated/advertise notice of election • Revise/have translated withdrawal form • Accept withdrawals • Distribute Rules and Procedures to candidates • Hire deputy returning officers and poll clerks • Have handbooks translated/printed/bound • Create print ads • Print/bind voters’ registers
Pre-election	• Create/have translated/have printed ballots • Train deputy returning officers • Train poll clerks • Revise/have translated/print all election forms • Make/sort/ship all election material • Create print ads – re voting times and places

Advance poll and
voting day

- Supervise elections staff
- Solve problems and answer questions from public and election staff
- Consolidate election results
- Advise candidates/public/ media of election results

Immediate post
election

- Ensure timely payment of election staff
- Ensure election materials are returned and properly stored
- Write certificate of election for successful candidates
- Send written confirmation of results to all candidates and NTI

Later post election

- Dispose of used election materials as per rules and procedures
- Ensure safe storage at NTI of reusable election materials
- Ensure NTI has electronic version of all forms, notices, contracts, and other documents created under the contract
- Submit final report in Inuktitut, English, Inuinnaqtun

Throughout
election period

- Ensure election is conducted as per NTI corporate by-laws and election rules and procedures
- Answer questions from Inuit concerning election procedures
- Advise candidates of their rights and duties under the elections rules and procedures
- Speak with the media as required

2.2 Additional Services

The Proponent must be capable of providing, and willing to provide, additional services related to the election not included in required services described above. Additional services are services of a minor nature which arise before, during, or after the election and which were not contemplated at the time the contract between NTI and the Proponent is signed.

PART III

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

3.1 Submissions and Inquiries

An interested firm or individual (Proponent) may submit a hard copy and/or an electronic copy of their proposal. Hard copies should be in a sealed envelope or other sealed packaging, clearly marked on envelope/packaging with the name of this RFP. Proposals must be received by NTI no later than 5:00 p.m. ET on Friday, July 5, 2026 at the following physical or email address:

Nunavut Tunngavik Inc.
Attn: Gail Wallace, Senior Advisor - Operations
P.O. Box 280
Rankin Inlet, Nunavut X0C 0G0
GWallace@tunngavik.com

For email submissions, it is recommended that the proposal be sent well in advance of the closing deadline. NTI will not accept liability for any claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after the stated closing time and date, or for any other reason.

NTI will not consider any proposal that is delivered after the closing deadline or is delivered to any address other than that provided above.

All inquiries concerning this RFP are to be in writing and sent to GWallace@tunngavik.com (the "Inquiry Contact").

3.2 Terms and Conditions

- (a) NTI has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability, and no Proponent will have any claim against NTI as a result of the cancellation or reissuing of the RFP.
- (b) Submitted Proposals may be amended before the deadline or withdrawn on written notice to NTI at any time before acceptance. All Proponents will be advised whether or not they are successful as soon as practicable.
- (c) NTI may reject any proposal as non-responsive if it does not provide all information requested by this RFP, or waive any deficiencies considered by NTI, in its sole discretion, to be non-material. NTI may contact a Proponent any time after the submission of a proposal for the purpose of clarifying information contained in the proposal.
- (d) NTI will not make any payments for the preparation of a response to this RFP. All costs incurred by a Proponent will be borne by the Proponent.
- (e) This RFP is not an offer or tender call. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.
- (f) If a contract is awarded as a result of this RFP, it will be awarded to the Proponent who is most responsive and whose proposal provides the best potential value as determined by NTI at its

sole discretion. A Proponent who is “responsive” is one who best meets the requirements described in this RFP and possesses the ability to perform fully the required work described in the RFP.

(g) The negotiation and execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever under this RFP until the contract is signed.

(h) The contract will contain relevant provisions from this RFP, from the accepted proposal, as well as other terms that may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations. NTI reserves the right to negotiate modifications with any Proponent who has submitted a proposal.

(i) In the event of any inconsistency between this RFP and the ensuing contract, the contract shall govern.

(j) An evaluation committee will review each proposal. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. NTI has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of Proposals.

(k) NTI encourages the use of Inuit goods, services, labour, and training of Inuit labour in any evaluation of a Proposal (see Evaluation Criteria for further detail). A list of approved Inuit Firms can be found on NTI’s website or obtained from NTI’s Inuit Firm Secretariat.

