



REQUEST FOR PROPOSAL
FOR THE PROVISION OF CONSULTANT SERVICES FOR

YOUTH CRISIS INTERVENTION AND HOMELESSNESS PREVENTION INITIATIVE

PROPOSAL CALL: 14 NOVEMBER, 2022

PROPOSALS DUE: 5 DECEMBER, 2022 4:30PM EST

2022-RFP-YCI002



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The Request for Proposal (“RFP”) is available electronically by downloading from the City of Iqaluit website

1.0 Definitions

In this RFP, the following definitions shall apply:

“City” means City of Iqaluit;

“City Representative” has the meaning set out in section 3.2;

“City Website” means www.iqaluit.ca;

“Closing Time” has the meaning set out in 3.1;

“Contract” means a formal written agreement between the City of Iqaluit and the Preferred Proponent to undertake the Services, the preferred form of which is attached as Appendix A;

“Evaluation Team” means the team appointed by the city to evaluate the proposals;

“Preferred Proponent(s)” means the Proponent(s) selected by the Evaluation Team to enter into negotiations for a contract;

“Proponent” means an entity that submits a proposal;

“Proposal” means a proposal submitted on response to this RFP;

The “Project” means the work and services that are described in the Terms of Reference of this RFP;

“Successful Proponent” means the Proponent who has entered into a contract with the City of Iqaluit in response to this RFP;

“Services” has the meaning set out in Schedule A “Scope of Work”.

2.0 BACKGROUND

2.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63° 45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.



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2.2 Geology and Terrain

Iqaluit's location is above the tree line and within the continuous permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

2.3 Climate

Iqaluit has an Arctic climate with an average January temperature of -21.5°C and July average temperature of 8°C . The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm precipitation. The prevailing winds are northwest at 16.7 km/hr.

2.4 City Growth and Population

The City of Iqaluit is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home to many federal and territorial government departments. The City has rapidly developed into a regional centre for the Territory with many Northern businesses, governments and Inuit organizations making it their base of operations. The City is also a hub for transportation and gateway to the Eastern Arctic. Its International Airport and the development of a deep water port and small craft harbor are a result of the demand for increased transportation infrastructure in Iqaluit, connecting it to other Arctic and southern communities. The influx of newcomers to Iqaluit from the south and other communities has resulted in an increasingly multicultural city. The fast-paced growth of Iqaluit has stretched much of the city's development and its resources. The City is struggling to keep up with being able to effectively deliver services such as sanitation and water/waste water and is currently experiencing a severe housing shortage. The current population of Iqaluit is estimated at about 8,300 people.

2.5 Land Ownership System

Iqaluit has a unique land ownership system. The major land owners in Iqaluit are the Commissioner of Nunavut, the City of Iqaluit and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

3.0 INSTRUCTIONS TO PROPONENTS

3.1 Submission

No later than 4:30 p.m. EST on 5 DECEMBER, 2022 (the "Closing Time"), the Proponents shall submit their proposals electronically to s.clark@iqaluit.ca

The subject line must reference: **2022-RFP-YCI002**

Amendments and Proposals received at any other location will not be considered.

The proposals should be clearly marked with the name of the Project and to the attention of:

Ms. Stephanie Clark, Director of Recreation



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Proposals shall be submitted electronically by email only to the address listed above. The final decision on whether to accept late proposals is at the City's discretion.

3.2 Inquiries and Amendments

All inquiries are to be directed to:

Ms. Stephanie Clark, Director of Recreation
P. O. Box 460
Iqaluit, NU
X0A 0H0
s.clark@iqaluit.ca

The deadline for submitting inquiries is **2 December, 2022 at 12:00 p.m. EST.**

To ensure consistency and fairness to all Proponents, any information with respect to significant inquiries will be posted in the form of written amendments or clarifications on the City of Iqaluit Webpage under "Tenders and Proposals". Verbal explanations or instructions will not be binding.

