



# KITIKMEOT FRIENDSHIP SOCIETY

## REQUEST FOR PROPOSAL

### Project Name

**Inuit Qaujimajatuqangit (IQ) Principles and  
Inuit Cultural Safety Resource Development and Training**

### Project Number

**KFS-RFP-033**

### Date

**July 7, 2025**

(867) 983-3330



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## 1 INTRODUCTION

Kitikmeot Friendship Society (KFS) is a grassroots, Inuit-led organization with headquarters in Cambridge Bay. KFS fosters community well-being and social justice through positive action and leadership for all Inuit and Kitikmeot Residents.

KFS provides a variety of community health and wellness development programs and services, activities and educational information to support community residents in finding a path forward to maximize their human potential.

No matter where a person is at in their life trajectory, KFS strives to meet them at their most comfortable spot.

Our mission is to create a healthy community where residents feel supported and have access to a variety of services, programs and skills that will help to enhance their lives. KFS designs and creates programs that honour and encompass Inuit culture, traditions, and practices.

Our values center on inclusivity, thoughtfulness, understanding, caring, empathy, client-centered approach, and integrated services rooted in Inuit Qaujimajatuqangit (IQ) Principles, FASD, and Trauma-Informed Practices.

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide Inuit Qaujimajatuqangit (IQ) Principles, and Inuit Cultural Safety Resource Development and Training to KFS. The RFP provides vendors with the relevant operational, performance, application, and requirements that the proposal must fulfill.

This document describes the Request for Proposal (RFP) from KFS. This document is an organizational, confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

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Rules for tendering this RFP are explained in Section 2.

### 1.1 Purpose of the RFP

KFS is selecting a service provider to deliver an Inuit Qaujimajatuqangit (IQ) Principles, and Inuit Cultural Safety Resource Development and Training. Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal (RFP). KFS may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies KFS' requirements.

Within the RFP you will find all the information necessary to do a proper assessment of KFS requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

### 1.2 Scope of Work

The successful proponent will be responsible for the development and delivery of a comprehensive Inuit Qaujimajatuqangit (IQ) Principles and Inuit Cultural Safety Resource Development and Training package tailored to our organization and other community organizations across the Kitikmeot Region.

Specifically, the proponent will:

- Design and develop Inuit Cultural Safety resources grounded in IQ principles, with clear applications for use in health, education, social services, justice, and nonprofit settings.
- Facilitate interactive training sessions (virtual and/or in-person) that deepen participants' understanding of IQ values, Inuit worldviews, intergenerational trauma, and culturally respectful practices. This should be done in two modules (a) IQ Philosophies interpreted (b) implementation, organizational and community integration.

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- Incorporate storytelling, Elder guidance, and community-specific knowledge into the training design.
- Co-create tools or resource materials such as handbooks, workshop guides, visual aids, and reflection exercises for ongoing learning.
- Work in collaboration with Kitikmeot Elders, Inuit knowledge holders, and KFS program staff throughout the design and delivery process.
- Conduct pre- and post-training assessments to evaluate participant learning and collect feedback.
- Provide a final report summarizing activities, outcomes, participant evaluations, and recommendations for continued capacity building.

### 1.3 Confidentiality

This Request for Proposal (RFP) and any related correspondence, documents, or information provided by KFS are considered confidential and are intended solely for the purpose of enabling potential proponents to prepare and submit a proposal.

Recipients of this RFP are permitted to share its contents with internal team members, collaborators, or organizations that may assist in developing or submitting a proposal. Further distribution is allowed for the purpose of identifying eligible and qualified proponents, provided that any shared version of the RFP is shared in full and without modification.

By accepting this RFP, recipients agree not to disclose any proprietary or sensitive information of the KFS to third parties without prior written consent, except as outlined above.

All proposal submissions will remain the property of KFS and will be treated with confidentiality.

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## 2 VENDOR INSTRUCTIONS

### 2.1 Background

This RFP has been issued to organizations that will respond satisfactorily to the Request for Proposals (RFP) dated July 7, 2025. The RFP identifies KFS' requirements in sufficient detail in order to identify a preferred vendor.

