



**Qalipu**  
FIRST NATION

Request for Proposals  
QFN ATK and Traditional  
Territory Mapping

**Deadline for Submission:**  
**Friday, April 2nd, 2021**  
**4:00pm NDT**

## **Section 1: Terms and Conditions (Context Important)**

### **1.1 Issuing Department or Division**

Department of Natural Resources

### **1.2 Synopsis or Service Requirement**

Through this Request for Proposals, The Qalipu First nation (QFN) invites interested and qualified consultants to submit a proposal for the development and of a Qalipu Traditional Territory Map

### **1.3 Terms of Submission**

1.3.1 A copy of this RFP may be obtained by emailing the following person:

Ian Sullivan

isullivan@qalipu.ca

1.3.2 In this document

- (a) bidder and consultant are used interchangeably. Both, however, refer to a person who has or intends to submit a proposal in response to this RFP.
- (b) *advertisement period* refers to the period this RFP is publically advertised on Qalipu.ca and proposals are solicited from consultants.
- (c) *successful consultant* refers to the consultant who has been selected by the Band and to complete the project.
- (d) *contracted consultant* refers to the consultant who has entered into a contract with the Band to complete the project and becomes the prime consultant.

1.3.3 Bidders, at their own expense, must provide one (1) bound copy and one (1) unbound copy of their proposals by mail, personal delivery or by courier to Ian Sullivan (address listed above) before the end of the advertisement period.

1.3.4 Consultant proposals must be structured in the same manner as this RFP. For greater certainty, the consultant is required to use the same headings, subheadings, and numbering system as presented in this RFP. Where a term or condition does not require the consultant to provide a response or document, the consultant may leave the heading/subheading from the proposal.

1.3.5 In addition to the requirements under s. 1.3.4, proposals must include the following:

- (a) A cover letter briefly summarizing the qualifications of the project manager, team members, sub-contractors, statement of work, methodology, and total fees (inclusive of all costs and taxes). The cover letter will be used to triage proposals when there is a large response.
- (b) Identification of project manager and team members along with a description of their respective roles and qualifications. The consultant must assure the Band that the project manager identified in the proposal will remain on the project until completion. In cases where the project manager changes due to circumstances beyond the contracted consultant's control, the contracted consultant must advise the Band immediately and enter into discussions with the Band to replace the project manager with someone of similar qualifications and qualities.
- (c) Description of the project organization and management system in addition to company profiles of the primary consultant and sub-contractors.
- (d) Methodology.
- (e) A minimum of three reference letters from any applicable projects involving similar scope and scale.
- (f) Time and task allocation of team members.
- (g) A schedule of project activities in chronological order that shows each activity and its duration.
- (h) Itemized project costs including fee structure, staff cost, overhead and other related expenses, including HST, as well as a suggested/preferred payment schedule. The proposal must include a statement signed by the most senior consultant with signing authority or, in the case of a firm/company/corporation, the president/CEO that the consultant is capable of completing the work outlined in the consultant's proposal for the price/fees quoted. The statement must be located in the proposal immediately following the cover page.

1.3.6 Late, incomplete, or partial proposals or submissions, including those sent by fax or e-mail, will not be accepted under any circumstances. The Band will ensure that all proposals or submissions submitted before the deadline will remain sealed until the evaluation process begins.

1.3.7 The deadline for questions relating to the RFP is four (4) business days before the close of the advertisement period. Questions received after that deadline will not be considered. Where a question seeks to clarify a point in the RFP, the Band will distribute its response, via email, to all consultants who expressed an interest in the project at the point and time the response is generated. In cases where a response to a consultant's question would provide the consultant with an unfair advantage, in the Band's judgment, the Band will provide the consultant with the opportunity to withdraw the

comment. If the consultant decides to pursue the question further, the response provided by the Band will be distributed, via email, to all consultants who expressed an interest in the project at the point and time the response is generated. Questions regarding this RFP must be directed, by email, to the following person:

CONTACT:

Ian Sullivan

1 Church Street.

Corner Brook, NL

A2H 2Z4

## **Section 2: Terms and Conditions (Required Additional Information)**

- 2.1 The Band requires knowing the identity of all the sub-contractors, their experience, personnel and knowledge levels, and their relationship and experience with the primary bidder. This information must be explicitly stated in the proposal submitted by the primary bidder. Sub-contractors will be evaluated as part of the selection process and the Band must approve any changes in sub-contractors other than those specified in the submission.
- 2.2 The consultant is required to submit three reference letters from persons that received similar services from the consultant within the past five (5) years.
- 2.3 The contracted consultant is required to provide the CONTACT, with biweekly email updates regarding the project's progress.