3.3 Addenda

If the City determines that an amendment is required to this RFP, the City Representative will issue a written addendum by posting it on the City of Iqaluit Website at www.iqaluit.ca. It is the responsibility of the Proponents to check the website for addenda. The only way this RFP may be added to or amended in any way is by a formal written addendum. No communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

3.4 Opening of the Proposals

There will be no public opening of the Proposals.

3.5 Proponent Requirements

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project.

3.6 City Representative

For the purposes of this RFP, the City of Iqaluit representative is Ms. Stephanie Clark, Director of Recreation.

3.7 Terms and Conditions

3.7.1 Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.

3.7.2 The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.



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3.7.3 This is **not** an offer. The City of Iqaluit does not bind itself to accept the lowest price or any proposal submitted.

3.7.4 The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.

3.7.5 The City will not be responsible for any proposal that does not indicate the Request for Proposal reference and the Proponent's name.

3.7.6 The City will not be responsible for any proposal that is delivered to any address other than that provided in Section 3.1 of this RFP.

3.7.7 If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose proposal, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.

3.7.8 If the City decides to award a contract based on a submission received in response to this Request for Proposal, the successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

3.7.9 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposal, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a proposal. A copy of the standard "City of Iqaluit Services Agreement" is included as Appendix A.

3.7.10 In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.

3.7.11 Any amendment made by the City to the Request for Proposal will be issued in writing and posted on the City of Iqaluit Webpage.

4.0 PROJECT OVERVIEW

The City of Iqaluit acknowledges the need to create a space where underserved youth in our community can build meaningful connections, receive appropriate interventions and supports, and engage in positive risk-taking behaviors. The City, through direct engagement with youth in various recreation and municipal enforcement settings, and through discussion with organizational partners and members of the community also recognizes that there is a population of young people that require additional

focused, direct interventions and supports in order to provide them the best chance at having a safe, stable future. In light of this, the City, at the direction of City Council, has undertaken the development of a youth crisis intervention and homelessness prevention initiative. The City is seeking a qualified proponent that will, by undertaking the activities contained in this RFP and the Scope of Work, guide the City's next steps in moving forward with the initiative.

5.0 COVID-19 IMPACTS

Iqaluit's diverse population has been impacted significantly by the COVID-19 pandemic in terms of education, employment, physical and mental health, and financial instability. The pandemic interrupted the availability of education, recreational and social support services for young people in our community. While the lasting impacts are only now beginning to be understood, with more than two years of rolling closures and shutdowns, online and distance education, routine interruption and social isolation has exacerbated the concerns of a precarious population. Youth in critical situations, including those from lower-income families appear to have been disproportionately impacted by the pandemic.

The COVID-19 public health emergency will have lasting negative effects on youth development outcomes, particularly in exacerbating inequities that existed prior to the pandemic. Given the disproportionate impact of COVID-19 on youth, there is a risk that the current pandemic-induced interruptions to childhood development could further increase concentrated antisocial behaviours, and negatively impact wellness, causing long-term damage to developmental prospects of young people in Iqaluit.

6.0 OBJECTIVES

The City of Iqaluit is seeking the services of a consultant to assist in the development of its emerging Youth Crisis Intervention and Homelessness Prevention initiative. The consultant will facilitate actions as described in the *Scope of Work* found in Appendix A of this document throughout the duration of their contract. These actions are intended to assist the City in defining a clear statement of need that will provide direction, and actionable steps for programming designed to interrupt patterns of youth in crisis by supporting them with intervention and prevention services.

7.0 ADVISORY GROUP

There will be an Advisory Group for this project comprised of City staff, and members of the partner group. City staff will act as the Chair of the Advisory Group. The Advisory Group will contribute to execution of the Scope of Work by:

- a) Providing unbiased technical advice and information;
- b) Providing professional planning and policy advice for consideration;

- c) Providing information regarding relevant municipal or other sector issues, policies, and programs and initiatives that have an effect on the matters under consideration;
- d) Represent the best interests of the City and its citizens; and
- e) Take on and complete assigned tasks.

