Request for Proposals

Joint Economic Development Initiative (JEDI) Economic Leakage Study – New Brunswick First Nation Communities

JEDI is requesting a proposal for an Economic Leakage Study of New Brunswick First Nations communities.

Background of Organization

JEDI Background

JEDI is an Indigenous not-for-profit organization dedicated to supporting Indigenous participation in New Brunswick’s economy. JEDI began in 1995 as a tripartite partnership between Indigenous communities in New Brunswick, the Government of Canada and the Government of New Brunswick. Since then, JEDI has worked closely with its partners from Indigenous communities, organizations, government and the private sector to foster Indigenous economic and workforce development in New Brunswick.

JEDI focuses its work on the support of Indigenous:

- Entrepreneurship and business development;
- Community economic development;
- Workforce development;
- Partnerships with the public and private sectors.

PROJECT INFORMATION

Project Name

Economic Leakage Study – New Brunswick First Nation Communities
**Purpose and Background**

Indigenous Services Canada (ISC) collaborated with Indigenous stakeholders, as well as several federal government departments, to develop *The Comprehensive Federal Approach to Major Economic Opportunities in the Maritimes* (Comprehensive Approach). The Comprehensive Approach is intended to strengthen the capacity of key Indigenous organizations to support the Indigenous labour force, Indigenous entrepreneurs and First Nations communities in accessing major economic opportunities.

The department will support Indigenous stakeholders to execute specific initiatives related to increasing Indigenous participation in major economic opportunities in the region.

**Proposal Objectives and Scope of Work**

In the summer of 2016, Chiefs, federal and provincial ministers had informal conversations at the Fishermen Powwow in Miramichi about the need for more collaboration and coordination between the three orders of government to further progress Indigenous economic development in New Brunswick. It was recognized by all parties that success in Indigenous economic development would have benefits for everyone living in the province and that as a province, we would be “strong together.” The province of New Brunswick is unique in that it is home to the founding cultures of Canada – Indigenous peoples, comprised of the Mi’kmaq, Wolastoq and Peskotomuhkati peoples in this territory, the French and the English. Today with the arrival of newcomers from many cultures, we can build on this rich, historic diversity to create a path towards beneficial social and economic outcomes for all peoples living in the province. A Tri-Partite Forum was established to collaborate on issues related to Indigenous economic development in the province.

In order to further inform the work of the Tri-Partite Forum, the need for a comprehensive economic leakage study was identified.

**Description of Activities and Deliverables to be undertaken (including partners)**

JEDI is seeking proposals for the development of an economic leakage study for sixteen (16) First Nation communities in New Brunswick. The communities to be included are:

- Buctouche
- EsengnoPETITj
- EEL Ground
- EEL River Bar
- ElsipogtOG
- Fort Folly
- Indian Island
- Kingsclear
- Madawaska Maliseet
- Metepenagiag
- OROMOCTO
- Pabineau
- Saint Mary’s
- Tobique
- Woodstock
- Peskotomuhkati
Willingness to participate will be sought from all communities listed above. Should communities not wish to participate the scope of the project may be reduced.

The study should consist of five (5) phases in order to fully examine the size of the economy within the First Nations, the extent of economic leakage, the reasons for the leakage and provide opportunities for economic development and strategies to reduce economic leakage.

The final report generated should provide a comprehensive picture of the current economic leakage occurring by the sixteen (16) First Nation communities identified and provide guidance to identify and support the creations of employment and business opportunities for the First Nation communities located in New Brunswick.

This information may be used by the participating First Nations, Indigenous organizations and federal and provincial levels of government to increase Indigenous participation in the economy and formulate strategic plans.

**Activities**

Proposals should include a clear description of the services and deliverables to be offered to meet the scope of work as described above, including at a minimum:

- Key activities and methods that will support the deliverables;
- Work plan, milestones and associated timeframes;
- Detailed budget with proposed payment schedule;
- Qualifications of principle project participants, including:
  - An understanding of economics;
  - Significant experience with projects of a similar nature;
  - Experience working with First Nations in any capacity; and
  - References

**Deliverables**

- Estimate the size of the economy within each of the New Brunswick First Nation communities
- Estimate the extent of economic leakage within each of the New Brunswick First Nation communities
- Outline the reasons for the leakage
- Identify opportunities for economic development within each community
- Identify strategies to reduce economic leakage

**Timeframes**

This project will begin in February 2020 to be completed in March 2021 as outlined in the timelines below.
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<thead>
<tr>
<th>Item</th>
<th>Target Dates</th>
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<tbody>
<tr>
<td>Issue Request for Proposal</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>Requests for Proposal Due</td>
<td>February 5, 2020</td>
</tr>
<tr>
<td>Award of contract</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>Presentation of draft report</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Project completion</td>
<td>March 31, 2021</td>
</tr>
</tbody>
</table>

REQUEST FOR PROPOSAL INFORMATION

**General Information for Consultants**

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experience will help your team to perform under this contract and provide references (contact name and number) for each project. Indicate which of the proposed firms and project staff were involved in each contract. The Steering Committee reserves the right to investigate references projects, contract references and research other projects the respondent has worked on.

Description of experience working with Indigenous communities.

**Information**

It is important for the successful proponent of this RFP to work closely with JEDI and the participating communities. Information gathered may be partially obtainable through this resource.

The successful proponent will also be required to review any existing material relevant to the development of this analysis as well as complete initial research to supplement existing information.

It may be required to use outside sources for information to fully develop the analysis.

**Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the appropriate contact aware of their interest. You are responsible for sending your name, e-mail address, and telephone number to the contact listed in order for your organization to receive any RFP addenda.

The selection committee also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.
**Responsiveness**

All proposals will be reviewed by the selection committee to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The selection committee also reserves the right at its sole discretion to waive minor administrative irregularities.

**Most Favourable Terms**

The selection committee reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure. JEDI does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. 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 JEDI.

**Costs to Propose**

JEDI 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 JEDI to contract for services specified herein.

**Rejection of Proposals**

JEDI reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

**Commitment of Funds**

JEDI, or their delegate, is the only individual who may legally commit JEDI 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 elements:

1. **Project Approach/Methodology** – Include a complete description of the Consultant’s proposed approach and methodology for the project. This section should convey Consultant’s understanding of the proposed project.

2. **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 to convey to members of the evaluation team the Consultant’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of the participating communities/organizations and representatives from JEDI.

3. **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.

4. **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 JEDI.

5. **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 JEDI.

6. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

7. **Project Management**

   **Project Team Structure/Internal Controls** - Provide a description of the proposed project team structure including any subcontractors.

   **Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel. Provide resumes for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of JEDI.
8. **Experience of the Consultant**

Indicate the experience the Consultant and any subcontractors have in the following areas associated with:

a) Post-secondary education in a related discipline;
b) An understanding of economics;
c) Experience with projects of a similar nature;
d) Extensive knowledge related to First Nation economic development;
e) Experience and knowledge in working with Indigenous communities and Band officials;
f) A high level of cultural competency and understanding;
g) Project management certification and/or demonstrated experience;
h) Demonstrated ability in partnership development and forming teaming arrangements;
i) Market analytical skills.

Indicate other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.

9. **References** – List names, addresses, telephone numbers, and fax numbers/e-mail 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. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to the selection committee to contact these references and others, who from the selection committee’s perspective, may have pertinent information.

10. **Identification of Costs** - Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. An hourly wage should be included. In order to facilitate funding cycles, a breakdown of activities and associated costs that can be reasonably completed by March 31, 2020 should be provided. As well, the remaining activities and associated costs that can be completed through April 1, 2020 to March 31, 2021 (or earlier) should also be provided.

**Evaluation and Contract Award**

*Evaluation Procedure*

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by the selection committee, which will determine the ranking of the proposals.

*Notification to Proponents*

JEDI will notify the Apparently Successful Contractor of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail or facsimile.
Evaluation of the Proposals

Proposals will be evaluated according to the following point system:

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<tr>
<th>ITEM</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Work outline and methodology</td>
<td>25</td>
</tr>
<tr>
<td>Qualifications and demonstrated experience</td>
<td>20</td>
</tr>
<tr>
<td>Proposed project staff</td>
<td>25</td>
</tr>
<tr>
<td>Objectives and services</td>
<td>15</td>
</tr>
<tr>
<td>Quality of proposal</td>
<td>5</td>
</tr>
<tr>
<td>Cost and timing of study</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

CRITERIA EVALUATION/AWARD RESPONSIBILITIES

Scoring is based on the following maximum values totaling 100%.

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 JEDI and other stakeholders. Identify any distinct and substantive qualifications for undertaking the proposed contract such as availability of specialized equipment or unique approaches or concepts relevant to the requirement expectations which may be used.

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. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experience will help your team to perform under this contract and provide references (contact name and number) for each project. Indicate which of the proposed firms and project staff were involved in each contract. The Steering Committee reserves the right to investigate references projects, contract references and research other projects the respondent has worked on.

   Description of experience working with Indigenous communities.
3. **PROPOSED PROJECT STAFF**

**VALUE:** 25

Proponent shall name the individuals to perform the services, plus any other professional/technical functions you deem essential to perform the services. 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. Marketing resumes often include non-relevant information which may detract from evaluation of proposal. Focus on individuals’ specific duties and responsibilities and how the project experience is relevant to the proposed contract.

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. Do not merely duplicate the objectives and expectations set forth within this RFP. Define any assumptions made with regard to a proponent’s proposal response to this RFP.

5. **QUALITY OF PROPOSAL**

**VALUE:** 5

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

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.

**Awarding of Contract**

Awards will be based on the results of the evaluation and will be the sole responsibility of the Steering Committee.
**Proposal Due Date**

Proposals are due by 5:00 p.m. AST on February 5, 2020. Late proposals will not be accepted.

Submit proposals to:

Joint Economic Development Initiative  
Attention: Janis Flemming  
150 Cliffe Street, Box 11  
Fredericton, NB E3A 0A1  
janis.flemming@jedinb.ca

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Consultants assume the risk for the method of delivery chosen. JEDI assumes no responsibility for delays caused by any delivery service.

Consultants emailing proposals must submit the proposal electronically as an attachment to an e-mail to JEDI at the e-mail address listed above. Attachments to e-mail will be in Microsoft Word format or PDF. JEDI does not assume responsibility for problems with Consultants’ e-mail. If there are problems with JEDI’s email, appropriate allowances will be made.

Consultants requiring further information about the project should contact Janis Flemming at: janis.flemming@jedinb.ca

**NOTES:**
1. Proposals will become the property of JEDI. All proposals will be considered in strictest confidence.
2. JEDI reserves the right to cancel, amend or change the RFP in the event that a suitable proposal is not received.
3. The successful proponent will not issue any announcements or news releases concerning the Request for Proposal, the Proposal, or the Contract without the express written consent of JEDI and its partners.