REQUEST FOR PROPOSALS

NUNAVUT TUNNGAVIK INCORPORATED

Issuing Date: October 29, 2026

Title: Human Resources and Professional Development Support for Three Family Violence Shelters in Nunavut

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1.0 INTRODUCTION

1.1 Purpose of this Request

The purpose of this Request for Proposal (RFP) is to support the appropriate staffing and professional development of family violence shelter positions for three Nunavut-based shelters in the Hamlets of Baker Lake, Pangnirtung, and Gjoa Haven. Nunavut Tunngavik Incorporated (NTI) and its representatives will be providing direct oversight of this initiative.

Further detail about the scope of work and required timelines can be found in Section 2 and appendices below.

Proponents are not required to provide a response to every requirement of this RFP. Proponents may submit a proposal for only those areas for which they have the appropriate qualifications, experience, capacity and subject matter expertise.

1.2 Background

NTI is the representative organization for Nunavut Inuit under the 1993 Nunavut Agreement, a comprehensive land claims agreement (formerly referred to as the Nunavut 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 is committed to providing support to Inuit experiencing difficulties related to homelessness, and in the development of transitional housing and shelters across Nunavut to provide safe spaces for those who are experiencing various complications in relation to housing availability and domestic affairs.

2.0 SCOPE OF WORK AND TIMELINE

2.1 Scope of Work

NTI is requesting comprehensive Proposals from qualified proponents for the provision of Human Resource (HR) and professional development support for three 24-bed family violence shelters shelters located in **Baker Lake, Pangnirtung and Gjoa Haven**. **This is a pilot project which, if completed in a manner satisfactory to NTI, could lead to preference in future similar projects and contracts** for such facilities as they are developed across all of Nunavut. NTI is attempting to standardize such work to ensure consistent, appropriate, and efficient delivery of required services across the territory; this project represents the first attempt at such an approach, and its success could significantly improve administration and delivery of such services and the well-being of Inuit across all Nunavut's communities.

- The facilities in Baker Lake and Pangnirtung are currently projected to open in March of 2027, with the facility in Gjoa Haven is projected to open in March 2028. Therefore, while the same services are required for all three communities, completing the work for Baker Lake and Pangnirtung prior to March 31, 2027 is considered priority.
- Coordination with local Hamlet'sis essential and detailed below.

There are three primary service components to this project:

1. **Human Resources Support**: HR functions to finalize the positional needs, and staffing of such positions, at each of the three facilities, as needed. This includes, but is not limited to:
    - Development of job descriptions (JDs) for positions which may be community specific; this includes but is not limited the below. A Nunavut scan and receipt of current shelter JD's from existing shelters may be warranted to help in this task. Coordination with local Hamlet's required.
        - Counselor
        - Shelter Executive Director
        - Client Support Worker
        - Cultural Support Worker/Elder
        - Programming Coordinator
        - Childcare Worker
        - Cook
        - Janitor
        - Relief/Casual Shelter Worker
            - Draft or example JDs, if available, will be provided to the proponent upon awarding of the contract to reduce potential time required
    - Confirmation of accreditation/certification requirements and relevant legislation or applicable laws surrounding positions is expected, particularly for the counselor position
    - Development of organizational charts for each location (3), only as required, and in coordination with the local Hamlet's
    - Compiling existing Nunavut shelter policies and procedures. This will aid in the development of similar policies and proceduresfor the three family violenceshelters to ensure consistent, appropriate and efficient services across all communities.
    - Create templates to support internal policies and procedures (i.e., intake forms, shift changes, critical incident forms, etc.) and reporting templates to meet reporting requirements for funding organizations (i.e., quarterly reports, mid-term reports, and annual reports; duty to report). Coordination with funding organizations is required.
    - Research and development of appropriate pay scales, as needed, for each community for all relevant positions; union pay scales for each community must be considered
    - Development of advertising and promotional materials and identification of advertising resources and options, as needed, and in partnership with each local Hamlet
    - Overseeing, as needed, and in partnership with the local Hamlet's, the hiring and running of the job competitions.
2. **Training Plan**: Design/customization/adaptation of professional development materials required to ensure shelter staff at all facilities have appropriate training. This includes both JD specific materials for all positions across all facilities, as well as generalized materials which will be mandated for all positions (or require proof of acquisition or equivalency) regardless of seniority.

