

SMARTICE

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

Objective

SmartICE is seeking services from qualified consultants that have in-depth knowledge, education, training, and relationships related to working in Indigenous communities in Nunavut. The objective of this Request for Proposal (RFP) is to solicit qualified consultants or consulting firms to conduct a comprehensive feasibility study and implementation plan for a prospective social purpose business venture within a Northern Indigenous community in Nunavut. The chosen consultant(s) will assess the viability, sustainability, and potential economic, social, and cultural impacts of opening a Northern Production Centre in Nunavut in alignment with community values and aspirations.

Who We Are

SmartICE is a not-for-profit community-oriented social enterprise organization offering a suite of climate change adaptation tools, designed to incorporate sea-ice monitoring data with local Indigenous knowledge of sea ice conditions, which can contribute to more informed decisions regarding safe land, water, and sea ice use. SmartICE's remote environmental monitoring systems provide communities invaluable, data-driven insights into sea-ice thickness and local ice conditions in near real-time. As an award-winning social enterprise servicing Canada's north, SmartICE works closely with community members, industry, and government to assist with climate change adaptation as well as deliver impacts to Indigenous peoples and communities.

Background

SmartICE is a Work Integrated Social Enterprise (WISE) that produces innovative ice monitoring technologies that operate to help improve the safety of sea ice travel for communities across the Arctic that are experiencing climate change. SmartICE has operations in St. John's and Nain (Nunatsiavut) and satellite offices in Mittimatalik, and Gjoa Haven (Nunavut). To date, SmartICE monitoring services have been established in 33 communities.

SmartICE harnesses the vast potential of young Inuit women and men to embrace science, technology, and traditional knowledge as a vehicle for sustainable employment, economic development, and well-being in their communities. SmartICE provides culturally contextualized training programs that are meaningful and effective in supporting Inuit to thrive and prosper, reducing barriers for education and employment.

According to Statistics Canada, in 2016 the unemployment rate among Inuit was 22% (6, 150 individuals) with unemployment rates being higher within Inuit Nunangat than outside Inuit Nunangat (25% versus 16%). To determine factors contributing to a high unemployment rate within Inuit Nunangat compared to outside Inuit

Nunangat, a 2017 study was conducted among unemployed Inuit men and women aged 15 years or older identified the most common barriers to employment.

These commonly experienced barriers included:

- A shortage of jobs
- Not having the education or training
- Not having the work experience required
- Not knowing where to look for work.
- Not knowing the type of job, one wanted
- Not having the means of transportation

This 2017 study then asked unemployed Inuit aged 15 years or older factors that would help them the most when finding a job. These factors included:

- More jobs/work available.
- Skills training (e.g., computer, language, writing, skilled trades, etc.)
- More education
- Child Care assistance
- Work experience
- Resume writing skills

To address these barriers faced by the Inuit population, SmartICE opened its Northern Production Centre in Nain, Nunatsiavut in May 2019. The NPC offers technical training and core social-emotional learning to train Inuit youth in building SmartICE's monitoring technology, through the Employment Readiness and Technology Development Program. This program is targeted towards NEET (not in education, employment, or training) youth (between the ages of 18-30 years old) to reduce barriers to education and employment. The program modules include components focused on employment readiness, cultural learning, social-emotional learning, and technology development that aims to maximize social impacts and improve employment prospects for Inuit youth. As of August 2022, 21 youth have graduated from the Employment Readiness and Technology Program and over 100 skills certificates have been earned.



Cohort #4, Nain, Nunatsiavut

Employment Readiness and Technology Development Program located in Nain, Nunatsiavut

- Resume building & job search
- Interview skills
- Communications
- Goal setting
- Financial literacy
- Socio-emotional learning
- Safety training
- Skill building - i.e. first aid, Lean 101 & 5S, WHMIS
- Cultural activities
- Manufacturing SmartBUOYs



Employment Readiness and Technology Development Program Components

SCOPE OF WORK - Proposed Northern Production Centre – Nunavut

Building on the successes of the Northern Production Centre (NPC) in Nain, a feasibility study, implementation plan and financial analysis is required to assist SmartICE in making the decision to open an additional Northern Production Centre in a different northern region. Our proposed project is designed to scale up SmartICE and have additional production in Nunavut which will serve as a regional hub. The existing Employment Readiness and Technology Development Program will be modified where necessary to meet the needs of the new region.

