



NUNATSIAVUT

IlikKuset, Pinguanimmut Niuggunimmulu
Culture, Recreation and Tourism

REQUEST FOR PROPOSALS

OPERATOR: TORNGAT MOUNTAINS BASE CAMP AND RESEARCH STATION

Issue Date:
January 15, 2018

Closing date and time:
4:00 p.m. (AST) on February 12, 2018

Context

The Nunatsiavut Government (NG) was established in 2005 following the establishment of the *Labrador Inuit Land Claims Agreement* (LILCA). LILCA includes self-government provisions rendering the NG a regional Inuit government within the province of Newfoundland and Labrador. The NG has authority over many central governance areas including health, education, housing, culture and language, justice and community matters.

The NG is driven by a set of fundamental principles that arise from the *Labrador Inuit Constitution*. These fundamental principles express our core beliefs in:

- Democracy and equality;
- Preservation of our culture and language;
- Pursuit of a healthy society;
- Pursuit of a sustainable economy;
- Preservation of the lands, waters, animals, and plants of our ancestral territory.

Inuit self-government in Nunatsiavut operates at two distinct, but connected levels: regional and community. At the regional level, the NG is organized into seven departments:

- Nunatsiavut Secretariat;
- Nunatsiavut Affairs;
- Health and Social Development;
- Education and Economic Development;
- Lands and Natural Resources;
- Culture, Recreation and Tourism;
- Finance and Human Resources.

At the community level are the five Inuit Community Governments representing the Inuit communities of Nain, Hopedale, Postville, Makkovik and Rigolet.

It is within the department of Culture, Recreation and Tourism (CRT) that the responsibility and oversight of the Torngat Mountains Base Camp and Research Station (Base Camp) lies, with the responsibility of researchers falling under the Department of Lands and Natural Resources.

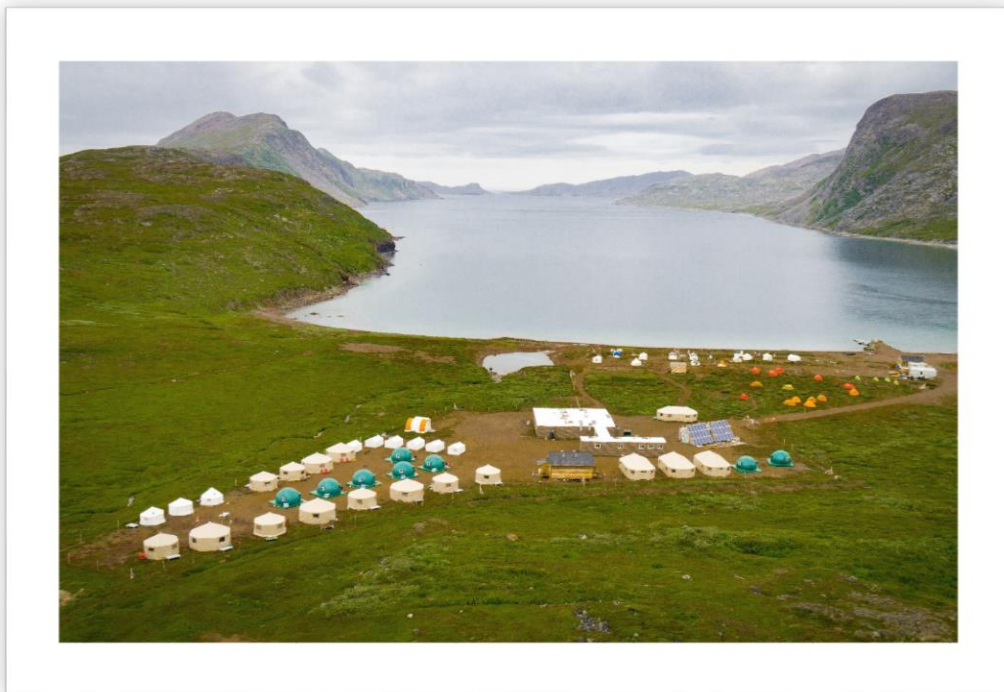
The Base Camp is located at kANGIDLUASUK (St. John's Harbour), a sheltered harbour 10 km west of the radar station on the south side of Saglek Bay. The Torngat Mountains National Park lies just to the north of Base Camp, and includes the north shore and islands in Saglek Bay. It is also approximately 200 Kilometers north of Nain, Labrador's most northerly community and the last community with an airstrip before reaching Saglek.

