



Unama'ki Institute of Natural Resources

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Supporting the growth of local Mi'kmaq marine response capacity and marine safety through Coast Guard's mandate and Oceans Protection Plan (OPP) renewal projects.

PROPOSAL DUE DATE: August 12th, 2024

CONSULTANT ELIGIBILITY: This procurement is open to consultants or individuals that satisfy the minimum qualifications stated herein and are eligible to work in Canada.

INTENT

The Unama'ki Institute of Natural Resources hereafter called "UINR," is initiating this Request for Proposals (RFP) from firms or individuals interested in assisting Unama'ki Mi'kmaq communities and organizations to develop and implement plans that improve local capacity to manage marine preparedness and environmental response in partnership with Canadian Coast Guard (CCG).

This RFP includes information on:

1. Purpose and Background
2. Objectives and Scope of Work
3. Proposal Contents
4. Evaluation and Award

PURPOSE AND BACKGROUND

The Government of Canada launched the Oceans Protection Plan (OPP) in 2016 to protect our oceans and coastlines from the potential impacts of marine shipping, and to ensure the health of our oceans. The OPP was designed to improve marine safety and responsible shipping, protect

Canada's marine environment, and offers an opportunity to improve working relationships with Indigenous communities.

The CCG in particular has the mandated responsibilities of:

- Supporting the safety, security, and accessibility of Canada's waterways; and
- Ensuring effective response to all ship source and unknown pollution spills in Canadian waters.

UINR is working collaboratively with Coast Guard to support activities intended to grow local Mi'kmaq marine response capacity and marine safety through Coast Guard's mandate and OPP renewal projects. This work will support UINR's capacity and involvement within their territory including the marine area and help to support marine safety, response efforts and preparedness capacity to protect culturally important sites and the local marine environment from marine pollution.

A part of this effort is the implementation and expansion of three key projects: Integrated Marine Response Planning (IMRP), Coastal Marine Response Teams (CMRT), and the Communication Portal for Integrated Incident Response (CPIIR).

IMRP will develop and implement a consistent and risk-based national marine pollution response planning program through collaboration with response partners. These integrated response plans will incorporate insights from scientific research and operational experience. Plans may also include contributions of Indigenous knowledge that participants might want to share, recognizing its value in identifying and protecting sensitive coasts and shorelines.

The CMRT initiative will provide funding and support to Indigenous and coastal communities across Canada to support their involvement in response efforts within their territories and help to protect culturally important sites and the local marine environment from marine pollution. Through CMRT, CCG will work with Indigenous and coastal communities to provide support and funding for training, equipment and tools to help develop marine response capacity. This will include funding for a number of participating communities to hire a Marine Liaison Officer to support communication and coordination of community activities.

CPIIR: This digital tool will enable better communication, information sharing, and collaboration with partners and affected communities during on-water emergencies and exercises. The Communication Portal for Integrated Incident Response will focus on environmental response, and will later expand to include search and rescue operations and vessels of concern. Equipping Mi'kmaq communities with this tool will empower their capacity for safety, preparedness and response by facilitating a partnership with the CCG and offering open and transparent access to information about their local waters.

OBJECTIVES AND SCOPE OF WORK

The successful applicant will work with UINR, the Unama’ki Mi’kmaq communities and the Canadian Guard to support community awareness and capacity for maritime safety, marine preparedness, planning and response.

With assistance from UINR’s Community Liaison they will coordinate engagement sessions, meetings, workshops with CCG and with UINR and community contacts to share information on maritime safety, marine preparedness and response. These sessions will facilitate the collaboration of response information required to improve maritime safety and environmental response activities in communities and define priorities, approach, future implementation activities and projects for program implementation. These workshops will also focus on beginning the relationship and engagement with communities on the topics of traditional knowledge and protocols, incident notification, culturally sensitive sites, capacity needs, resources at risk, and exploring the measures that could be implemented to ensure the protection of these resources.

In addition, these meetings will be help identify community challenges and/or community needs that can be addressed through IMRP, CMRT, and CPIIR and support the development of a work plan, in consultation with community members, to identify and validate user requirements and functions of CPIIR tools and services.

Measurable objectives are to be completed by 28 February 2025 and include the following:

Task	Deliverable	Timeline
Initial meeting with UINR project team and partner organizations	Introductory meeting with UINR staff and key CCG staff.	Aug 2024
Community engagement sessions	Work with UINR to Coordinate outreach, meetings and workshops between CCG and with community to: <ul style="list-style-type: none"> - share information on marine safety, preparedness and response. - to define the approach and identify activities for Mi’kmaq participation in the implementation of OPP initiatives - to explore possibilities for enhanced communication in incident response 	Nov 2024

Develop plans for implementing the following three projects: IMRP, CMRT and CPIIR	Facilitate the co-development of a work plan with Coast Guard, and other collaborators in emergency preparedness, information sharing, and incident and response capability. The work plan will detail activities, tasks, budgets, timelines, responsible persons, deliverables, and an implementation timeline	January 2025
Submission of final report for approval	Presentation of final report outlining community approach and activities identified for moving forward on OPP initiatives and key workshop findings	February 2025

GENERAL INFORMATION FOR PROPOSAL SUBMISSION

Interested parties are required to submit one copy of their proposal. The proposal must arrive at UINR no later than **4 pm Atlantic time on 12 August 2024**. UINR assumes no responsibility for delays and all late proposals will be disqualified from further consideration.