(l) Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation including potentially a best final offer. Such presentations shall be made at the cost of the Proponent.

(m) The proposal and accompanying documentation submitted by the Proponent become the property of NTI and will not be returned.

PART IV

SUBMISSION REQUIREMENTS

The proposal shall include all the information required below in order to be evaluated.

4.1 Proponent's Knowledge and Experience

(a) Outline Corporate Experience in Procurement Area (maximum length: 2 pages)

The proposal should describe the Proponent's organizational capacity relevant to the project/services, including but not limited to:

- A summary overview of the Proponent's organization describing the number of years in business; types of resources; and types of clients to whom the Proponent has provided services; and
- The number of Proponent's full time and part time employees and/or subcontractors that are available to provide services to the project;

(b) Outline Individual or Team Knowledge and Experience (maximum 2 pages per team member)

The proposal should describe the principal members of the proposed team, including their roles and responsibilities, their knowledge, experience and qualifications, and their ability to provide the required work. Information provided for each should include name, education, certification (if any) and any prior experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations.

Specifically, the Proponent is required to:

- a. Identify the individual who will assume the responsibility of CRO.
- b. Identify other individual(s) who will be directly involved in supporting the Election.
- c. Identify sub-contractors that you plan to use, if any.
- d. Provide a brief resume of the CRO and each individual who will be involved in organizing and conducting the Election.

(c) Identify Past Projects and Reference

The proposal should describe at least one specific project or assignment (maximum: three) that the Proponent has carried out that is similar to the required work in question or for a client comparable to NTI that demonstrates the Proponent's experience and qualifications relevant to the required work.

Details should include the date and duration of the project, the number of company resources involved in the project and their roles, a description of the project's value to the client, and what the Proponent specifically did during its involvement with the project.

Projects demonstrating experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations are preferred.

A minimum of one independent reference (that is, from someone other than the Proponent or someone on the Proponent's team) must be provided. NTI may also consult its own records and staff with respect to work the Proponent has done for NTI or a Regional Inuit Association and take that into account in the scoring.

4.2 Project Approach and Work Plan

The Proposal must include

- A brief description of your understanding of the work, including potential issues involved and challenges to be addressed
- A detailed outline of the project approach and methodology
- A detailed work plan, including steps to be taken and tasks to be completed as well as a detailed timeline
- A clear description of milestones and deliverables
- Project controls including quality assurance measures and measures and contingency plans to ensure the proposed timeline will be met

4.3 Project Budget (Estimated Fees and Expenses)

The proposal should provide an estimated project budget with a reasonable level of detail that include, at a minimum

- Hourly and/or daily rates for each team member or class of team members (including subcontractors), and rates for travel time, if any or different
- Flat rates for particular services (where applicable)
- Any other rates, charges or discounts
- Number of hours/days for each team members on any given task (in general, any task that requires more than 3 days of work or costs more than \$3,000, whichever is lower, requires a separate line of description and estimated hours/days).
- Payment schedules (e.g., payment due upon completion of work or installment payments based on a fixed timeline or stages of work under a logical sequence (the latter is preferred where practical)).

Amounts must be stated in actual dollars and cents, exclusive of Goods and Services Tax (GST), and expressed in Canadian funds. The Proposal should include an outline of the preferred billing arrangements, if any, and may include a description of a standard invoice. The proposal should also identify whether the proponent will charge an administrative/management fee (if yes, the percentage (the administrative/management fee, where justified, may not exceed 10% of the project budget (excluding GST and disbursements/expenses)).

All expenses/disbursements will be based on estimate and subject to approval of the project manager if a Proponent is selected to enter into a contract with NTI.

Inuit Firms registered on NTI's Inuit Firm Registry will receive an adjustment (Inuit Firm Adjustment) of 20% on the fees and expenses component of the proposal (all registered Inuit Firms, regardless of the level of Inuit ownership, will receive the same level of adjustment). In

order to receive the Inuit Firm Adjustment, proposals must include information of the Proponent's Inuit Firm registration status. Proposals must also include details concerning all sub-contractors, including the fees and expenses attributable to the subcontractor. The Inuit Firm Adjustment will not be applied to any portion of the proposal where the work is to be subcontracted to a non-Inuit firm. The Inuit Firm Adjustment may be applied to proposals made by non-Inuit firms with respect to any portion of the proposal where the work is to be subcontracted to an Inuit firm.