- Courses must include, but are not limited to:
  - Cultural orientation and Nunavut Inuit cultural awareness training, as required, and in partnership with local Hamlet's
  - Trauma informed and culturally safe care
  - Crisis intervention and de-escalation
  - Workplace safety, including:
    - Workplace Hazardous Materials Information System (WHMIS)
    - Workplace planning and risk assessment
    - Workers' Safety and Compensation Commission (WSCC) requirements and expectations
  - First Aid/CPR
  - Mental health and addictions, including mental health first aid and opioid training
  - Applied Suicide Intervention Skills Training (ASIST)/SafeTalk
  - Family and intimate partner violence psychoeducation
  - Adverse childhood experiences and historical/intergenerational trauma psychoeducation
  - Inunnguiniq training (short version)
  - Parenting support and early childhood education resources
  - Self-care and vicarious trauma awareness and psychoeducation
  - Training on ethics and confidentiality
  - Baseline administrative and professional skills training (Microsoft Office Suite, etc.), as needed and to discuss with local Hamlet's
  - Training on internal policies and procedures (as developed under HR support functions service component)
  - Training on territorial legislation, policies, procedures and guidelines as needed (i.e., mandatory reporting, client confidentiality, duty to report, etc.)

3. **Training Plan Delivery:** Delivery of professional development materials and courses in three communities.
   - Proponents may submit different suggestions for the frequency and length of professional development course deliveries. Priority of delivery of courses should be considered in the context of the opening date and readiness of the shelters, which may be a three (3) month to six (6 month) time frame upon contract award; ongoing training may be required upon initial phases of opening. See Section 2.1. However, at minimum, this must include:
     - One in-person delivery of staff training in each community prior to the opening of the respective facility.
     - Delivery of courses identified as mandatory for each position prior to the opening of the respective facility using available methods (in-person, on-line, virtual or blended)
     - Training must be categorized according to start-up training, on-going training, and training for new-staff/staff turnover; each category shall provide a comprehensive and

detailed training list. Each category will detail delivery method for training (on-line, in-person, virtual, or blended).

- Proponents are to indicate potential contractors, subcontractors, or other additional parties or stakeholders to be involved in service delivery if required, or identified as beneficial to the project
- Promotion and delivery of mentorship opportunities, and the ability to provide ongoing support for shelters, is considered an asset.
- Promotion and delivery of counselling services, and the ability to provide ongoing support for shelters, is considered an asset
- Coordination, where needed, with Nunavut's shelter network and existing training resources

The selected proponent will report to NTI and/or the local Hamlet's , but will be required to work with local stakeholders in each community to ensure local realities are incorporated into project materials, administration, and schedules. This includes but is not limited to:

4. The Hamlet of Baker Lake
5. The Hamlet of Pangnirtung
6. The Hamlet of Gjoa Haven

2.2 Project Schedule/Timeline

Following evaluation of all submitted proposals, award of the contract to the successful proponent is expected in a reasonable timeframe.

The expected final completion date of the project is on or before **June 30th, 2027.**

2.3 Contract Authority

Contracts resulting from this RFP will be managed by NTI or a designate which will be provided upon contract award.

A project authority will be identified to review the progress at regular intervals and to arrange for consultation with other groups and staff members as required. The project authority will be the main point of contact for the project.

3.0 GENERAL INSTRUCTIONS TO PROPONENTS

3.1 Submissions and Inquiries

An interested firm or individual (Proponent) may submit an electronic copy of their proposal. Proposals must be received by no later than 5:00 p.m. EST on November 30, 2026, at the following email address:

Nunavut Tunngavik Inc.
Attention: Jason Briffett
E-mail: procurement@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 procurement@tunngavik.com (the "Inquiry Contact"). Any responses and/or any changes to the RFP will be posted on NTI website or made available to all invited 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.

NTI will not make any payments for the preparation of a response to this RFP, except to Inuit Firms registered on NTI's Inuit Firm Registry at the sole discretion of the Chief Executive Officer. Inquiries can be made in writing and directed to the Inquiry Contact.

(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 Proposal (see upcoming 4.5 Use of Inuit Labour and 5.1 Proposal Rating Schedule of this RFP for further details). Use of such items is preferred and considered an asset during proposal evaluation. 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 (N) NTI RESERVES THE RIGHT TO AWARD MULTIPLE CONTRACTS AS A RESULT OF THIS RFP. SUBMISSION REQUIREMENTS

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

Proposal Format

To allow for a thorough yet timely evaluation, proposals should be presented in a clear and concise manner. Failure to present information in the manner requested may be to the Proponent's disadvantage.

