



Kakivak Association

Request for Proposal

Update and delivery of Training Materials

Business Capacity Development

Government Procurement

Date of Issue:

August 23, 2024

Closing Date and Time:

September 13, 2024, at 3:00 p.m. EST

Project Authority:

James Paton

Manager, Business Services

(867) 979-8958

jpaton@kakivak.ca



Introduction

Kakivak Association (Kakivak) is seeking qualified firms or individuals (Contractor) with experience in the areas of; business development, economic development and/or training. The successful firm/contractor will be responsible for the delivery of training materials for in-person workshop. It is expected that this project will be approximately eighteen (18) months in duration and will conclude on or about March 31, 2026.

Background

Kakivak is a Community Economic Development Organization serving Inuit in the Qikiqtani Region of Nunavut, that is the non-profit economic development arm of the Qikiqtani Inuit Association. Kakivak provides a broad range of services and programs to support training & employment, business development, childcare & youth initiatives. For reference, a copy of Kakivak's Annual Report https://kakivak.ca/data/UPLOADS/files/Annual_reports/Kakivak_AR_2023_EN.pdf, 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:

- Review all requests, comments and suggestions in a timely manner and provide a response to the proponent
- interact with the Firm/Contractor on an ongoing basis.
- provide assistance as required; and,

Firm/Contractor Responsibilities

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

- provide the proposed resource(s) named in the submission to the RFP to perform the work. This/these persons(s) will not be changed without the express consent of Kakivak;
- ensure the deliverables are delivered on, or before, the appropriate deadline(s)
- comply with the brief reporting requirements following each workshop/training session conducted as per the Contract; and,
- respect the terms and conditions of any contract resulting from the successful response to this RFP.

Guidelines for Submitting Proposals



Proponents 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 their resumes.
 - Listing of all personnel who will be involved with the project and the primary responsibilities of each person and their resumes
 - Demonstrated understanding of the Scope of Work, the proposed methodology, approach, work plans and schedule to address the required deliverables.
 - A budget detailing the:
 - Billable rate per day/hour for the delivery of the workshop/training sessions.
 - Billable rate per day/hour for travel to and from the respective communities
 - Billable rate per hour for arranging:
 - travel to the respective communities (including any potential amendments due to unforeseen weather or mechanical delays)
 - Arranging a meeting space suggested by Kakivak for the workshop/training session
 - Billable rate per hour for the compilation of reports for Kakivak following each workshop/training session
 - Cost of any reimbursable expenses that may arise in the delivery of the workshop/training session (For example: from time to time there may be items needed to be purchased in a community due to some unforeseen circumstance to conduct the workshop/training session. Outline how this cost will be passed on to Kakivak including any potential administration fee that may be applied to the cost)
 - Billable rate for any translator required for the workshops/training sessions.
 - All prices should be quoted in Canadian dollars, exclusive of applicable GST.

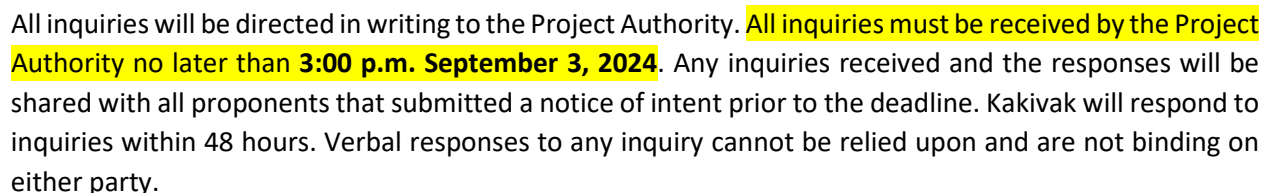
Potential Enhancements

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

Notice of Intent

All individuals and firms are requested to submit a Notice of Intent in the form of an email to the Project Authority by **3:00 p.m. August 30, 2024**. Submitting a Notice of Intent will ensure receipt of any amendments, clarifications and other relevant information related to the RFP.

