

**ATLANTIC POLICY CONGRESS OF FIRST NATIONS  
CHIEFS SECRETARIAT**

# **REQUEST FOR PROPOSALS (RFP)**



## **Indigenous Tourism in Atlantic Canada**

**ISSUE DATE:** Tuesday, November 29, 2022

**CLOSING DATE:** Tuesday, December 13, 2022, at 4:30 p.m.

**CONTACT PERSON:** Jarvis Googoo, Director of the Atlantic Indigenous Economic Development Integrated Research Program (AIEDIRP), [www.apcfn.ca](http://www.apcfn.ca) [jarvis.googoo@apcfn.ca](mailto:jarvis.googoo@apcfn.ca)

# **RFP**

## **Indigenous Tourism**

### **1. PURPOSE**

This RFP's purpose is to produce research designed to complement current tourism research and to serve as a next step in helping to achieve Indigenous participation in the Atlantic tourism sector prioritizing Indigenous youth and women. The research activities will include, but is not limited, to inventory of Indigenous businesses relative to the tourism industry, scan of industry standards, business partnerships and supports, gap analyses, and best practices. The researcher will be working with an advisory committee in overseeing/guiding the work.

### **2. BACKGROUND**

#### **Atlantic Policy Congress of First Nations Chiefs Secretariat**

The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is a policy research organization that analyzes and develops culturally relevant alternatives to federal policies that impact on the Mi'kmaq, Maliseet, Passamaquoddy, and Innu communities and people. In APC's health section, we work with First Nations and Inuit Health/Indigenous Services Canada (FNHIB/ISC), Atlantic First Nations communities, and organizations to both ensure culturally appropriate health care services and to close the gap in health status between First Nations communities and Canadians.

APC Secretariat works closely with the Mi'kmaq, Maliseet, Passamaquoddy, and Innu First Nations communities. APC Secretariat also works in partnership with FNHIB/ISC and other Indigenous organizations such as the Confederacy of Mainland Mi'kmaq (CMM), Union of Nova Scotia Mi'kmaq (UNSM), Union of New Brunswick Indians (UNBI), Mawiw, and the Mi'kmaq Confederacy of Prince Edward Island (MCPEI).

AIEDIRP is a unique research program formed in 2007 through partnerships between the APC member communities, the Inuit of Labrador, 15 Atlantic universities, and three government funders. AIEDIRP's main purpose is to work with Indigenous communities to improve the knowledge base concerning Atlantic Indigenous economic development in order to improve the lives of Indigenous people in the region.

To enhance strategic planning and research initiatives, AIEDIRP is guided by a Steering Committee and a Research Subcommittee, both providing direction and advice

throughout all research processes. Both committees are comprised of Indigenous leaders, university representatives, and federal and provincial government funding partners.

In June 2022, Atlantic university partners renewed a Memorandum of Understanding (MOU) with AIEDIRP/APCFNC. This document sets out a common framework around issues such as overhead costs, protection for graduate students, and ownership of research. By signing the MOU, the universities agree that the AIEDIRP will not be charged university overhead administrative fees for projects the universities collaborate on.

### **Research**

As part of AIEDIRP's purpose, the Contractor is to produce research designed to complement current tourism research and to serve as a next step in helping to achieve Indigenous participation in the Atlantic tourism sector prioritizing Indigenous youth and women. The research activities will include, but is not limited, to inventory of Indigenous businesses relative to the tourism industry, scan of industry standards, business partnerships and supports, gap analyses, and best practices. The researcher will be working with an advisory committee in overseeing/guiding the work.

### **3. SCOPE**

APC requires the services of a Contractor to undertake the work as outlined above.

APC requires the services of a Contractor to engage with all appropriate Atlantic First Nations stakeholders. Furthermore, the Contractor will also undertake a literature review re Atlantic Indigenous tourism. The Contractor will be responsible for drafting and presenting a report to the Director of AIEDIRP, the Executive Director, and or the APC Chiefs.

