



**EXPRESSION OF INTEREST
FOR THE PROVISION OF**

GROUP RRSP SERVICES

Issued: February 02, 2026

DUE: February 20, 2026 @ 3:00pm (EST)

2026-EOI-001

1. Purpose of this Expression of Interest

The City of Iqaluit is issuing this Expression of Interest (EOI) to identify and assess the interest, availability, qualifications, and general capabilities of qualified service providers who may be interested in providing Group Registered Retirement Savings Plan (RRSP) services for approximately 200 City employees.

The City is seeking information on modern, secure, and digitally enabled group RRSP solutions that allow employees to actively manage their retirement savings online, access professional financial advice, and conduct transactions electronically with minimal administrative burden.

This EOI is intended solely to inform the City's procurement planning and does not constitute a commitment by the City to issue a subsequent competitive procurement or to procure any goods or services.

2. PROCUREMENT CONTEXT

Legislative and Policy Framework

This EOI is issued in accordance with:

- Cities, Towns and Villages Act (Nunavut)
- City of Iqaluit Procurement By-law No. 1014
- Applicable City policies, procedures, and Codes of Conduct

Non-Binding Nature of EOI

This EOI is not a Call for Bids and will not result in the award of a contract. Submissions received in response to this EOI will not create any contractual or legal obligations between the City and any respondent.

The City may, but is not obligated to:

- Issue a Request for Proposals (RFP), Request for Quotations (RFQ), or other competitive procurement
- Use information obtained through this EOI to develop procurement documents
- Modify its procurement strategy based on responses received

3. SCOPE OF INTEREST

Respondents are invited to express interest in providing Group RRSP services that may include, but are not limited to, the following high-level capabilities:

- Administration of a group RRSP program for municipal employees
- A secure, online platform allowing employees to:
 - Enroll electronically
 - View balances and transaction history
 - Select, modify, and rebalance investment portfolios
 - Access statements and tax documentation electronically
- Multiple investment options, such as:
 - Conservative, balanced, and growth portfolios
 - Target-date or lifecycle funds
 - Self-directed investment options (where available)

- Access to professional financial advice, including:
 - Availability of a qualified advisor for employee consultation at no direct cost to employees
 - Financial education resources and planning tools
- Electronic fund transfer capabilities, including:
 - Transfers into the City's group RRSP from another RRSP provider
 - Transfers out to another RRSP provider with minimal administrative complexity
 - Electronic withdrawals and cash-outs, where permitted by legislation, without reliance on physical cheques
- Secure handling of personal and financial information in compliance with applicable privacy and security standards.

Detailed specifications are intentionally not provided at this stage.

4. INFORMATION REQUESTED FROM RESPONDENTS

Respondents should provide concise, high-level information addressing the following areas.

Company Profile

- Legal name and business address
- Years in operation
- Primary contact person and contact details
- Applicable licenses or regulatory registrations

Relevant Experience and Capabilities

- Experience providing group RRSP services, particularly for public-sector or municipal employers
- Summary of comparable group retirement or savings programs
- Experience supporting clients in Northern, remote, or geographically dispersed environments, if applicable

Technology and Service Delivery

- Overview of the online platform and digital tools available to plan members
- Security measures and data protection standards
- User support services available to employees (e.g., help desk, online support, advisor access)

Capacity and Availability

- Ability to onboard and support a municipal workforce of approximately 200 people
- Geographic service model, including remote advisory and support services
- General implementation timelines

Value-Added Considerations

- Financial education or employee engagement initiatives
- Innovative features that improve employee experience or administrative efficiency
- Environmental, social, or governance (ESG) considerations, if applicable
- Support for Nunavut-based or Inuit businesses, where relevant

Optional Information

- General observations on market conditions or emerging trends in group RRSP services
- Recommendations regarding procurement approach or plan design considerations
- Any constraints, risks, or considerations the City should be aware of

5. SUBMISSION INSTRUCTIONS

Submission Format

- Electronic submission preferred (PDF format)
- Maximum length: 10 pages, excluding appendices

Submission Deadline

Submissions must be received no later than: **15:00 EST February 20, 2026**
Late submissions may not be considered.

Submission Address

Submissions shall be delivered electronically to:

Jim Jones
City of Iqaluit
J.Jones@iqaluit.ca

6. EVALUATION AND USE OF RESPONSES

Review Process

EOI responses will be reviewed by City Administration for the purpose of:

- Understanding supplier interest and market capacity
- Informing future procurement strategy and documentation
- Identifying potential qualified suppliers for a future competitive process

No Ranking or Scoring

Responses will not be formally scored or ranked, and the City is under no obligation to provide feedback to respondents.

7. CITY RIGHTS AND RESERVATIONS

The City reserves the right to:

- Amend, cancel, or reissue this EOI at any time
- Request clarification or additional information from any respondent
- Accept or reject any or all EOI responses
- Use or not use information provided in responses at its sole discretion

8. CONFLICT OF INTEREST AND CONDUCT

Respondents must disclose any actual or potential conflicts of interest. All respondents are expected to conduct themselves in accordance with ethical business practices.

City staff and Council members involved in this EOI are bound by applicable Codes of Conduct and conflict-of-interest requirements.

9. CONFIDENTIALITY

Information submitted in response to this EOI will be treated in accordance with applicable access-to-information and privacy legislation. Respondents should clearly identify any proprietary or confidential information.

10. CONTACT FOR INQUIRIES

All inquiries regarding this EOI must be directed to:

Jim Jones, Procurement Agent
City of Iqaluit
j.jones@iqaluit.ca

No other City employee or Council member is authorized to discuss this EOI.