8.0 DELIVERABLES

The proponent will be required to satisfactorily complete the scope of work, and ensure that the following deliverables have been met:

The proponent will be required to:

- Engage with the community in a broad-reaching and culturally relevant manner to understand current needs, opportunities and challenges as it relates to youth homelessness prevention and crisis intervention;
- Provide a detailed Analysis of Program Options;
- Provide a Program Viability Report;
- Provide a clear recommendation of next steps for review and consideration;
- Develop proposed program and implementation plans;
- Host and administer regularized meetings with the Advisory group to the project, and provide clear, concise reporting materials after each meeting (e.g. Agendas, Minutes, Workplan updates etc) throughout the duration of the contract.
- Ensure that all tasks contained within Appendix 'A' Scope of Work are completed to the satisfaction of the Advisory Group.

It is anticipated that the activities within this RFP will be completed no later than 1 June, 2023

Meeting minutes will presented to Council for information purposes. All written reports will be presented and reviewed by Council and any findings should be submitted to the City in a format suitable for posting on the City of Iqaluit Website.

9.0 PROPOSAL REQUIREMENTS

Proponent submissions should be prepared in sections, with the content of each section as specified below. Concise submissions which address the section requirements are encouraged. Where a maximum number of pages are specified, each page is based on a single-side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font. The technical submission will be limited to twenty (20) pages single-sided with three (3) additional 11" x 17" pages for schedule and level of effort table. There are no page limits or restrictions to the financial submission, or resumes for staff.

The technical submission must not have any financial details included. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the Proponent.



9.01 Technical Submission Requirements

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted. The proposal must include information as follows:

PART 1 – TECHNICAL PROPOSAL

CONSULTANT OR PROJECT TEAM

The Proposal should adequately describe the capability and the resources proposed to meet the requirements described in this RFP. The proposal shall include the following:

- i. Resumes for the consultant and any project team members with a description indicating how, and in what ways the proposed resource satisfies the needs identified in the Request for Proposal.
- ii. Related Experience of the Company
List the past three similar jobs that you have completed with the company name, contact person and phone number that we may contact for a reference.
- iii. Inuit Preference
This Inuit content will be the percentage of work completed by Inuit.

PART 2 – COST PROPOSAL

FINANCIAL SUBMISSION REQUIREMENTS

9.02 Consultant's Professional Fees (30 points)

Submit an unqualified Cost Submission Form. Additionally, submit an unqualified level of effort fee table, complete with positions, hours, rates, and fee breakdown, based on the work being requested under this RFP for a Fixed Fee contract. The level of effort table must include major project tasks/ phases (i.e. detailed design phase, tender support, contract administrator/ site inspection, etc.); as well as, sub-tasks and activities support each phase of the work. All expenses and disbursements required to complete the detailed scope of work are to be included as part of the Fixed Price.

The level of effort fee table shall form part of the contract document to be used between the City and the Preferred Proponent. The rates included in the fee table will be used in the event the scope of work is changed and provisions of the contract value to be changed during the project period. This is a Fixed Fee contract, changes to the scope of work will only be initiated at the City's request unless the Consultant clearly demonstrates that work not identified in the project scope is required to complete the assignment at a high level of quality.



The Financial Submission will not be opened until after the evaluation of the technical submission has been completed and satisfied per the required criteria.

10. EVALUATION

10.1 Evaluation Committee

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through discussions internal to the Committee.

10.2 Evaluation Stages

Proposals will be evaluated in four stages:

10.2.1 Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected (Refer to Section 4.3 below).

10.2.2 Technical Evaluation – Total Value 70 Points

Subject to the Evaluation Committee's right to reject an unacceptable Proposal under Section 10.4, the Evaluation Committee will evaluate and score the Proposal information provided using Table 2 in Section 10.5 as a guide to assign scores. For each criterion, each Proposal will be assessed and points will be awarded on the basis of the extent to which the requirements of the Request for Proposal documents are satisfied, and the comparative merit of the individual Proposal as compared to other Proposals.