## **Section 3: Terms and Conditions (General Terms)**

- 3.1 The Band is not bound to accept the lowest priced bid and may exercise the right not to select any of the proposals submitted under the RFP.
- 3.2 Preference will be given first to Band members and businesses fully or majority owned by Band members. Following that, preference will be given to Indigenous peoples
- 3.3 The consultant submitting a proposal under this RFP is considered to be responsible, on behalf of it and all its sub-contractors, for all undertakings and deliverables related to the provision of services as specified in this RFP to the Band.
- 3.4 This RFP is the primary document and should a dispute arise between the RFP and the bidder's

proposal then the RFP will supersede the bidder's proposal in any legal dispute.

- 3.5 The Band will be responsible to administer this RFP, award the contract to the successful bidder, and for the general supervision of the project's implementation.
- 3.6 Proposals submitted through this RFP must be valid for 90 calendar days after the advertisement period.
- 3.7 Consultants should strive to provide clear responses to issues and questions raised in the RFP in a language that is clear and not subject to differing interpretations.
- 3.8 The contract executed by the Band and the successful consultant to complete this project will be governed by the laws of Newfoundland and Labrador.
- 3.9 All data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports and related information produced by the consultants during this project shall be the property of the Band.
- 3.10 All potential bidders who have requested or are known to have obtained copies of this RFP will be notified of any changes, via email, should they occur after its publication.
- 3.11 The contract for this project, where awarded, will be granted by the Band based upon the results of the evaluation of submitted proposals. The Band will notify the successful consultant in writing. Those who are not successful will receive written notification within approximately ten (10) business days following the execution of the contract with the successful bidder.
- 3.12 The contract with the successful consultant will commence immediately upon the execution of the contract by the Band and the successful consultant. Ten (10) business days will be provided after the successful bidder has been notified to conclude final negotiations and execute the contract. Where a contract is not executed before the expiration of the aforementioned ten (10) business days, the Band reserves the right to commence negotiations and enter into a contract with another consultant.
- 3.13 Bidders may raise issues with this project and RFP that have been overlooked by the Band but are nonetheless critical to the successful completion of the project. In such cases, the bidder may tender a recommended change to the CONTACT by email. The Band shall take the recommendation under advisement and issue, if deemed necessary, an amendment to this RFP. This RFP may be amended up to three (3) business days before the conclusion of the advertisement period.
- 3.14 The Band may, at its discretion, determine if a bidders conference is necessary. A bidders conference must take place at least 10 days before the closing of the RFP.
- 3.15 Before a contract is awarded, the Band will negotiate the final details of a contract to be signed by the Band and the successful consultant. The Band will enter into a contract with the successful consultant only. There will be no contracts entered into between the Band and any sub-contractors.

3.16 The contracted consultant shall designate a senior project manager who shall receive all communications from the Band on behalf of the contracted consultant. The contracted consultant shall also furnish the address, telephone and fax numbers and email address for the senior project manager.

3.17 All communications from the contracted consultant to the Band should be directed to the following person:

Ian Sullivan

[isullivan@qalipu.ca](mailto:isullivan@qalipu.ca)

709-634-0998

## **Section 4: Statement of Work**

### **4.1 Background**

Traditional Use Studies offer insight into how members use the land – berry picking, hunting, logging, camping, etc. Aboriginal Traditional Knowledge aims to collect knowledge of the land – changes in weather patterns, locations of old villages or hunting grounds, etc. Qalipu First Nation and the Federation of Newfoundland Indians has been conducting TUS/ATK studies since 1999/2000 and have been conducting studies on a regular basis since 2013. Over the years a wealth of knowledge and data have been accumulated regarding how Qalipu’s members avail of the land and its resources.

There have been 4 distinct variations of the original study conducted in 1999/2000, which was originally a broad and general survey encompassing both ATK and TU aspects. This survey was continued from 2013 through 2017. The original study contained 213 questions and spanned 67 topics ranging from big and small game harvesting, furbearer trapping, plant and wood harvesting, fish and shellfish harvesting, camping, and spiritual and cultural site knowledge.

In 2016, an ATK study was centered around caribou, their migratory routes and population trends. It consisted of 18 questions and had topics including factors that influence caribou population, such as forest fires, industry development, predation, disease, and vehicle collision.