The winning consultant over a 1.5 year period will deliver:

1. Feasibility Study including a Financial Analysis

The consultant will assess the technical, financial, and operational feasibility of the venture, including evaluating the necessary infrastructure, resources, and technology required for its implementation. This will include information gathering from various sources including SmartICE, rights holders and stakeholders, as well as an analysis of potential options, including (but not limited to):

- locations for the new NPC
- type of venues including static, mobile, and/or hybrid forms
- part(s) of the technology to be produced
- logistics and supply chain strategies
- financing structures for the venture

Options will be evaluated, along with the associated financial implications, risks and challenges, and community benefits, and presented in a report highlighting the potential feasibility of the venture. We expect rights holders and stakeholders will be engaged.

2. Implementation Plan

Following on from the feasibility study, the consultant will work closely with SmartICE staff and partner organizations to gather input from rights holders and stakeholders, select options to be pursued, develop timelines and work plans, initiate logistical planning, and draft a budget. Development of a risk management framework will also form an important part of this phase. The deliverable for this phase will take the form of a formal report along with a presentation of results to rightsholders/stakeholders and SmartICE management.

3. Support for development of financing proposals

The consultant will work directly with SmartICE staff to synthesize the outcomes of the feasibility study and implementation planning processes and to prepare for potential funding proposals that may support the viability of the new NPC.

In addition, SmartICE staff will concurrently develop a production training plan and proposals for future financing of the centre. It is the fundamental goal of our business model to continue to develop capacity within the North with the aim of eventually locating all business operations in the region. By facilitating the implementation of a new NPC, this project will form a significant step in promoting economic development and training/employment opportunities within Nunavut.

PROJECT SCHEDULE

Work is scheduled to begin Jan 3, 2024 (TBC) and will consist of the following phases:

Feasibility Study	January 3, 2024 to May 31, 2024
Implementation Planning	September 3, 2024 to August 29, 2025
Proposal Development Support	April 3, 2025 to August 29, 2025

BUDGET AND PAYMENT SCHEDULE

- For budgeting purposes, the bidder should develop and present an itemized fee schedule encompassing the provision of *Consulting and Advisory* services outlined under the scope of work section - detailing what is covered for what fee
- Payment schedule to be discussed upon contract execution.
- Payments will be processed by SmartICE within 30 days of receipt of invoice.

SUBMISSION REQUIREMENTS

Short proposals responding to this Request for Proposal must:

- Identify all personnel to be involved in project delivery, including background, experience, up-to-date CV, and proposed role within this project (including identification of project lead and indication of time commitment of supporting consultants).
- Demonstrate your understanding of our scope of work.
- Describe your familiarity with working within Nunavut.
- Methodology for delivering the scope of services required.
- Proposed project work plan with associated deliverables.

- Descriptions of similar and relevant work completed including the results achieved.
- References
- **Please provide a detailed quote.**

Schedule

RFP issue date	November 1, 2023
Vendor questions accepted until	November 17, 2023 at 12:00pm NST
RFP closing date	November 24, 2023 at 12:00pm NST
Contracting Date	December 8, 2023 (TBC)
Project kickoff	TBC, estimated Jan 2024

Evaluation Criteria

Submissions will be evaluated according to the following criteria and allotted points resulting in an overall score of up to 100%. See below for weighting:

- 25% - Experience working with a variety of rights holders and stakeholders, including Indigenous communities and industry partners in Northern Canada.
- 25% - Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works.
 - Development of business plans in a Northern and Indigenous context
 - Experience in the non-profit sector and understanding of social purpose organizations
 - Financial Analysis
 - Logistics Planning
- 25 % - Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP.
- 20% - Price (in Canadian Dollars) - value of work proposed versus identified costs (relative to other submissions).
- 5% - Appeal of proposal, proposed approach, and detailed work plan.

*Determination of best value may not result in the lower cost being accepted.

Proposal Submissions

The contracting organization for this RFP is SmartICE Sea Ice Monitoring & Information Inc. A single electronic document is sufficient for submission. Responses should be no more than 10 pages concisely worded. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The electronic copy of submissions should be in DOC and/or PDF format and sent via email to mcroke@smartice.org no later than November 17, 2023 at 12:00 p.m. NST.

Questions from interested applicants can be directed to the same address.

Terms and Conditions

- All proposals received will be considered strictly confidential.
- The lowest cost, or any proposal, will not necessarily be accepted.
- Proposed costs must be represented in Canadian dollars.

- The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- The price quoted should be inclusive. If the price excludes certain fees or charges, a detailed list of excluded fees must be provided with a full explanation of the nature of those fees.
- If the execution of work to be performed requires the hiring of subcontractors this must be clearly stated in the proposal document. Subcontractors must be identified with a name and address and the work that they will perform must be defined. SmartICE will not refuse a proposal based upon the use of subcontractors; however it does retain the right to refuse selected subcontractors.
- No payment will be made for the preparation and submission of proposals for this project.
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible.
- SmartICE reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.