



REQUEST FOR PROPOSALS

INITIATIVE COORDINATOR TO ORGANIZE NTI ELECTION VOUCHER PROGRAM FOR 2026 VICE-PRESIDENTIAL ELECTION

Issuing Date: June 24, 2026

1.0 INTRODUCTION

1.1 Purpose of this request

The purpose of this Request for Proposal (RFP) is to invite qualified individuals or organizations (the “Initiative Coordinator”) to administer and coordinate the NTI Election Voucher Program in accordance with the *NTI Policy on Initiatives to Encourage Voter Participation in Elections* (the “Policy”).

This RFP pertains to the 2026 Vice-Presidential Election (the “Election”), scheduled for December 14, 2026, to fill two Vice-President positions.

1.2 Background

Nunavut Tunngavik Incorporated (NTI) is the representative organization for Nunavut Inuit under the 1993 Nunavut Agreement, a comprehensive land claims agreement. NTI’s mission is to advance Inuit economic, social and cultural well-being through the full implementation of the Nunavut Agreement. For more information about NTI (including NTI’s Procurement Policy) and the Nunavut Agreement, please visit www.tunngavik.com.

NTI’s President and Vice-President 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.

2.0 SCOPE OF WORK AND TIMELINE

2.1 Scope of Work

NTI believes that its role and mandate in representing Inuit are strengthened by higher voter participation in NTI elections, and is taking initiatives to encourage voter participation. To that end, NTI will be issuing a \$100 gift voucher to all eligible voters who participate in the Election.

The successful proponent will be responsible for planning, coordinating, and administering the Election Voucher Program, including but not limited to the following activities:

- Develop and finalize the design and format of election vouchers.
- Coordinate the sourcing, production, and printing of vouchers.
- Hiring and paying at least one distribution staff for each polling station during Advance Poll and Election Day.
- Provide training and guidance to distribution staff on program procedures and requirements.
- Liaise with eligible vendors to communicate program rules, processes, and reporting expectations.
- Collect and process voucher documentation for southern participants who will receive payments through direct deposit or other approved payment methods.
- Complete all required verification, reconciliation, and reporting activities to ensure compliance with program requirements and timelines.

The successful proponent will work in coordination with the Chief Returning Officer for the Election who exercises general direction and supervision over the administrative conduct of NTI elections, and ensure that the elections are fair, impartial and in compliance with NTI Election Policies. The cost for renting venue for polling stations will be covered by the Chief Returning Officer and/or NTI and does not need to be included in the proponent's proposal.

The Election vouchers must be available for distribution to voters in all polling stations (Nunavut communities plus Ottawa, Winnipeg, Edmonton and Yellowknife) between December 7 and December 14, 2026 (inclusive).

2.2 Project Schedule/Timeline

The project schedule will be established in coordination with NTI to ensure all deliverables are completed in advance of and following the 2026 Vice-Presidential Election. A copy of the 2026 Election Timeline is attached as Schedule "A" to this RFP.

3.0 GENERAL INSTRUCTIONS TO PROPONENTS

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. CT on July 6, 2026 at the following physical or email address:

Nunavut Tunngavik Inc.
 Attention: Gail Wallace
 P.O. Box 280,
 Rankin Inlet, Nunavut, X0C0G0
 E-mail: 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"). Any responses and/or any changes to the RFP will be posted on the NTI website or made available to all relevant parties.

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.

4.0 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.

(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.

5.0 PROPOSAL 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.

Schedule “A” 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)