In 2018, an ATK study on climate change was conducted. Spanning 18 questions, this study primarily contained questions surrounding changing weather patterns, preparing for emergencies, extreme weather events and coastal erosion. A Mi’kmaw Placenames map and a Marine Atlas were also produced during this time. The Placenames map contains data pertaining to the geographical nomenclature that the Mi’kmaw people have placed on the landscape and has been academically sourced. The Marine Atlas is a compilation of coastal fishing locations for various types of fish and shellfish.

In 2020, an online TUS study was conducted that was targeted to the mining industry. This survey encompassed 75 questions and included many of the same topics as the original, with a few additions tailored towards the industry. Topics that were added included how often members consumed various types

of wild game and berries and inquired about the perceptions towards the ecological impact that an open pit mine would have on traditional activities.

From all previously mentioned projects, there are a total of 10 categories of spatial data, with 85 subcategories which house 10,755 points of spatial data. Each individual interview contains an audio recording, a map containing the spatial data collected, and in some instances, transcripts have been produced.

In 2016, QFN began using Trailmark Systems to store its ATK data and to conduct future studies. Trailmark Systems provides a form of GIS designed specifically for conducting Traditional Use Studies, albeit with some limitations.

The data accumulated from these studies has been sitting in an online database and has been largely underutilized to date. Any data used for other projects have been heavily desensitized and dissolved into a 10km-by-10km grid. This is due to limitations imposed by privacy agreements, and confidentiality agreements drafted for past studies.

Various historical and academic documents in the public domain have been identified by members of QFN which would prove valuable in the delineation of QFN territory.

## **4.2 Mandatory Requirements**

Products must be delivered in formats compatible with ESRI ArcGIS.

## **4.3 Scope of Work**

The successful consultant will be responsible for;

- Use the ATK studies outlined in 4.1, any spatial data associated with the enrollment process, historical books/texts/maps/documents/data readily available in the public domain, data housed by QFN and other data approved for use by QFN to develop a traditional territory map.
- Identify areas of importance, and areas of traditional practices outside of traditional territory.
- Weed out insignificant data such as ATK polygons that encompass the entire province.
- Identify areas of data deficiency.
- Preparation of an ATK database. Integration of all ATK data into an ACCESS database and produce a summary map.

## **Section 5: Consultant Qualifications**

The consultant must demonstrate that it has the following attributes:

- Experience in historical research
- Strong GIS technical knowledge
  - Experience working with databases.
  - Strong spatial analytics skills
- Experience working with indigenous organizations.

## **Section 6: Consultant Methodology**

### **6.1 Project Management/Implementation**

The consultant must demonstrate the following in its proposal:

- Propose methodology to satisfy all elements of scope of work outlined in 4.3
- Documents confirming qualifications outlined in section 5
- Project schedule and timeline
- Client engagement plan
- Detailed budget

## **Section 7: Budget**

Fixed price contract. Bidder will provide budget as seen in 6.1, outlining and breaking down each section for 4.3. Contract will be evaluated as seen in section 8.

Each section and budget component (related to 4.3) may be evaluated individually. Final contract may remove one or more components of section 4.3 to meet budget constraints.

## **Section 8: Evaluation and Selection Framework**

8.1 The grading of the proposals is an integral part of the RFP process. The Band has decided to describe the selection criteria so that all bidder/consultants can evaluate their chances of success, within reason, given the current competitive market conditions in the industry.

8.2 Figure one (1) attached forms the basis of what the evaluation sheet will look like, subject to possible



changes. There are nine attributes that will be judged and graded. Each attribute was weighed in terms of its importance to the objectives of the RFP.

- 8.3 All proposals will be evaluated using specific criteria, attributes and characteristics that have been generated by the Band. Criteria are based upon the detailed specifications of the scope of work, work schedules, technical specifications, quality standards, consultant qualifications and other desirable features and benefits contained in this RFP.

Figure 1: Proposal Grading

Primary Consultant:

Cost of Bid:

Rating of the Proposal: For each of the components, please provide rating 1-10 where 10 represents the best.

Component	Rate X (1-10)	Weight	Total	Comments regarding strengths and weaknesses of this component, rationale for the score and general notes
Experience of Consultant Team: key personnel, experience, references, qualifications, commitment to assignment		1.5		
Experience of Project Manager; experience, position in the firm, qualifications, commitment to assignment		1.0		
Management of sub-contractors and their commitment to assignment		0.5		
Experience as a team		0.5		
Proven competence in similar work		1		
Sufficient Human Resources		.5		
Clarity of tasks and responsibilities		1		
Proposed liaison with client		1		

Indigenous Knowledge – Experience working with Indigenous groups.		1.5		
Cost		1		
Total Score:				