Proposals will be ranked from highest to lowest in terms of meeting the City's requirements and containing technical merit. Proponents are required to achieve a minimum score of 70% on the Technical Evaluation, in order to qualify for review of the Financial Submission.

10.2.3 Financial Evaluation – Total Value 30 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria

A total of 30 points will be awarded on the basis of a) Nunavut Inuit Firm and b) the Fixed Fee Proposal.

10.2.4 Selection

The Evaluation Committee will rank the proponents, using the combined Technical and Financial score, from which it will select the Preferred Proponent. The Preferred Proponent's Proposal will



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be recommended to the City for the award of a contract for Consultant services based on the Proponents standing in the evaluation review process.

10.3 Mandatory Requirements

As indicated in Section 1 of this Request for Proposal, Proponents may be individual firms, or consortia of firms. In order for Proponent's Proposals to be considered for further evaluation, they must demonstrate in their Proposals that the following mandatory requirements can be met.

Proponents must:

1. Provide evidence satisfactory to City from the Proponent's insurer that the Proponent is able to obtain the insurance coverage as specified in APPENDIX E City's Standard Service Agreement.
2. Include the submission of the Proponent's latest valid WSCC/ WSIB Certificate of Clearance.
3. Include a completed sign-off of Proposal submission.

10.4 Rejection of Unacceptable Proposals

The Evaluation Committee may at any time reject a Proposal without completing a full evaluation (including a Proposal from a Proponent that complies with the Mandatory Requirements), if in the judgment of the Evaluation Committee further consideration of the Proposal would not be acceptable as the basis for a contract considering the evaluation criteria indicated in Section 10.6 below.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal reveals a conflict of interest, incorrect information, or misrepresentation by the Proponent of any information provided in its Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal where there is evidence that the Proponent, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal.

10.5 Evaluation Criteria

Proposals will be accepted using a two envelope system. The first envelope (or electronic PDF) will clearly identify the title of the RFP and Technical Proposal and the second envelope will clearly identify the title of the RFP and Financial Proposal.

The evaluation team will utilize the criteria identified below to rate each proposal. Ratings will be confidential and no details will be released to any of the other Proponents.

Each Proposal will be evaluated using the following criteria:

TECHNICAL EVALUATION CRITERIA	WEIGHTING
Understanding the Needs and Meeting the Requirements	15
Approach and Methodology	20
Experience, Past Projects and References	10
Project Schedule	10
Consultant Skills and Experience	20

COST PROPOSAL	WEIGHTING
Nunavut Inuit Firm (2.5)/Local Business (2.5)	5
Cost	25

Maximum points available is 100

10.6 Technical Evaluation Rating

The proponent will demonstrate an understanding of the needs of the City of Iqaluit. The proponent must also establish that they can meet the requirements of the RFP. The Proposal shall include all the information required to rate the proposal, including the cost component.

The Proposal will be used to evaluate the Proponent’s understanding of the Project, and ensure they propose to meet the required deliverables. It will also be used to evaluate the Proponent’s experience and qualifications. The proponent must achieve a minimum score of 70% in Part 1- Technical in order to be considered further. If the minimum score is not achieved, the cost submission will not be opened.

10.6.1 Understanding the needs and meeting the requirements

The Proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the Project. The Proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the Project and delivery of services. The proponent should demonstrate an understanding of the housing stock, and conditions in Nunavut.

The requirements of this Project are outlined in the *Schedule ‘A’ Scope of Work*.

(Maximum number of pages: 1)

10.6.2 Approach and Methodology

The proponent demonstrates an understanding of housing issues and approaches, the housing continuum, affordable housing models and the policies and strategies that various levels of government can have on housing supply and affordability. The proponent should demonstrate that they understand the challenges and opportunities of the City of Iqaluit; most appropriate methodologies to achieve project goals.