The research activities will include, but is not limited to, creating an inventory of Indigenous businesses relative to the tourism industry, scan of industry standards, business partnerships and supports, gap analyses, best practices, and developing a strategy on how the research findings can be best shared/communicated with Atlantic Indigenous communities.

The Contractor will regularly update the APC Director of AIEDIRP on progress and potential issues.

The contract will begin as soon as possible to June 30, 2023.

#### **4. METHODOLOGY**

To engage with appropriate stakeholders, conduct a literature review, and to provide a report on the findings and next steps.

#### **5. DELIVERABLES, SCHEDULE, AND COST**

Engage with appropriate stakeholders and conduct a literature review.

Verbal or written updates or progress reports must be also completed upon request.

Estimated costs should be detailed in proposal submitted.

A final report must be produced.

A contract will be developed between APC and the successful applicant/firm detailing the terms and conditions for the work.

#### **6. CRITERIA SELECTION COMMITTEE**

APC will have a select group of experienced individuals sit on the Selection Committee.

#### **7. OWNERSHIP OF PROGRAM MATERIALS**

APC will have complete and full ownership and use of all reports and materials (works) produced by the Facilitator under this project and shall have copyright therein. In consideration of entering into the agreement, the Facilitator must agree, in writing, to waive all moral rights (as defined by the *Canadian Copyright Act*) in any works in which copyright subsists.

#### **8. REQUEST FOR PROPOSAL PROCESS**

##### **8.1 Closing Date**

**Each proposal must be received no later than 4:30 p.m. (AST) on Tuesday, December 13, 2022. The anticipated start date of the services is Friday, December 16, 2022.** Proposals may be sent by e-mail or hard copy (mail or courier). Receipt of

proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposals.

An electronic copy in Word is required.

## **8.2 Late Proposals**

Late proposals will not be accepted and will be returned to the bidder.

## **8.3 Evaluation and Selection**

Each proposal will be evaluated by the Selection Committee. APC will be solely responsible for the decision as to which proposal may be chosen as the successful one. APC reserves the right to accept any or all parts of a proposal.

Proposal will be evaluated according to the following criteria. Scoring is based on the following maximum values totaling 100%.

### **8.3.1. Work Outline and Methodology**

VALUE: 25

A response to this RFP must outline the methods for accomplishing the proposed project, if methodology is contained in the proposal, address its adequacy to the project. Describe what, where, when, how and in what sequence work will be carried out during the contract term. Consider how each task may be carried out; what services or interaction is required from the First Nation/organization. Identify any distinct and substantive qualifications for undertaking the proposed contract such as concepts relevant to the requirement expectations. How strong is the research methodology? Research methods may include quantitative and /or qualitative methods and must show an ability to generate valid and reliable results.

### **8.3.2. Qualifications and Demonstrated Experience**

VALUE: 20

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. The response should provide a brief narrative of the successes encountered during the contract. Indicate which of the proposed firms and project staff were involved in each contract. First Nations/organizations reserves the right

to investigate references projects, contract references and research other projects on which the respondent has worked.

### **8.3.3. Proposed Project Staff**

VALUE: 25

Describe the work to be performed by the individuals you name to perform essential functions and detail specific qualifications and substantive experience directly related to the proposed contract. A response prepared specifically for this proposal is required. Marking resumes often include non-relevant information which may detract from evaluations of proposal. Focus on individual's specific duties and responsibilities and how the project experience is relevant to the proposed contract. Competence of the consultant/team should be demonstrated. This includes:

- Knowledge of the topic and literature in the field;
- Research qualifications;
- Demonstration of an effective historical relationship and involvement with First Nation communities; and
- Knowledge of the region.

### **8.3.4 Objectives and Services**

VALUE: 15

The proponent's response to this RFP should demonstrate the comprehension of the objectives and services for the proposed contract. The response should not merely duplicate the deliverables set forth within this RFP. They should define any assumptions made regarding a proponent's proposal response to this RFP.

