



Indigenous Justice Strategy

REQUEST FOR PROPOSALS

July 14, 2022

PART A: GENERAL INFORMATION FOR PROPONENTS

Key RFP Dates

All those submitting proposals (“**Proponent**” or “**Proponents**”) in response to this Request for Proposals (“**RFP**”) will be mindful of these key dates:

RFP Issue Date	July 14, 2022
Deadline for Questions and Inquiries:	July 27, 2022
Proposal Submission Deadline:	July 29, 2022
Award of Contract:	August 15, 2022 (or TBD)

Enquiries & Amendments

All questions and enquiries concerning this Request for Proposal (“**RFP**”) must be submitted in writing no later than 16:00 MST on July 27, 2022. Questions and inquiries must be addressed to:

Jay Matheson
Legal Counsel, Inuvialuit Regional Corporation (IRC)
Email: jmatheson@inuvialuit.com

IRC is not required to provide a response and may share the enquiry with other Proponents. If IRC decides to share an enquiry, it will send that enquiry to each Proponent, at the email address provided in their Proposal.

IRC may amend the RFP subsequent to the RFP issue date if deemed necessary. If IRC decides to make any changes to the RFP, it will be uploaded to the IRC Website.

COVID-19

Proponents are responsible for their own awareness of the latest information regarding territorial and federal requirements relating to COVID-19. Proponents must outline in their proposals the limitations, if any, that government requirements might have on their ability to perform any engagement. Proponents must demonstrate in their proposals how they will address any issues they have identified arising from territorial or federal COVID-19 requirements.

Submission Guidelines

The following instructions apply to this RFP:

- a. Proposals must be received prior to **17:00 Mountain Time on July 29, 2022** (the “**Proposal Submission Deadline**”).
- b. Proposals are to be submitted by email to:

Jay Matheson
Legal Counsel, Inuvialuit Regional Corporation (IRC)
Email: jmatheson@inuvialuit.com

- c. Proponents are encouraged to identify themselves to IRC as soon after the RFP issue date as possible to advise of their interest in submitting a proposal.
- d. Proposals must fully demonstrate to both IRC's satisfaction how the Proponent will meet the requirements in the Scope of Work, the personnel that will be assigned to the project and their experience with similar work, the unit costs and estimates for completing the deliverables, and the timeline upon which the deliverables will be completed.
- e. IRC may extend the deadline for proposals for any reason prior to the Proposal Submission Deadline by means of a written notice published on their website at <http://www.irc.inuvialuit.com/> (the "IRC Website").
- f. IRC reserves the right to cancel and/or reissue this RFP at any time.
- g. IRC may make changes to the RFP subsequent to the RFP issue date if IRC deems it necessary. If IRC decides to make any changes to the RFP, such change will be uploaded to the IRC Website.
- h. If a Proposal contains a defect, or fails to comply with the requirements of this RFP, IRC reserves the right, in its sole discretion, to accept the Proposal if it determines that the Proposal will best serve the interests of IRC.
- i. In the event all Proposals or amendments have material defects with the requirements of this RFP, IRC reserves the right to cancel the RFP and/or to accept the Proposal deemed to be in the best interest of IRC.
- j. Notwithstanding any other provision of this RFP, this is not a Request for Tenders and is not an offer to enter into either a bidding contract (often referred to as "Contract A") or a contract to provide goods and/or services (often referred to as "Contract B"). Proposals submitted in response to this RFP are done on a voluntary basis and shall not constitute tenders. IRC is not bound to accept the Proposal that provides for the lowest price nor any Proposal of those submitted.
- k. IRC reserves the right to negotiate price, scope of work, or both, with the chosen Proponent.
- l. Only the execution of a written Agreement shall constitute the making of a contract. No Proponent shall acquire any legal, equitable, or contractual rights or privileges whatever until the contract is signed.

- m. **Notwithstanding any other provision of this RFP, a Proponent who responds to this RFP has and will waive any and all claims for damages or compensation against IRC, or any of its directors, officers, agents, employees or representatives, in any way arising out of this RFP process, including but not limited to the evaluation of proposals, a decision to award a contract, a decision not to award a contract, or a decision to cancel or reissue the RFP. This waiver will be for any and all claims including, but not limited to, claims in contract, tort, negligence, and gross negligence.**

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PART B: WORK SCOPE AND DELIVERABLES

Introduction

The Inuvialuit Regional Corporation (IRC) represents the Inuvialuit, the Inuit of the Western Arctic. The IRC was established by the Inuvialuit Final Agreement (IFA), signed in 1984, which is a treaty protected under section 35 of the Constitution Act, 1982. The basic goals of the IFA, as agreed to by Canada and Inuvialuit are “to preserve Inuvialuit cultural identity and values within a changing northern society; to enable Inuvialuit to be equal and meaningful participants in the northern and national economy and society; and to protect and preserve the Arctic wildlife, environment and biological productivity.”

In January 2021, the Minister of Justice and Attorney General of Canada was mandated with developing, in consultation and cooperation with Indigenous partners, provinces and territories, an Indigenous Justice Strategy to address systemic discrimination and the overrepresentation of Indigenous peoples in the justice system.

