



Kakivak Association
Request for Proposal
Communications Project Management Services
RFP1819BUS01

Date of Issue: November 30, 2018

Closing Date and Time: December 21, 2018 at 3:00 p.m. EST

Project Authority: Glenn Cousins
Manager, Business Services
(867) 979-8951
gcousins@kakivak.ca

Introduction

Kakivak Association (Kakivak) is seeking consultants/firms with communications management experience to submit a proposal for the provision of Communications Project Management Services for the development of a variety of communications tools, documents, forms and media to support program promotion, information distribution and administration.

Background

Kakivak is a Community Economic Development Organization serving Inuit in the Qikiqtani Region of Nunavut, and is the non-profit economic development arm of the Qikiqtani Regional Inuit Association. Kakivak provides a broad range of services and programs to support training and employment, business development, childcare and youth initiatives. For reference, a copy of Kakivak's 2018 Annual Report is available on the Kakivak Association website at www.kakivak.ca.

Scope of Work

The services required, project details and deliverables are described in Schedule "A" – Service Requirements.

Kakivak's Responsibilities and Support

Kakivak will:

- ensure the program managers are available to the Contractor to provide and discuss content and reference materials;
- provide the Contractor with access to Kakivak offices as required;
- review all materials submitted in draft and provide feedback, comments and suggestions in a timely manner;
- interact with the Contractor on an ongoing basis;
- provide other assistance as required.

Contractor Responsibilities

In fulfilling the terms and conditions of any resultant Contract from this RFP, the Contractor agrees to do the following:

- provide the proposed resource(s) named in the RFP to perform the work. This/these person(s) will not be changed without the express consent of Kakivak;
- ensure the deliverables are delivered on, or before, the appropriate deadline;
- comply with the periodic reporting requirements as per the Contract;
- respect the terms and conditions of the Contract.

Guidelines for Submitting Proposals

The proponent should examine carefully the specifications and instructions in this RFP. While not intending to limit the scope of the proposals, the submission should include:

- Letter of Transmittal;
- Proposal including:

- Description of proponent’s **relevant** qualifications and **specific** experience;
- Identification of lead personnel responsible for the delivery of the services, including relevant experience and resumes;
- Listing of all personnel who will be involved with the project and the primary responsibilities of each person and resumes;
- Demonstrated understanding of the Scope of Work and the proposed methodology, approach, work plans and schedule to address the required deliverables;
- Budget detailing the total days/hours of effort and the contribution by each team member and a distinct rate for each, and any reimbursable expenses;
- All prices should be quoted in Canadian dollars, exclusive of applicable GST.

Potential Enhancements

Proponents may suggest enhancements to any aspect of this RFP if and as they wish. Nonetheless, proponents must identify the reason for recommending each particular enhancement with cost and time implications of each.

Notice of Intent

All consultants/firms are requested to submit a Notice of Intent in the form of an email to the Project Authority by 3:00 p.m. EST December 7, 2018. Submitting a Notice of Intent will ensure receipt of any amendments, clarifications and other relevant information related to the RFP.

Inquiries

All inquiries will be directed in writing to the Project Authority. All inquiries must be received by the Project Authority no later than 3:00 p.m. EST on December 14, 2018. Any inquiries received and the responses will be shared with all proponents that submitted a notice of intent prior to the deadline. Kakivak will respond to inquiries within 72 hours. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

Time Frame

Date of issue:	November 30, 2018
Notice of Intent to Submit:	December 7, 2018 at 3:00 p.m. EST
Closing Date and Time for Questions:	December 14, 2018 at 3:00 p.m. EST
Final Response to Questions:	December 18, 2018 at 3:00 p.m. EST
Closing Date and Time for Proposals:	December 21, 2018 at 3:00 p.m. EST
Award of Contract:	January 18, 2019 at 3:00 p.m. EST
Project Start (preferred):	January 21, 2019
Interim Progress Reports:	Bi-Weekly until Project Completion
Phase 1 Deliverables:	March 31, 2019
Final Project Deliverables:	March 31, 2020