From 2006-2010 Parks Canada piloted a Base Camp project to support field workers, researchers and visitors in the Park. In 2011 the NG took possession of the Base Camp infrastructure and had previously contracted a third-party company to administer and oversee operations of Base Camp.

NG is seeking proposals from interested and experienced companies to operate Base Camp for the period of 2018-2022.

Facilities at Base Camp include a research station which includes shared lab and office space, full service cafeteria, washrooms (with showers) as well as a tent dedicated to Parks Canada and another for the youth program. There are also approximately 6 inter shelter tents; 11 design shelters; 3 prospector tents; 3 Inuit tents; and 8 MEC tents. There is also opportunity for individuals to bring their own accommodations. On site there is normally a helicopter and a tourism boat along with zodiacs for getting people to and from the airstrip and out for day excursions. These are all coordinated by the operator.

Base Camp also has satellite telephone communications and Parks Canada maintains radio repeaters that allow for communications throughout most of the region using hand held 2 way radios. In 2017 internet was available to staff only.



Project Overview, Objectives and Scope

The vision and mission for Base Camp was developed in 2008 and is included in the 2008 *Forerunner Report*.

The NG's **vision** for operations of the Torngat Mountains Base Camp and Research Station is one that:

- Honours Inuit, Inuit culture and connection to the land;
- Values and perpetuates Nunatsiavut's natural and cultural resources;
- Fosters mutual respect and collaboration among all stakeholders;
- Generates public awareness and knowledge of the value of the land, nature and culture;
- Supports a sustainable consumer and research tourism economy; and
- Provides world-class visitor experience that connect to Torngat Mountains National Park of Canada and the Inuit story.

The NG's **mission** for operations of the Torngat Mountains Base Camp and Research Station is to maximize regional tourism economic impact by inspiring people of all ages and backgrounds to experience the Torngat Mountains region through the provision of seasonal accommodations and tour support services provided by Inuit and Inuit businesses in partnership with federal, territorial and community stakeholders that exceed visitor expectations; and generate high value-for-money perceptions.

Objectives of this Request for Proposals

Proponents interested in operating the Torngat Mountains Base Camp and Research Station will provide a detailed business plan covering services in the following general categories:

- Overall Camp operations and coordination;
- Visitor experience;
- Collaboration with key stakeholders (Parks Canada and the NG's Department of Culture, Recreation and Tourism and Department of Lands and Natural Resources; and
- Human Resource Management.

The responsibilities of the Operator of the Torngat Mountains Base Camp and Research Station include, but may not be limited to, the following:

- Lead Base Camp operations (including oversight of Base Camp, financial spending, supplies, maintenance, tourist accommodation and experience, resourcing, gift shop, housekeeping, kitchen services);
- Administration of all aspects of guest travel and accommodation (tourists and Researchers) including reservations, travel, packages and communications at both Base Camp and in Happy Valley - Goose Bay;
- Accommodations for staff, helicopter pilots and radio technicians;
- Financial operations including handling of all payments from guests;
- Coordination of logistics for fuel and Base Camp supplies;

- Coordination of contracts (air charters, helicopters, tour boat(s), usage of airstrip);
- Mobilization and demobilization of Base Camp at the beginning and end of each season including winterization at season end;
- Securing and providing Coast Guard approved marine assets capable of transporting people to land based tours and to and from Base Camp, Hebron and airport;
- Telecommunications;
- Insurance;
- Participation in the Pre-planning Committee;
- Human Resource Management;
- Resource management and maintenance (boats, charters, Base Camp infrastructure);
- Marketing the Torngat Mountains Base Camp & Research Station to tourist and researchers;
- Administrations of social media outlets concerning Base Camp; and
- Working with partners for any familiarization tours.