Including cultural competency and engagement; Inuit supply chain

(Maximum number of pages: 2)

10.6.3 Experience, Past Projects and References

The proponent will describe projects and contracts undertaken that are of a similar scope and nature as the required services as indicated in this RFP. Demonstrated experience and ability to complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines, references of previous projects. Three to five projects/contracts should be provided. Three references should be provided.

(Maximum number of pages for past projects: 4)

10.6.4 Project Schedule

How closely the proponent's schedule meets the project requirements in a logical manner delivering a quality service. A finalized report needs delivery **by 1 June, 2023**.

10.6.5 Consultant Skills and Experience

The Consultant demonstrates effective communication skills necessary for the research, one on one meetings and presentations to groups. The consultant/facilitator demonstrates leadership, project management, qualifications and appropriate skill sets required to effectively tasks.

(Maximum Number of pages: 3)

10.7 Costs and Content

10.7.1 Nunavut Inuit Firm/Local Business

Points will be awarded to Nunavut Inuit Firms registered with the NTI registry and located in Iqaluit with a valid City of Iqaluit Business License.

10.7.2 Costing Submission

The City will rate the cost submission based on the following formula:

$$\text{Score} = (\text{lowest proposed price} / \text{proponent's submission price} \times \text{total points})$$

The costing submission shall be submitted electronically along with the technical proposal. The heading should be call "COSTING SUBMISSION".

The costing submission shall clearly state the upset limit with GST shown separately.

Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted. At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.

The costing submission shall include a breakdown of the total project cost in the form of a Fee Schedule.

A matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work.

A Time Schedule shall also be submitted as a separate matrix, in the same format as the Fee Schedule, and will show the time commitment of the Project Team members to the individual tasks. In addition, hourly rates will be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. Table 2 below shows examples of acceptable and unacceptable disbursements.

Table 2	
EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE DISBURSMENTS	
Acceptable Disbursements	<ul style="list-style-type: none"> • Meals if in Iqaluit • Printing and Reproduction • Translation • Communications (telephone bills) • Taxis
Unacceptable Disbursements	<ul style="list-style-type: none"> • Computer Charges • Equipment Charges (unless clearly identified in the proposal) • Any expenses related to COVID-19

Table 2: *Examples of Acceptable and Unacceptable Disbursements*



Ratings will be confidential and no details will be released about other Proponent’s Proposals.

11.0 TERMS OF PAYMENT

The consultant shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets are required).

The invoice shall include the project title, **the Service Contract number**, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission, the proposed costs, costs to date, percentage invoiced to date and the percentage of work completed to date for each task.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

No additional invoicing will be accepted beyond what the City has agreed to as per the contract. If the Project Manager requests additional work, the request must be made in writing to the Chief Administrative Officer for review. **At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.**

12.0 SCHEDULE

14 November, 2022	RFP released
2 December, 2022	Deadline for submitting inquiries
5 December, 2022	RFP Closing
7 December, 2022	Anticipated Award Date
15 March, 2022	Interim Reporting
1 June, 2022	Project Completion

13.0 Terms and General Conditions

THE CITY OF IQALUIT WILL NOT BE RESPONSIBLE FOR ANY PROPOSAL THAT;

- Does not indicate the Request for Proposal reference, and Proponent’s name
- Is not submitted in the correct format
- Is delivered to any address other than that provided above.

Emailed proposals will be accepted under the following conditions:

- a. The proposal is received before the submission deadline at the email address identified in this RFP.