The Government of Canada has accordingly allotted funding to Indigenous partners and organizations, including IRC, to engage with their members and other stakeholders on what an Indigenous Justice Strategy (IJS) in Canada could and should include. This funding aims to support engagement to inform the development of the IJS, and identify legislative, program, and policy initiatives needed to address the overrepresentation of Indigenous peoples and systemic discrimination in the Canadian justice system. More information is available from the Government of Canada’s [website](#).

IRC is seeking proposals from qualified lawyers with expertise in the areas of criminal law and who have demonstrated experience practicing in Canada’s north (e.g. N.W.T., Yukon or Nunavut). Preference will be given to lawyers with experience practicing within Indigenous communities and those with experience working with Indigenous groups. Other demonstrated expertise and experience outside may be considered. The lawyer will use their practice experience, legal knowledge and northern network of justice system stakeholders to work with IRC to develop an engagement plan, execute the plan, modify the plan as required, and prepare the requisite reports in line with IRC’s funding obligations to the Government of Canada.

Scope of Work

IRC requires consulting services to plan and execute engagement with Inuvialuit communities and non-Inuvialuit justice system stakeholders. The goal of the engagement is to capture, consolidate, and report findings of the engagement to the Government of Canada to be used in its development of an IJS. The Government of Canada requires interim reports be delivered on December 31, 2022, December 31, 2023 and a final report on June 30, 2024 (the template reports may be made available by IRC on request).

General Responsibilities

The successful Proponent will be responsible for all the activities and resources associated with the engagement, including but not limited to:

- providing regular project progress reports;
- create a general workplan for engagement, including identifying Inuvialuit and non-Inuvialuit justice system stakeholders to be engaged and outlining how engagement will be conducted. This will include, but not be limited to, Inuvialuit communities and urban Inuvialuit in Yellowknife, Edmonton and Whitehorse;
- revising the workplan as necessary to respond to issues identified in the engagement and as identified by IRC. This will include, but not be limited to, responding to government and community travel restrictions stemming from COVID-19;
- in consultation with IRC and specified staff, organize all engagement sessions with all stakeholders, including associated logistics with respect to technology and travel;
- record and summarize all input received through engagements; and
- draft and revise in consultation with IRC all requisite reports required by IRC to be provided to the Government of Canada and for IRC's general use and purposes.

Deliverables

A general outline of deliverables is presented below but should not be considered exhaustive, and should not limit Proponents as to what is presented in their proposal as required work. IRC is opening to reviewing draft sections and provide feedback for potential adjustment. In consultation with IRC, the successful Proponent will:

- schedule, prepare agendas and attend regular (minimum monthly) project progress meetings with IRC staff;
- prepare a draft workplan outlining stakeholders, timeframes and processes for engagement and revise in consultation with IRC;
- conduct engagement sessions, including scheduling and organizing with stakeholders
- draft all associated interim reports for submission in Government of Canada deadlines; and
- draft a final report for submission in accordance with Government of Canada deadlines.

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PART C: SUBMISSION REQUIREMENTS

PROPONENT QUALIFICATIONS

For the purposes of this work, a qualified Proponent must meet the following conditions:

- be a lawyer licensed to practice in a common law jurisdiction of Canada; and
- have demonstrated experience practicing law in Canada's north.

RESPONSE CONTENT

As part of the response to this RFP, the Proponent shall provide:

- background for self and/or team members;
- experience, if any, with similar engagement projects;
- proposed methodology with meeting the scope of work;
- pricing structure and overall cost;
- proposed Schedule; and
- limitations (including COVID-19 related limitations) and proposed mitigations.

These items are outlined more below:

Background

The Proponent should provide a resume for each proposed team member. The proposed team members should demonstrate their areas of experience and practice history, as well as their experience, if any, working within Indigenous communities, working with Indigenous groups and/or working within the justice system. Proponents should ensure they identify team members who have experience practicing in criminal law and practicing in Canada's north.

Experience

If the Proponent has any experience with similar engagement projects, they should provide a brief description of the project, outlining things like the role of they played and the innovations they brought to the project which improved the project quality, and budget or schedule.

Proposed Improvements

The Proponent should identify any changes to this RFP scope of work and proposed deliverables which would improve, streamline or better support engagement generally.

Pricing Structure and Overall Cost

A cost estimate for the work is required. The bidder is expected to provide a cost estimate breakdown, outlining an estimate and breakdown for the aforementioned work deliverables. This should include unit rates, if applicable. For example, hourly rates for each team member.

Proposed Schedule

The Proponent should provide a proposed set of milestones for conducting this engagement assuming a contract award on or before August 15, 2022 and submission of a final report by June 30, 2024.

Limitations (including COVID-19 related requirements) and proposed mitigations

Proponents are responsible for their own awareness of the latest information regarding government requirements relating to COVID-19. Proponents must outline in their proposals the limitations, if any, that government requirements might have on their ability to perform engagement. Proponents must demonstrate in their proposals how they will address any issues they have identified arising from government COVID-19 requirements.

PROPOSAL EVALUATION

IRC will review and select, in its sole discretion, the proposal it views as being most likely to result in successful engagement.

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