In addition, the Operator of the Torngat Mountains Base Camp and Research Station will:

- Coordinate the oversight of needs and requirements of researchers in conjunction with the NG's Director of Environment and Parks Canada;
- Coordinate programming at Base Camp and in the Park with Parks Canada;
- Coordinate helicopter agreement(s) with Parks Canada;
- Coordinate a youth leadership program with NG and Parks Canada;
- Coordinate resource usage with Parks Canada and researchers;
- Maintain open communication with the Department of Culture, Recreation and Tourism; and
- Coordinate marketing efforts with Department of Culture, Recreation and Tourism.

The following websites may be useful for information:

- Parks Canada:
 - **Torngat Mountains National Park Management:** <https://www.pc.gc.ca/en/pn-np/nl/torngats/info/index>
 - **Plan your visit:** <https://www.pc.gc.ca/en/pn-np/nl/torngats/visit>
- Conference Board of Canada: ***Improving public-private collaboration to sustain a remote Indigenous tourism venture: The case of Torngat Mountains Base Camp and Research Station in Nunatsiavut:***
http://www.apcfncc.ca/images/uploads/CBOC_Final_Revised_TMBCRS_2017.pdf
- The Torngats: <https://thetorngats.com/>
- Tourism Nunatsiavut:
https://www.tourismnunatsiavut.com/home/torngat_mountains.htm

Requirements

Specific requirements outlined below do not constitute the final terms of an agreement or an engagement. A formal written agreement between the two parties will determine the ultimate terms.

Mandatory Requirements

Proponents must be capable of providing accredited professional services and have experience running an isolated camp.

Evaluation Criteria for Proposals

The NG will evaluate each Proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the Proposal submitted in response to this RFP;
- b) Relevant experience of the firm;
- c) Relevant experience and knowledge of key personnel;
- d) References, including the contact information of former clients;
- e) Experience running isolated camps;
- f) Inuit Content as outlined in the Nunatsiavut Government’s *Procurement Act*; and
- g) Other criteria as may be applicable.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from the proponents.

The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. Any proposal that is accepted may be accepted in whole or in part.

The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proponent.**

Proposal Content

Table of Contents

Proposals should include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the proponent’s unique qualifications and services.

Background Information

Provide general information on the proponent, including a brief history and the number of years in business. The proposal should include resumes, relevant project experience, availability, current workload and office location of all key personnel.

Project experience

Project experience should include a comprehensive list of all relevant policy research, analysis and writing completed by key personnel, including links to publically available examples where possible.

Organizational Chart

The chart should indicate the names of the individuals to be involved in the major tasks of the project and the lines of responsibility. The organizational chart should also include the specific responsibilities of the key personnel and their role on the project team.

References

The proponent should include references related to relevant work experience.

Other Benefits

The proponent should describe any other services or benefits the NG may realize through these services.

Instructions to Proponents

Enquiries

All enquiries regarding this Request for Proposals (RFP) must be made in writing by fax or e-mail and addressed to:

Attn: Belinda Webb - Deputy Minister, Department of Culture, Recreation and Tourism
Telephone: (709) 922-2942 ext 252
Fax: (709) 922-1040
Mail: P.O. Box 70, Nain, NL A0P 1L0
Email: belinda.webb@nunatsiavut.com

Such enquiries should be delivered on or before **January 31, 2018** so that questions and answers can be sent to all proponents as an addendum. Information given by word of mouth will not be valid or enforceable.

Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

To be considered, electronic copies of proposals should be sent to Belinda Webb, Deputy Minister at belinda.webb@nunatsiavut.com.

Hard copies of proposals will also be accepted, must be clearly marked "*OPERATOR: TORNGAT MOUNTAINS BASE CAMP AND RESEARCH STATION*" and be received at:

Department of Culture, Recreation and Tourism
Nunatsiavut Government
P.O. Box 70, Nain, NL A0P 1L0
Attn: Belinda Webb, Deputy Minister

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 p.m. (AST) on February 12, 2018 (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

Proposals will be open for acceptance for at least ninety (90) days following the Closing Date.

General Conditions

Governing Law

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of this RFP.

Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement between any proponent and the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this RFP, other than the representative(s) identified without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proponent's proposal.

Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the RFP process.

Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.

Release of Information

While Proposal is Open:

The names of individuals or companies who have picked up the proposal will **not** be released.

At Proposal Opening:

Only the names of the bidders will be released.

After Proposal Opening:

No further information will be released until after the contract is awarded.