Additional Guidelines

- a) Kakivak Association reserves the right to:
 - Add, delete, and/or change the terms of this RFP and to issue corrections and amendments to the RFP;
 - Have any documents submitted by a proponent evaluated by any individuals, including independent consultants;
 - Reject any proposal; and
 - Enter into a contract with one or more proponents.
- b) Notice in writing to a proponent and the subsequent execution of a written contract shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until a contract is signed.
- c) All proposals are in force for a period of sixty (60) days from the closing date.
- d) Kakivak Association reserves the right to request formal presentation in person or by conference call of any or all of the proposals to aid in the assessment process.
- e) All costs incurred in preparation and presentation of proposals shall wholly be the responsibility of the proponent.
- f) No public statements or news releases concerning this RFP, a proposal submitted in response to this RFP, discussions of any kind regarding this RFP, or contract negotiations related to this project may be released by a proponent without the prior written permission of Kakivak Association.

Submission Information

All proposals will be submitted to:

Kakivak Association
P.O. Box 1419
Iqaluit, Nunavut X0A 0H0
Email: gcousins@kakivak.ca

Electronically transmitted proposals in portable document format (PDF) format or other formats compatible with Microsoft Office are preferred. Mailed proposals will be accepted.

It is the proponent's responsibility to ensure that the proposal is submitted in its entirety prior to the deadline. It is recommended that the proponent verify receipt of any proposal with Kakivak Association prior to the submission deadline. Kakivak Association will not be liable for any claim, demand or damages if for any reason a transmission is interrupted, not received in its entirety, received late or by any e-mail address other than what is provided herein, or for any other reason.

This is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Proposals submitted in response to this RFP are done on a voluntary basis and shall not constitute tenders. Kakivak Association is not obliged to accept the lowest bid or any proposal submitted.

Amendment and Withdrawal of Proposal

Proponents may not amend their proposals after the closing date and time, but may withdraw their proposals at any time. Calculation errors shall be the proponent’s risk. In the event of a proponent’s error in price, time or calculations, quoted items shall prevail without recourse or liability against Kakivak Association.

Evaluation of Proposals

Proposals will be opened and evaluated privately based on the following criteria. Ratings will be confidential and no details will be released to any of the other proponents. Kakivak may, at its sole discretion, request clarification from a proponent during the evaluation process. Kakivak will notify all unsuccessful proponents after entering into a definitive agreement with the successful proponent.

The evaluation criteria and weighting will be as follows:

Criteria	Weight
Proponent’s and project team resources knowledge, skill and past experience	30
Methodology, approach, work plans and schedule	30
Inuit content Inuit Labour	10
Inuit content Inuit Firm	10
Costs, fees and expenses	20
TOTAL MAXIMUM SCORE:	100

Schedule “A” Service Requirements and Deliverables

Background and Description of the Project

Planning and project management for the development and updating of a suite of complementary communications tools and materials that support Kakivak’s outreach and program delivery. All materials must have consistent branding and design elements and produced in Inuktitut and English. The desired tools and materials include:

- updated content and functionality of the Kakivak website www.kakivak.ca;
- four short program information videos suitable for presentations and online;
- program information brochures;
- promotional posters;
- standard print ads;
- powerpoint presentation(s);
- promotional displays and materials;
- updated annual report;
- program application and administrative forms;
- preparation and review of information, text and dialogue as required.

The required Project Management Services include:

- develop a project plan and define the specific requirements;
- provide financial resources planning, including the development of project budgets;
- develop Requests for Proposal(s) for tendering of video and ad production services;
- manage the RFP process;
- manage the various aspects of the project and deliverables;
- manage the services provide by the service provider(s) selected to undertake the work;
- interact with Kakivak as required throughout the project and provide regular updates.

Deliverables

The Project Manager will ensure all deliverables are submitted as specified in the final contract. All deliverables and other work conducted for this project are the property of Kakivak Association.

A phased approach is required, with a detailed plan and budget as the first deliverable by March 31, 2019.

All materials will be reviewed and approved by Kakivak prior to being finalized for production.

Project Details

In addition to the activities included in the Scope of Work the Contractor will be required to provide:

- a principal contact person for the project who will be actively in, and responsible for all aspects of the project;
- a work plan with a schedule and budget estimate for the all aspects of the project to be approved by Kakivak prior to the commencement of any other work.

The timing and duration of the project is from date of award of contract until March 31, 2020.