



The Confederacy of Mainland Mi'kmaq

REQUEST FOR PROPOSALS

Indigenous Marine Services Initiative: At-sea Observation and Dockside Monitoring Venture (Phase 2)

57 Martin Crescent, PO Box 1590

Millbrook, Nova Scotia

B2N 5V3

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Indigenous Marine Services Initiative – At-sea Observation and Dockside Monitoring Venture (Phase 2)

PROPOSAL DUE DATE: July 4, 2022

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in CANADA.

CONFIDENTIALITY: The information supplied or disclosed during this contract could be deemed sensitive, therefore consultants shall be required to keep full confidentiality of all information shared, gathered, or presented throughout the duration of the Request for Proposals process.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Consultations
3. Proposal Contents
4. Evaluation and Award

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

In 1986, the Confederacy of Mainland Mi'kmaq (CMM) was established as a not-for-profit organization under the Societies Act of Nova Scotia. As a Tribal Council, the CMM's governing body consists of Chiefs from eight Mi'kmaq First Nation communities. The CMM's operations as an organization is guided by the principles exemplified in the mission statement, "To proactively promote and assist Mi'kmaw communities' initiatives toward self determination and enhancement of community."

The mainland Mi'kmaw communities in Nova Scotia are active in marine waters, especially when it comes to fishing. There are several types of fishing practiced in the Maritime region and the Gulf of St. Lawrence region, specifically Commercial Fisheries, Communal Commercial Fisheries and Netukulimk Fisheries. While the Communal Commercial Fishery is affiliated to the standard commercial fishery, the term "Netukulimk Fisheries" refers to the two types of rights-based fisheries, Food, Social and Ceremonial (FSC) and Moderate Livelihood. Communal Commercial Fisheries and Commercial Fisheries sector are required to conduct dockside monitoring and at-sea observations. These operations require monitoring levels depending on the fishery. Dockside monitoring and at-sea observations are arms length from the DFO; however, they must meet operational standards to be designated by the DFO.

The CMM is inquiring into how an Indigenous marine services venture can be created to address the needs related to monitoring, such as dockside monitoring and at-sea observations. The CMM would offer services to the mainland Mi'kmaq communities that are interested in participating in this venture. There are external third parties that offer these types of services, however they do not cater to the Indigenous fishers or communities in the Atlantic region. In fact, there are communities that have opted to not contract these external third parties for various reasons.

The purpose of this contract will be to prepare a complete free-standing proposal for a five year at-sea observer (ASO) and dockside monitoring (DM) program that will be administered by The Confederacy of Mainland Mi'kmaq. A key component of the program will be a five-year funding period and transition from a funded program to a business venture at the end of that period. The proposal should outline the funding strategy and key milestones in the establishment of the program and the transition to a business venture. The consultant will also prepare accompanying proposals for two major granting programs selected by the Confederacy of Mainland Mi'kmaq. The consultant will have access to the Phase 1 report which provides a background on the sector and a business plan for establishing an indigenous-led dockside monitoring and at-sea observation business in the Atlantic region. However, the consultant will be responsible for any additional research required to complete the freestanding proposal and grant applications.

The successful applicant will provide recommendations on a funding strategy and transition to business venture based on the business plan and their extensive industry knowledge. The result will be a freestanding proposal and two grant applications, which align with the objectives of the envisioned management under the CMM.

1.2 OBJECTIVES AND SCOPE OF WORK

The scope of this project is the development of an Indigenous led at-sea observer and dockside monitoring program, with a five-year grant-based program delivery period and a transition to a service-providing business venture. Working from the business plan, existing resources, expertise and reports, the proponent will develop a free-standing written program plan and two grant-based applications that outlines the development of the program suited to the needs of the mainland Mi'kmaw communities in Nova Scotia.

The objectives and scope of the proponent's proposal should include:

1. Developing a free-standing program plan and proposal. The program plan and proposal may include, but not be limited to the following components:

- a. Organizational Overview and Contact Information
- b. Executive Summary
- c. Background
- d. Goals and Objective
- e. Program Activities
- f. Annual Workplans
- g. Human Resources Requirements
- h. Milestones in certification for ASO and DM programs
- i. Milestones in program development and program to business transition
- j. Annual Budgets
- k. Infrastructure and capital investments requirements
- l. Financial plan – grant funding, matched funding, in-kind contributions, service fees
- m. Program Deliverables and Products
- n. Supporting Documentation

2. Development of two grant-based proposals based on the free-standing proposal. These may include, but not be limited to:

- a. Indigenous Marine Services Initiative (IMSI) program

- b. Atlantic Fisheries Fund (AFF) program
3. For this project, the CMM will use the Project Management Action Team (PMAT) format. The Apparently Successful Consultant will take on a lead role on the PMAT. The PMAT members will have ongoing participation in this process through regular occasional meetings (predetermined schedule) where updates will be provided by the Apparently Successful Consultant and members will have the opportunity to provide input into the process. The PMAT members will consist of selected CMM staff and others that may be chosen by the CMM's Associate Executive Director. It is recognized that all PMAT members will participate and bring specific areas of expertise to the project.
4. Draft submission & presentation to the CMM, including opportunity for the CMM to provide comments, feedback & highlight priority markets of interest.
5. Revision & inclusion of feedback into an updated draft. The resulting report materials and information will be used by the CMM to progress towards successful economic opportunities, business models and partnerships within the CMM and more broadly, the marine services sector in the Atlantic region.

2. GENERAL INFORMATION

All communication between the Consultant and the CMM upon release of this RFP shall be with the Associate Executive Director as follows:

Name	ANGELINE GILLIS; CHELSEY CAMPBELL
E-Mail Address	agillis@cmmns.com ; ccampbell@mikmawconservation.ca
Mailing Address	PO Box 1590 57 Martin Crescent Truro, NS B2N 5V3
Phone Number	902 6-4946; 902 957-1234

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

2.1 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITY

Issue Request for Proposals	June 24 th , 2022
Consultants submit questions by e-mail	June 30 th , 2022
Responses to all questions will be forwarded to all consultants	June 30, 2022
Requests for Proposals Due	July 4 th , 2022
All bids acknowledged	July 4 th , 2022
Award of Contract	July 11 th , 2022
All consultants notified accordingly	July 15 th , 2022
Draft Report	August 12 th , 2022
Project Complete	August 26 th , 2022

The CMM reserve the right to revise the above schedule. *The award of the contract may depend on funding.

2.2 SUBMISSION OF PROPOSALS

Consultants are required to submit two (2) copies of their proposal. The proposal, whether emailed, mailed or hand delivered, must arrive at the CMM no later than 12 pm Atlantic Time on July 4th, 2022.

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. The CMM assumes no responsibility for delays caused by any delivery service.

Consultants emailing proposals must be submitted electronically as an attachment to an e-mail to Angeline Gillis, Associate Executive Director at the CMM, at the e-mail address listed in Section 2. Attachments to e-mail shall be in Microsoft Word format or PDF. The CMM does not assume responsibility for problems with Consultant's e-mail. If the CMM's email is not working, appropriate allowances will be made.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the CMM and will not be returned.

Consultants should allow sufficient time to ensure timely receipt of the proposal. Late proposals will not be accepted and will be automatically disqualified from further consideration.

2.3 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the CMM.

2.4 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.

2.5 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.

2.6 MOST FAVORABLE 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. The CMM 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 the CMM.

2.7 COSTS TO PROPOSE

The CMM 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.

2.8 NO OBLIGATION TO CONTRACT

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

2.9 REJECTION OF PROPOSALS

The CMM 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.

2.10 COMMITMENT OF FUNDS

The CMM 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.

2.11 The CMM Team

The Consultant will have the opportunity to work with and report to this group:

- Angeline Gillis: Associate Executive Director
- Jim Hepworth: Mainland Mi'kmaq Development Inc., CEO
- Billy Francis: Manager of Indigenous Fisheries
- Sana Kavanagh: Commercial Fisheries Consultant
- Joseph Beland: Manager of Ocean Science

The line of authority and approval will begin at this level, progressing to the Executive Director with final policy approval at the CMM Board level.

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

8. **Experience of the Consultant**

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

- a. Experience conducting economic analyses specific to the Nova Scotia Marine Services sector
- b. Experience in economic development specific to First Nations communities.

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.

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. Do not include current CMM staff as references. 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 in CAD dollars 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.

4. EVALUATION AND CCONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. Submissions will be evaluated by a selection committee based on company capabilities and credentials, personnel and qualifications, methodologies and approaches, reasonableness and costs, delivery and value-added benefits.

4.2. EVALUATION CRITERIA

In awarding a contract for consulting services to develop the program plan for an ASO and Dockside Monitoring Program the CMM will examine a number of factors and criteria that may include:

1. The extent to which the proposal addresses the stated project goals and clearly describes the scope of work.
2. Specific plans or methodology to be used to perform the services.
3. Qualifications and experience of consultant in providing strategic planning development.
4. Availability for work to be conducted within the project timeline, as identified in Section 2.1.
5. Project cost and value – added benefits.

4.3. NOTIFICATION TO PROPOSERS

The CMM will notify the Apparently Successful Consultant 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.