### 2.2 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Respondents who have been directly invited to respond to this RFP shall be considered along with other proponents.
- Vendor responses must be valid for 3 months from the date of submission.
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

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## 2.3 RFP Changes, Binding Bid Process

KFS reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. This RFP has been issued exclusively for providing adequate information about an Inuit Qaujimajatuqangit (IQ) Principles, and Inuit Cultural Safety Resource Development and Training requirements for KFS in order to receive a proposal of this project from vendors. While one or more vendors may be selected as candidates, and KFS may negotiate a vendor contract with one or more respondents, KFS reserves the right to reject any or all of the responses received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to the RFP regardless of whether any vendor's response is partially or fully accepted or rejected, or contains the highest or lowest mark---up or price, or the most timely services delivery commitment, or whether a vendor responds with a no-response notice or has an existing contract with KFS, and regardless of any other matter. KFS further reserves the right to negotiate with any vendor who does not receive this RFP. Accordingly responses should be submitted in the terms most favorable to KFS. KFS will consider vendor responses as binding offers by vendors.

## 2.4 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

Disqualification may include applicants who have demonstrated, through past or present social media activity or other public conduct, racist behaviours or discriminatory acts—whether direct or indirect—toward Inuit, 2LSGBTQIA+ community members or BIPOC citizens, as such conduct does not align with our principles of cultural safety.

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## 2.5 Structure of the Response

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Company Profile  
*(Describe your organization's core businesses, products, services, markets, awards, etc.)*
3. Similar Experience & References
4. Requirements Understanding / Scope of Work  
*(Please illustrate that you have understood our requirements.)*
5. Vendor Eligibility Criteria (as per section 3 of RFP)
6. Compliance Matrix (as per section 4 of RFP)
7. Proposed Solution Description
8. Implementation Approach / Deliverables / Training Details
9. Post Implementation Description
10. Project Plan / Timelines
11. Project Management Approach  
*(Please illustrate your project management approach in terms of proposed team structure, communication plan, escalation management, quality plan and any other relevant information)*
12. Pricing Details (as per format in section 5 of the RFP)

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## 2.6 Schedule of Events

Event	Date
RFP Distribution to Vendors	July 7, 2025
Written Confirmation of Vendors with Bid Intention	July 14, 2025
Questions from Vendors about scope or approach due	July 15, 2025
Responses to Vendors about scope or approach due	July 16, 2025
Proposal Due Date	July 31, 2025
Target Date for Review of Proposals	August 12, 2025
Final Vendor Selection Discussion(s)-----Week of	September 6, 2025
Anticipated commencement date of work	September 15, 2025
Anticipated completion of work	January 5, 2026

## 2.7 Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

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<b>Phone</b>	1(867) 983-3330
<b>Email</b>	President@kitik meotfs.ca

## 2.8 Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar customers
- Ability to meet requirements as specified in the *Compliance Matrix*
- Initial cost, including taxes, and any recurring costs
- Demonstrated quality of service and training
- Flexibility of training

KFS does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

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## 2.9 Awarding of Contract

KFS is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective service providers are advised that nothing in this documentation, or in any communication between KFS and any other party, shall be taken as constituting a contract, agreement or representation between KFS and/or any other party, except for a formal award of contract made in writing by KFS. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that KFS reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. KFS reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

KFS has prepared this RFP in good faith. To the extent that KFS is permitted by law, KFS excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

## 3 VENDOR ELIGIBILITY CRITERIA

A Vendor is defined as an independent company registered in Canada or a consortium of partnership between a local Canadian registered company and local or global services partner. Please provide the following details:

- Legal Name:
- Parent Company:
- Corporate Headquarters Address:
- Website:
- In what business area has your company engaged?
- How many years has your company been in business under its present name?

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- If you are a corporation or limited liability corporation, show state and date of incorporation.
  - Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.
  - The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership) and be able to demonstrate that it has been and is offering goods/services under the business name for a period not less than 3 years. Sole Proprietors/Independent Contractors must be able to demonstrate that they have been engaged in their business activity for not less than 5 years.
- 
- Demonstrated Experience - Must have proven experience in developing and delivering culturally grounded training, particularly within Inuit, Indigenous, or Northern contexts.
  - Culturally Aware and Safe - Must show strong understanding of Inuit Qaujimajatuqangit (IQ) principles, Inuit history, and cultural safety frameworks, with a commitment to respectful and ethical engagement.
  - Inuit and Indigenous-Led Organizations or Individuals (Preferred) - Preference will be given to Inuit or Indigenous-led organizations, teams, or consultants with lived experience and community ties within the Kitikmeot Region or broader Inuit Nunangat.
  - Collaborative Approach - Must demonstrate willingness to collaborate with Kitikmeot Elders, Inuit knowledge holders, and Kitikmeot Friendship Society staff throughout the project.
  - Compliance with Local Laws and Policies - Must be in good standing with applicable provincial/territorial laws and policies and eligible to conduct work in Nunavut.
  - Insurance and Liability (if applicable) - Must hold appropriate insurance coverage and be willing to sign a service agreement, including clauses on confidentiality, cultural protocols, and intellectual property.