- b. The City of Iqaluit will not accept liability for any claim, demand or other actions for any reason should an email or facsimile be interrupted, not received in its entirety, received after the stated closing time and date, received by any other email recipient other than that stated herein, or for any other reasons.
 - c. The City of Iqaluit cannot guarantee the complete confidentiality of information contained in a proposal received by email.
 - d. To ensure the proposal is received before the closing, it is recommended that if sending proposals by electronic means to send well in advance to the tender closing date and time, and to confirm receipt by a telephone enquiry to Stephanie Clark, 979-5616. The sender is to confirm the exact amount of attachments or pages sent
- All questions or enquiries concerning this Request for Proposals must be in writing, verbal responses to any questions cannot be relied on and are not binding to either party.
 - This is not a Request for Tenders or otherwise an offer. City of Iqaluit is not bound to accept the Proposal that provides for the lowest cost or price to the City or any proposal submitted to this Request.
 - If a contract is awarded because of this request for proposals, it shall be awarded to the Proponent who is best qualified and whose proposal provides the best potential value to the City. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
 - Notice in writing to a Proposer and the subsequent execution of a written agreement shall constitute the making of a contract. No Proposer shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed by all parties.
 - The contract will contain the relevant provisions of the Request for proposals, the accepted proposal as well as such other terms as may be mutually agreed upon. The City reserves the right to negotiate modifications with any Proposer who has submitted a proposal.
 - In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the signed final contract shall prevail.
 - The City of Iqaluit retains the right to cancel this Request for Proposal at any time and to re-issue it for any reason whatsoever, without incurring any liability and no Proposer will have any claim against the City of Iqaluit consequently.



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- The City of Iqaluit is not liable for any costs of preparation or presentation of proposals.
- An evaluation committee will review each proposal. The City of Iqaluit reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria.
- The Access to Information and Protection of Privacy Act will define the Contracts Authority's responsibilities with respect to any information received by it pursuant to the RFP process
- One of the priorities of the City of Iqaluit is to ensure Inuit, Local and Nunavut business supply materials, equipment, and services, and that Inuit are used fully when practical on any City of Iqaluit's contract.
- Considerations will also be given for the proponents Inuit firm and/or Nunavut Business status.
- The proposal and accompanying documentation submitted by the Proposers are the property of the City of Iqaluit, and will not be returned.

SCHEDULE 'A' Scope of Work

1. Engage residents, partners and community stakeholders in a culturally relevant, comprehensive and responsive community engagement process to better understand the current climate of risk for youth in Iqaluit and community aspirations for innovative and effective response strategies to these risks. Consultation must include but not be limited to: elders, youth, business owners, employees from the private and public sector, cultural groups, community service groups, District Education Authority, Qikiqtani Inuit Association, Nunavut Tunngavik Incorporated, the Government of Nunavut and the City of Iqaluit. In order to ensure a fulsome, broad-reaching community engagement, the consultant will be required to utilize various modern engagement practices and tools that: (1) yield high levels of participation, (2) produce concise data that speaks accurately to public opinion, and (3) aims to mitigate barriers for participation (language, literacy abilities, childcare, physical accommodations, etc.)
2. Develop and present an Analysis of Program Options that will evaluate current resources, consider community engagement data, clearly determine community needs and articulate how each program option outlined best responds to these needs.
3. Complete a Program Viability Report that both informs the program design, ensuring its effectiveness in the community, and outlines the effort for future evaluation of impacts and opportunities for improvement.
4. Develop a Proposed Program Plan derived from the items and actions of *Schedule 'A' 1-3*, emerging research and promising practices; the plan should articulate the process methodology that was used for option analysis, explain community assessment and what was learned, and give a definite recommendation to the City of Iqaluit on how to proceed. The program proposal should also include a proposed decision-making structure, reliable data collection process, reporting practices, and metrics.
5. Design an Implementation Plan, in collaboration with City staff and stakeholders, based on the decision of the City Council. A component of this work may include the development of a Request for Proposals to select organization(s) that can support the implementation of the City's Youth Crisis Intervention and Homelessness Prevention initiative.
6. Throughout the process, the Consultant will be required to meet with the City-led Advisory group on a bi-weekly and/or as needed basis. The Consultant will be responsible for the administrative tasks associated with these meetings including Meeting Agendas and Minutes.