



NTI COMMUNITY SUPPORT FUNDING NUNAVUT SHELTER SERVICES SUBMISSION GUIDELINES

INTRODUCTION

Nunavut Tunngavik Incorporated (NTI), the land claims organization for Inuit in Nunavut, has allocated a budget of one million dollars (\$1,000,000) under its Community Support – Nunavut Shelter Services Program to assist registered non-profit organizations and municipal governments that are looking to provide, or enhance existing shelter/housing services in implementing COVID-19 response measures.

PROGRAM OBJECTIVES

The objective of the program is to support community COVID-19 response measures related to the provision of shelter/housing services.

The program aims to provide funding for projects that demonstrate their value in improving the proponent organization's overall ability to enable or improve the provision of housing or shelter services in their community in support of community COVID-19 response measures.

Program contributions will reflect the scope of the projects and the availability of funds, up to a maximum of \$1,000,000. Projects will be classified under three categories:

1. NTI is issuing this call for proposals for operational or capital projects that help prevent the spread of COVID-19 in three categories:
 - \$50,000 to \$200,000
 - \$200,000 to \$500,000
 - \$500,000 to \$1,000,000
2. NTI is looking to fund projects across all three regions in Nunavut.

ELIGIBLE SUBMISSIONS

Submissions for this program may be accepted by not-for-profit organizations and municipalities.

ELIGIBLE PROJECTS

1. To be eligible, a project must satisfy the following criteria:
 - Proposed projects must explicitly demonstrate their contribution to the overall community efforts to respond to COVID-19.
 - Projects can be either capital or operational in nature.
 - Projects must demonstrate their value in improving the proponent organization's overall ability to provide housing or shelter services for Inuit and support community COVID-19 response measures. This could be achieved through:
 - Capital Projects focused on, among other things:
 - The purchase of equipment



- A contribution towards a capital project
- Planning for a capital project
- Operational Projects focused on, among other things:
 - Improving operational services or programs, such as mental wellness, food security, cultural or other programming.

ELIGIBLE EXPENSES

Eligible expenses include (but are not limited to) costs related to implementing projects for the delivery shelter services to Nunavut Inuit.

- Estimate of Cost, include any estimates of costing for the duration of the project,
- Up to 10% of administrative costs are eligible, depending on the nature of the project.
- Projects must demonstrate their value in improving the proponent organization's overall ability to provide housing or shelter services for Inuit and support community COVID-19 response measures.
- Operational expenses must be limited to the duration of the project.

ASSESSMENT CRITERIA

An evaluation committee made up of select NTI staff will review each proposal. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

This is a call for proposals: It is not a tender or an offer. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.

Submissions will be assessed by NTI. The applicant's ability to meet the assessment criteria will be considered based on the data submitted in the project proposal as per the Submission Process.

The submission assessment criteria are as follows:

- COVID Response Component (Identification of relevance of project to community COVID-19 response measures)
- Strength of Proposal (Project Description and Methodology, Project Feasibility & Clarity and Scale of Objectives)
- Strength of Project Team (Knowledge, Expertise and Experience of Project Team & Past Accomplishments)
- Scope of Proposal (Scale of Potential Benefits, Community Support, Duration of Benefits & Letters of Support)
- Budget (Justification Budget, Value for Money & Partnership Participation)

Proposal Evaluation and Selection

- Proponents may amend their proposal up to the closing date and time by email. A proposal may not be amended after the closing date but may be withdrawn by the proponent at any time prior to acceptance.



- NTI encourages the use of Inuit goods, services, labour, and training of Inuit labour in any evaluation of a proposal. A listing of approved Inuit Firms can be obtained from NTI at (867) 975-4900.
- Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
- Proponents whose proposals have been rejected will receive written notification within approximately ten business days of the selection.

SUBMISSION PROCESS

The submission process for the NTI Community Support – Shelter Services Program consists of the submission of a project proposal to NTI, that clearly outlines project information, project timeline, project budget, and contact information.

Project Proposal and Schedule

Project Description: Please provide a project proposal that describes the intent of your project, how you plan on carrying out your project, and your expected outcome. Be sure to include how your project will support Inuit in your COVID-19 response measures.

Project Timeline: Please include a timeline (expected start and finish dates. Please keep in mind that NTI Community Support – Shelter/Housing Services funding must be committed before March 31, 2021.

Project Budget: Please identify under which program category you are submitting your proposal. Please provide a project budget outlining all revenue sources and expenses.

Inuit Content: Please include a break-down of the Inuit labour cost component and the use of Inuit owned firms registered with NTI and are on the NTI Inuit Firms list.

Contact Information: please provide your organization's mailing address and the project lead and project lead resume of the individual responsible for the submission of the proposal.

Name or Organization:

Name Project Lead:

Email:

Phone Number:

Mailing Address:

Community:

Postal Code:

Instructions to Proponents

- Proposals must be received by NTI no later than 5 p.m. ET on January 4, 2021 at the following address:

Nunavut Tunngavik Inc.

Attention: Tim Brown Assistant Director, Policy and Planning

P.O. Box 638 Iqaluit, NU X0A 0H0

Tel: (867) 975-4926

E-mail: tbrown@tunngavik.com

- Proposals must be submitted via email to tbrown@tunngavik.com under the following conditions:



- a) The e-mailed proposal must be received on or before the closing date at the e-mail address stated in this Call for Proposals.
- b) To ensure that the proposal is received before the closing date, it is recommended that it be sent by e-mail well in advance of the closing date, and that the proponent confirm receipt by return e-mail or by telephone inquiry.
- 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:
 - a) Is delivered after the closing date or time.
 - b) Is delivered to any address other than that provided above.
- After the closing date, only the identity and addresses of the proponents will be made public.
- The proposal and accompanying documentation submitted by the proponent become the property of NTI and will not be returned. It is expected that a winning proposal may be identified by December 11, 2020 by 5 p.m. ET.

CONTRIBUTION AGREEMENT

1. A contribution agreement will be awarded to the proponents whose proposal are the most responsive and provide the best potential value to NTI. A proponent who is “responsive” is one who best meets the requirements described in this call for proposals and possesses the ability to meet the requirements described in these application guidelines.
2. 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 call for proposals until the contract is signed.
3. The contract will contain relevant provisions from this call for proposals, 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.

RESOURCE PERSON

Tim Brown
Assistant Director, Policy and Planning
Nunavut Tunngavik Inc.
Tel: (867) 975-4926
Toll Free: 888-646-0006
E-mail: tbrown@tunngavik.com
www.tunngavik.com