4.4 Use of Inuit Labour

NTI promotes Inuit employment and use of Inuit labour. In order to receive the adjustment for use of Inuit labour, contract proposals must include details concerning proposed use of Inuit labour by the proponent and all sub-contractors. Contract proposal demonstrating the use of Inuit labour (directly or through sub-contractor) will receive up to 20% of the overall available points. Additional reporting will be required from the successful Proponent on the actual use of Inuit labour after the contract is awarded and failure to implement the proposed Inuit labour target will result in a penalty.

4.5 Conflict of Interest

Proposals should disclose any actual or potential conflict of interest. NTI policies prohibit the family members of a NTI Board Member, Officer or employee from entering into a business contract with NTI for material gain, and the policies define "family" broadly. Please contact contracts@tunngavik.com for additional information if you are an owner (including partial owner) of a potential contractor and may have a family member who is a NTI Board Member or employee.

4.6 Project Evaluation

Proposals that are considered to be complete will be evaluated according to the following criteria:

Required Criteria	Points Available
Corporate Experience: 10 Individual and Team Knowledge/Experience: 20 Past Projects and References: 10	Subtotal: 40
Project Approach and Work Plan	10
Project Budget (Estimated Fees and Expenses, including Inuit Firm Adjustment, where applicable)	30
Use of Inuit Labour	20
Total Points*	100

*Not including up to 10 additional points for any Inuit Benefit Package under NTI's Procurement Policy for contracts over \$500,000.

PART IV ELECTION TIMELINE

Timeline for NTI 2026 Vice-Presidential Election

Updated and revised on June 24, 2026
(Text in red indicates mandatory timeline based on election policies)

Advertise RFP for Chief Returning Officer	Omitted
CRO RFP deadline	Omitted
CRO appointed (by President)	By 2 nd week of July 2026
Press Release – CRO appointed	Immediately after appointment
CRO meets with NTI and work begins	Immediately after appointment
Candidates may begin spending money	Immediately (3 months before campaign period starts)
Ads - Are you on the voters' list ads?	Generally in August
CRO provides updated forms and documents to NTI for approval	Generally by end of August
Translations received for all updated forms and documents	Generally by end of September
All forms and documents completed	Generally by first week of October
Ads – enrolment campaign deadline	Generally mid-October (the deadline in the ads – nominations closing date)
Press Release – nomination period opens	Mon., Oct 26, 2026
Advertisements – nomination period opens	Mon., Oct 26 & Fri., Oct 30, 2026
All forms and documents uploaded to website (excluding nomination forms) and available through CRO and CLOs	Fri., Oct 30, 2026
Pamphlet mailing – 5 ways to vote (optional)	Mon., Nov 2, 2026
Press Release - enrolment campaign deadline (optional)	Mon., Nov 2, 2026 (the deadline in the ads – nominations closing date)
Nominations open	Mon., Nov 2, 2026
Memo to NTI Board and Staff re nomination	Mon., Nov 2, 2026
Nominations close	Fri., Nov 6, 2026 (5 p.m. local time)
Press Release – unofficial candidates	Fri., Nov 6, 2026
Deadline to withdraw a nomination	Mon., Nov. 9, 2026 (5 p.m. local time)
Elections commissioner appointed (final deadline)	Mon., Nov 9, 2026
Press Release – official candidates	Mon., Nov 9, 2026 (after 7:00 pm ET)
Advertisements – Notice of Election	Within one week of announcement of official candidates
Announcement/Advertisements – Voting Day, poll locations	One week before Advance Poll
Announcement/Advertisements – Voting Day	One week before Voting Day
Advance Poll	Mon., Dec 7, 2026
Memo to NTI Board and Staff re voting	Mon., Dec 7, 2026
Campaign teams must stop campaigning	Sun., Dec 13, 2026 (midnight local time)
Mail in ballots deadline	Mon., Dec 14, 2026 (must be received by noon)
Voting Day	Mon., Dec 14, 2026
Press Release – winners announced	Mon., Dec 14, 2026 (typically late night and potentially the following morning)
Reports from official agents due	February 14, 2027 (within 60 days of Voting Day)

(END)