Proposals shall conform to the submission requirements and shall take into consideration information provided with the RFP and all other requirements identified in the appendices.

A Table of Contents should be included to outline in sequential order the major areas of the proposal. All pages of the proposal should be clearly and consecutively numbered and correspond to the Table of Contents.

It is suggested that the following format and sequence be followed in order to provide consistency in Proponent response and to ensure each proposal receives full consideration.

- Proposal Cover Letter
- Corporate Experience/Individual and Team Knowledge/Experience/Past Projects and References
- Design
- Project Approach and Work Plan
- Project Budget
- Use of Inuit Labour

4.1 Corporate Experience/Individual and Team Knowledge/Experience/Past Projects and References

(a) Outline Corporate Experience in construction (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; principal place(s) of 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, including Inuit staff (if available);
- In the case of a Prime Contractor – Sub-consultant/Contractor relationship, a Corporate Profile should be submitted for each partner. The relationships between the partners should be clearly documented in your proposal. Please note that if your proposal contemplates a "joint venture partnership," then should your proposal be successful, each party shall be named separately but jointly and severally bound to the agreement ensuing from this RFP.

(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 (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.

Proponents should also be aware that where it has done past similar work for NTI, that the work was done for will automatically become a reference for the purposes of verifying the Proponent's satisfactory performance for that particular work, the level of involvement of a particular resource on a project, and suitability for the work requested in this RFP.

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 (Fees and Expenses)

The proposal should provide an overall project budget with a reasonable level of detail that includes, at a minimum:

- **General Professional Fee Rates**: A table providing rates for each category/class of team members (including subcontractors) must be provided, and rates for travel time, if any or different; this could be hourly or daily. If the rates for each category are identical across all three functions, stating this and using one column for rates is also acceptable; one of the three tables below must be provided at minimum. Daily rates will assume an 8- hour workday. Minimum quantity of staff to train will be fifteen (15).

CATEGORY #1 PRICING – HUMAN RESOURCES SUPPORT

Team Member Category	**Hourly Rate for HR Support**	**Total Hours for HR Support**	**Total Cost for HR Support**
Senior, subject matter experts			
Intermediate			
Junior			
Administrative			
Other			
Total			(a)

CATEGORY #2 PRICING – TRAINING PLAN

Team Member Category	**Hourly Rate for Training Plan**	**Total Hours for Training Plan**	**Total Cost for Training Plan**
Senior, subject matter experts			

Intermediate			
Junior			
Administrative			
Other			
Total			(b)

CATEGORY #3 PRICING – TRAINING PLAN DELIVERY

Team Member Category	**Hourly Rate for Training Delivery**	**Total Hours for Training Delivery**	**Total Cost for Training Delivery**
Senior, subject matter experts			
Intermediate			
Junior			
Administrative			
Other			
Total			(c)

Add the total value of category #1(a) #2(b) and #3(c) below:

Value (a)_____ + Value (b)_____ + Value (c)_____ = Total Contract Value_____

Note: These rates will remain in place for the duration of the project/contract.

- **Any other rates, charges or discounts**
  - The proposal should 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)).

Note: Should proponents require extra space to respond to the information requested in tables, they may use landscape format.

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.

All expenses/disbursements will be based on estimates 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. In order to receive the Inuit Firm Adjustment, proposals must include information of the Proponent's ownership structure. Proposals must also include details concerning all subcontractors, 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.

In addition to providing the information requested in this RFP, Annex A and Annex B must also be completed and signed for a proposal to be considered.

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.

This RFP must include an Inuit Benefit Package covering one or more of the following topics (where applicable) to demonstrate how Inuit will benefit from the potential contract. The Inuit Benefit Package will account for an additional 10% of the overall available points.

1. Use of Inuit labour;

Inuit training and skill development;

Sub-contracting to Inuit Firms; and

Investment in local communities.

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 the Inquiry Contact for additional information.

5.0 PROPOSAL EVALUATION

5.1 Proposal Rating Schedule

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: 10 Past Projects and References: 10	30
Project Approach and Work Plan	30
Project Budget (Estimated Fees and Expenses, including Inuit Firm Adjustment, where applicable)	20
Use of Inuit Labour	20
Total Points	**100**

No points will be awarded in the Proposal Rating Schedule where information is not provided by the Proponent.