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- Capacity to Deliver - Must have the resources and availability to complete all deliverables within the agreed-upon timeframe.
- Strong Communication Skills - Must have the ability to deliver training and materials in a clear, engaging, and accessible manner; ability to incorporate Inuinnaqtun is an asset.
- We have a strong commitment and preference to the consideration of 2LSGBTQIA+ members and BIPOC (Black, Indigenous and People of Colour) groups, as well as other racialized minorities to the greatest extent possible. Bidder shall provide details, if applicable.

The eligibility will be seen based on the above criteria and KFS has the right to reject responses not meeting the qualification criteria.

#### 4 COMPLIANCE MATRIX

In the subsequent sections, we have detailed the specifications for the various components of the requirement. Vendors must highlight their compliance status against each requirement or specification in their response along with additional comments (if any) by using the following legend:

<b>Solution Features</b>	<b>Y = Yes</b> <b>N = No</b> <b>N/A = Not Applicable</b>
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## 4.1 Technical/Functional

Sr. No.	Requirements	Y/N/NA	Additional Remarks
1	Proposal submitted by the stated deadline in the required format (PDF, electronic submission).		
2	Cover letter with contact information and signature from an authorized representative.		
3	Detailed workplan and timeline for all proposed activities and deliverables.		
4	Clear demonstration of understanding and application of Inuit Qaujimajatuqangit (IQ) principles.		
5	Description of Inuit Cultural Safety training approach and resource development methodology.		
6	Budget breakdown with rationale for all costs (including honoraria, materials, travel, etc.).		
7	Relevant experience and qualifications of project team or individual, with résumés or bios.		
8	Description of collaboration approach with Elders, Inuit knowledge holders, and local stakeholders.		
9	Two (2) references or samples of similar work completed within the last three years.		
10	Confirmation of willingness to sign a service agreement and meet insurance or legal requirements (if any).		

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## 4.2 Performance

Sr. No.	Requirements	Y/N/NA	Additional Remarks
1	Completion of Deliverables on Time - All training sessions, resource materials, and reports are completed and delivered according to the approved timeline.		
2	Participant Satisfaction Rate - At least 85% of training participants report satisfaction with content relevance, facilitation, and cultural appropriateness in post-training evaluations.		
3	Cultural Integrity of Materials - Resources and training materials are validated by Inuit Elders or knowledge holders to reflect accurate and respectful application of IQ principles.		
4	Knowledge Acquisition and Retention - 75% of participants demonstrate increased understanding of IQ and cultural safety concepts in pre/post training assessments or surveys.		
5	Stakeholder Engagement and Collaboration - Evidence of meaningful collaboration with at least 3 Inuit Elders, community members, or cultural advisors during the project lifecycle.		

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### 4.3 Reporting

Sr. No.	Requirements	Y/N/NA	Additional Remarks
1	Project Workplan and Timeline (Initial Submission) - A detailed workplan outlining key activities, milestones, roles, and projected timelines must be submitted within two weeks of contract signing.		
2	Midpoint Progress Report - A narrative and financial report due at the halfway point of the project, including a summary of progress, participant feedback, and any adjustments to the workplan.		
3	Final Project Report - A comprehensive final report including an executive summary, participant evaluation results, final budget report, outcomes achieved, and recommendations for future cultural safety initiatives.		
4	Training Attendance and Evaluation Records - Documentation of session attendance, summary of participant feedback, and any pre/post assessment data to measure training impact.		

## 5 PRICING DETAILS

All prices quoted by the vendor must be fully itemized, in Canadian dollars, and inclusive of all taxes and all expenses. KFS expects to contract with the vendor on a Fixed Price basis for all components of the supply. We expect the vendor to quote a fixed price for:

- Contract Services/Professional Fees
- Resource Materials/Toolkits
- Travel

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- Space/Venue Rentals

Please clearly identify all the assumptions made when producing these prices.

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