Inquiries



Date of issue:	August 23, 2024
Notice of Intent to Submit:	August 30, 2024 at 3:00 p.m. EDT
Closing Date and Time for Inquiries:	September 3, 2024 at 3:00 p.m. EDT
Final Response to Inquiries:	September 6, 2024 at 3:00 p.m. EDT
Closing Date and Time for Proposals:	September 13, 2024 at 3:00 p.m. EDT
Award of Contract:	September 20, 2024 at 3:00 p.m. EDT
Project Start (preferred):	September 20, 2024
Interim Progress Reports:	Monthly until Project Completion
Final Project Deliverables:	March 31, 2026

- 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 individual, 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
109-924 Mivvik Street
Iqaluit, Nunavut X0A 3H0
Email: jpaton@kakivak.ca

Electronically transmitted proposals in portable document format (PDF) format or other formats compatible with Microsoft Office are requested.

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 knowledge, skill set, and past experience related to federal or territorial governments procurement process.	30
Indigenous Involvement for the project	10



Proponents experience with the delivery workshops/training sessions, or adult education	30
Proponents experience and knowledge of Nunavut, specifically the Qikiqtani Region.	10
Costs, fees and expenses	20
TOTAL MAXIMUM SCORE:	100



Schedule “A” Service Requirements and Deliverables

Background and Description of the Project

Kakivak Association (Kakivak) is seeking qualified firms or individuals (Contractor) with experience in the areas of, business development, economic development, training, or adult education. The successful firm/contractor will be responsible for the delivery of training materials for in-person workshops.

It is expected that this project will be approximately eighteen (18) months in duration and will conclude on or about March 31, 2026.

Kakivak has developed a comprehensive course to help mentor/train Indigenous business owners how to; locate, prepare, register, and submit bids to federal and territorial government procurement opportunities. The course consists of 6 modules, with approximately 120 power point slides in total. Each slide is fully narrated and can be heard in major Inuktitut Dialects of the North and South Baffin, the Kivalliq, and in English. The course has been completed within a 3 day period.

It is Kakivak's intention to deliver procurement workshops/training sessions in 6 Qikiqtani communities before March 31st, 2025. From April 01st 2025 to March 31st, 2026, another 7 other communities will be offered procurement workshops/training sessions, with the possibility of revisiting some of the communities serviced in this fiscal year, if demand warrants it.

Deliverables

Kakivak, will ensure all deliverables are specified in a final contract drafted between Kakivak and the successful proponent to this RFP.

Kakivak will:

- Provide all the necessary training modules and materials to the firm/contractor
- Provide all the necessary training equipment such as:
 - laptops,
 - translating equipment,
 - projectors and screens,
 - portable scanners, and
 - portable printers
- Provide a listing of communities where the course will be held
- Discuss with the Firm/Contractor, the order in which the communities will be serviced with the workshop



- Run ads in the selected communities to recruit businesses wanting to participate in the workshop
- Provide the Firm/Contractor with a list of participants for each respective community
- Provide the Firm/Contractor with pertinent information regarding each participant and what if anything that Kakivak will be reimbursing the participant for
- interact with the Firm/Contractor on an ongoing basis.
- Respond to the Firm/Contractor's request for information related to the workshops/training in a timely manner which will usually be within a 24-hour period.
- Provide aid, as required and from time to time have a staff member present during the workshop,

Project Details/Submissions:

The contractor will

Develop a schedule for the delivery of the workshop/training sessions.

- Preparation time before travel to community
- Delivery of the workshop in the community
- Post-delivery reporting
- Provide hands on mentorship and help to clients where required during the workshop/training session in relation to procurement
- Safeguard all equipment provided to the firm/contractor for the delivery of the workshop/training, returning it to Kakivak, in Iqaluit at the end of each workshop, unless otherwise specified by Kakivak.

Organize travel to the communities selected for the workshops/training

- Based on selected priority communities, arrange all travel for staff to the communities selected
- Arrange accommodation in the respective communities for the duration of the workshop
- Arrange meeting space for the workshop based on information provided by Kakivak related to options in each community

Arrange translating services where required:

- Arrange for a translator to assist with the delivery of the workshop to unilingual participants

Reporting:

- Upon completion of a workshop/training session, draft a report summarizing the successes, challenges, and potential enhancements that may better aid in future delivery of the workshop/training sessions.
- Provide an outline of billable day's hours to accompany the workshop report