Electronic proposals must be emailed as an attachment in Microsoft Word or PDF to Lisa Young, Executive Director, UINR at rfp@uinr.ca. If UINR’s email is not working on the submission date, appropriate allowances will be made. All communication between the Consultant and UINR shall be with:

Name	Lisa Young
Email Addresses	rfp@uinr.ca
Mailing and Physical Address for Delivery	4102 Shore Rd, Eskasoni, NS B1W 1M4
Phone Number	(902) 371-0453

Any other communication will be considered unofficial and non-binding with UINR.

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue request for proposals	July 25, 2024
Proposals due	Aug 12, 2024

Notify “Apparent Successful Contractor”	Aug 14, 2024
Sign contract and begin work	Aug 16, 2024
Submit final report and end of contract	February 28, 2025

UINR reserves the right to revise the above schedule if required.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement will become the property of the UINR.

REVISIONS TO THE RFP

If revisions are made to the RFP, addenda will be provided via email to firms and individuals who have made their interest aware to the UINR Executive Director. Please send your name, email address, and telephone number to the Executive Director to receive RFP addenda.

RESPONSIVENESS

All proposals will be reviewed by the Executive Director to determine compliance with administrative requirements and instructions specified in the RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The UINR also reserves the right to waive minor administrative irregularities.

MOST FAVOURABLE TERMS

UINR reserves the right to contact a Consultant for clarification or make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially using the most favourable terms the Consultant can propose. There will be no best and final offer procedure.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract. Contract negotiations may incorporate some or all of the Consultant’s proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the UINR.

COSTS TO PROPOSE

The UINR will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

NO OBLIGATION TO CONTRACT

This RFP does not obligate UINR to contract for services specified herein.

REJECTION OF PROPOSALS

The UINR reserves the right at its sole discretion to reject any and all proposals received without penalty and a contract as a result of this RFP.

COMMITMENT OF FUNDS

The Executive Director of UINR or their delegate is the only individual who may legally commit the UINR to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

PROPOSAL CONTENTS

The Proposal must contain a comprehensive description of services including the following:

- A. Project Approach/Methodology – Include a complete description of the proposed approach and methodology for the project. This section should convey the Consultant’s understanding of the proposed project.
- B. Work Plan - Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the proposal must contain sufficient detail for the evaluation team to understand the Consultant’s knowledge of the subject and skills necessary to successfully complete the project. Include any required involvement of UINR staff.
- C. Project Schedule - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- D. Outcomes and Performance Measurement – Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured and reported to UINR.
- E. Risks - The Consultant must identify potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the UINR.
- F. Deliverables – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Objectives and Scope of Work.
- G. Project Management
 - 1. Project Team Structure/Internal Controls - Identify key project team members noting the project lead and any partners or sub-consultants.
 - 2. Staff Qualifications/Experience - Identify responsibilities and qualifications of each of the team members. Brief (maximum 2 pages each) CVs may be included in an

appendix. The consultant must commit that staff identified in its proposal will actually perform the assigned work. Any substitutions must be pre-approved by UINR.

H. Experience of the Consultant

1. Indicate the experience the Consultant and any subcontractors have in the following areas:
 - Conducting key informant interview with Indigenous Elders and communities.
 - Workshop facilitation, strategic planning, and writing reports.
 - Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
 - Include a list of contracts the Consultant has had during the last five years that relate to the Consultant's ability to perform the services needed under this RFP. List contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

I. References

Provide names, addresses, telephone numbers, fax numbers and email addresses of three (3) business references for the Consultant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current UINR staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to UINR to contact these references and others, who from UINR's perspective, may have pertinent information. UINR may or may not, at UINR's discretion, contact references. The UINR may evaluate references at the UINR's discretion.

J. Identification of Costs

Identify all costs in Canadian dollars including all expenses to be charged to accomplish the objectives of the contract. A fully detailed budget outlining deliverables with staff costs, travel costs, and other costs is required as outlined in the RFP.

EVALUATION AND CONTRACT AWARD

Proposals will be evaluated strictly in accordance with the requirements stated in the RFP and any additional addenda. Proposals will be reviewed, evaluated, and ranked by a team designated by the UINR.

UINR will notify the Apparently Successful Contractor of their selection in writing following the evaluation process. Individuals or firms not selected for further negotiation or award will be notified separately by email.