### **8.3.5. Quality of Proposal**

VALUE: 5

Committee will rate this based on their perception of the clarity, completeness, and presentation of proposal. This criterion is not used to rate colour, graphics, or other visual techniques, but only for content.

### **8.3.6. Cost and timing of Study**

VALUE: 10

The proponent shall include a response discussing:

- Both current and potential time commitments of proposed project staff to other clients and projects;
- Projected workload of each associated firm proposed for involvement in this project;
- Adequate support personnel, and other resources to provide services required;
- Other Resources of technical capabilities available to the proponent which will specifically benefit the project; and
- Budget and its justification.

## **9. DEBRIEFING**

At the conclusion of the RFP process, all consultants will be notified.

## **10. ESTIMATED TIME FRAMES AND PROCESS**

The following timetable outlines the anticipated schedule for the RFPs and contract process. The timing and the sequence of events resulting from the RFP may vary and shall ultimately be determined by APC and the selection committee.

**Request for Proposals issued:** Tuesday, November 29, 2022

**Request for Proposals closes:** Tuesday, December 13, 2022

**Anticipated date for Proposals evaluations:** Wednesday, December 14, 2022

**Anticipated date for contract to be developed:** Thursday, December 15, 2022

**Anticipated start date for researcher:** Friday, December 16, 2022

## **11. REQUEST FOR PROPOSAL PREPARATION**

### **11.1 Signed Proposals**

Each consultant must ensure that the proposal is signed by a person authorized to sign on behalf of the company/institution in response to this request for a proposal.

### **11.2 Electronic Version of the Proposal**

Proposals that are submitted by mail must also be submitted with one electronic copy (Word Format).

### **11.3 Notification and Correspondence**

All notices and correspondence will be sent to the principal consultant unless a request is made for the APC to correspond with someone other than the principal consultant.

**Questions:** Questions may be addressed by e-mail to Jarvis Googoo, APC Director of AIEDIRP, [jarvis.googoo@apcfn.ca](mailto:jarvis.googoo@apcfn.ca). However, in the interest of fairness and transparency, all questions will be answered in writing and sent to all respondents or potential respondents.

### **11.4 Changes to Proposal Wording**

The Facilitator will not change the proposal's wording after closing and no words or comments will be added to the proposal unless requested by APC for clarification purposes.

### **11.5 Working Language of the APC**

The working language for the RFP and all proposals must be in English

### **11.6 Researcher's Expenses**

The Facilitator is solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with APC, if any. If APC elects to reject all proposals, APC will not be liable to any applicants for any claims, whether for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

### **11.7 Proposal Validity**

Proposals will be open for acceptance for at least 90 days after the closing date.

### **11.8 Firm Pricing**



Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

### **Currency and Taxes**

Prices quoted must be:

A. In Canadian dollars; and

B. APC is HST exempt and the successful applicant will be provided a copy of its HST exemption letter.

### **12.1 Definition of Contract**

Notice in writing to an applicant that it has been identified as the successful candidate and the subsequent full execution of written contract will constitute a contract for the goods or services and no consultant will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

### **12.2 Liability for Errors**

While APC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for consultants. The information is not guaranteed or warranted to be accurate by APC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve consultants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### **12.3 Modification of Terms**

APC reserves the right to modify the RFP's terms at any time in its sole direction. This includes the right to cancel this RFP at any time prior to entering a contract with the successful applicant.

### **12.4 Ownership of Proposals and Freedom of Information**

All documents, including proposals, submitted to APC, become the property of APC. They will be received and held in confidence by APC.

### **12.5 Use of Request for Proposals**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

### **12.6 Confidentiality of Information**

Information pertaining to the APC obtained by the consultant as a result of participation in this project is confidential and must not be disclosed without written authorization from APC.