

**Additional Information
for Follow up to Oral Question 1150-20(1):
Review of Intergovernmental
Agreement on Lands and Resources
Management – Intergovernmental Agreement
7-Year Review – EV8874**

**Department
of
Executive and Indigenous Affairs**

May 21, 2026



GOVERNMENT OF THE NORTHWEST TERRITORIES

SHORT FORM REQUEST FOR PROPOSALS

Title: Intergovernmental Agreement 7-Year Review
Department: Executive and Indigenous Affairs
Event ID: EV8874
Proposal Call Date: Tuesday, March 10, 2026
Proposal Submission Deadline: 15:00 (Local Time) Tuesday, March 24, 2026

Table of Contents

1.	Instructions and Information:	2
2.	Contract Format:	2
3.	Term:	2
4.	Background:	3
5.	Objective:	3
6.	Scope of Work:	3
7.	Available Budget:	4
8.	Mandatory Requirements:	5
9.	Evaluation of Proposals:	5
10.	Proposal Response Guidelines:	5

Attachments:

- **Appendix “A” - Guidelines for IGCS Internal Committee 7-year review of IGA (TOR)**

1. Instructions and Information:

The General Instructions and Terms and Conditions (the “Rules”) that apply to this Short-Form Request for Proposals (SFRFP) can be viewed at:

<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

By submitting a Proposal in response to this SFRFP the Proponent agrees to be bound by these Rules.

Proposal Submission Deadline:

Proposals **must** be received **prior** to 15:00 (Local Time) **Tuesday, March 24, 2026**.

Proposal Submissions:

Proponents are encouraged to submit their Proposal by uploading it to the GNWT [Contract Event Opportunities](#) website, but may choose any one (1) of the two (2) submission methods outlined in paragraph 1.1.3 of the Rules. Proposals should be separated in accordance with paragraph 1.1.2 of the Rules (Document 1 – Technical Submission and Document 2 – Financial Submission).

Proposal Submission by Facsimile Transmission:

Proposals submitted by facsimile transmission are to be submitted to the following facsimile number: **(867) 920-4112**.

Contact Person:

All question or inquiries concerning this SFRFP must be submitted by email no later than three (3) business days prior to the Proposal deadline and directed to the following Contact Person:

Attention: Contracts Administrator
 Procurement Shared Services
 Department of Finance
 Government of the Northwest Territories

Email: psstenders@gov.nt.ca

Phone: (867) 767-9044 Ext. 32118 (to be used for confirmation purposes only)

Verbal responses to any questions or inquiry cannot be relied upon and are not binding on either party. Information obtained from any sources other than the Contact Person referenced above is not official and cannot be relied on.

2. Contract Format:

The successful Proponent will enter into a contract in the form of the General Services Agreement. A pro-forma copy of the contract is available for review at:

- General Services Agreement
<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

3. Term:

The contract is expected to commence on May 4, 2026 and expire on November 30, 2026. The contract may also be extended, based on the mutual agreement of both parties, for a period not to exceed 1 year.

4. Background:

The *Northwest Territories Land and Resources Devolution Agreement (2014)* fundamentally altered the way that land, water and resources are managed in the Northwest Territories. The *2014 Northwest Territories Intergovernmental Agreement on Lands and Resources Management (IGA)* is a schedule agreement to the *Devolution Agreement*. Within the IGA, section 4 establishes the Intergovernmental Council on Land and Resource Management (IGC).

The IGC is a unique forum where the public and Indigenous governments cooperate and collaborate on matters related to lands and resource management. The IGC works together to ensure coordinated land and resource management regulatory and policy frameworks, explore ways to coordinate their respective land and resource management practices, share capacity, and avoid duplication of work. The Secretariat to the Intergovernmental Council on Lands and Resource Management (IGCS) was established under the direction and authority of the IGC to support the work of the IGA.

Integral to the work of the IGCS is implementing the IGC Legislative Development Protocol which lays out a process for the collaborative drafting of land and resource management legislation. Key steps to the Protocol include the establishment of Technical Working Groups, which meet regularly on the development of specific pieces of legislation, the final review of proposed legislation before being introduced in the Legislative Assembly or brought into force, and processes to reach consensus in the case of differing positions or interests. Accompanying the Protocol is the Process Convention on Bills Drafted Pursuant to the IGC Legislative Development Protocol, which sets out processes for the participation of Indigenous governments in the standing committee review process and passage of the Bill

Section 8.4 of the *Intergovernmental Agreement on Lands and Resources Management* requires the agreement to be reviewed every seven (7) years. The review is administered by an intergovernmental committee (four (4) governments, five (5) individuals). The successful Proponent will work with this intergovernmental committee. The main contact will be the Chair of the IGC Secretariat, who will coordinate with the committee and the successful proponent for all meetings, seeking feedback and direction as needed.

For more information, please see the Intergovernmental Council website: <https://www.igcnwt.ca/>

5. Objective:

The successful Proponent will work with this intergovernmental committee to provide expert advice on the two (2) main objectives of this project:

- Implementing section 8.4 of the Intergovernmental Agreement (IGA); and
- Conducting lessons learned exercise of the Legislative Development Protocol.

6. Scope of Work:

This project is to implement section 8.4 of the Intergovernmental Agreement:

“Unless otherwise agreed, the Parties shall conduct a review of this Agreement commencing on the 7th anniversary of the date this Agreement comes into effect, and on every 7th anniversary thereafter.”

This work will support the 7-year review of the IGA and its implementation between April 2014 and August 2023.

Objective 1

From the 7-year review TOR:

The objective of this IGC Secretariat (IGCS) internal committee is to efficiently assist the IGCS (and by extension the IGC) with a retroactive assessment and evaluation of the IGA, for both its purpose and its efficacy, between April 2014 and August 2023.

After careful consideration, the IGCS 7-year review committee proposed to focus the review on:

Effective governance – How the IGA is contributing to the collaborative governance framework that was an integral part of Devolution by implementing a system for the management of Lands and Resources in the NWT that advances the purpose of the IGA in a way that:

- Is cooperative and coordinated (for example, see the whole system as we work on various legislative initiatives and TWGs work on multiple separate little parts) as set out 2.1 (e) (i) to (iv); and
- Balances conservation and development for the benefit of Indigenous people and all northerners as set out in 2.1 (e) (v) to (x). Where possible, local or community level benefits will be identified.

Objective 2 – Lessons learned for legislative initiatives pursuant to the legislative development protocol

The Northwest Territories Intergovernmental Agreement on Lands and Resources Management (“IGA”) formalizes government-to-government relationships and allows for the further development of agreements or other arrangements among the Parties for cooperative and coordinated management of lands and resources, recognizing the rights, titles, jurisdiction, and authority of each Party.

How successful is the implementation of the Legislative Development Protocol?

- What works well and doesn’t work well and why?
- What are the challenges?
- Recommendations to reinforce what works well and address the challenges, focused on practices and operational level approaches.
- What lessons have been learned that could inform IGCS activities?
- Are current processes related to a lack of consensus sufficient or is another mechanism or process needed to set out when and how to escalate issues to the IGC?
- Is clarity needed as to when decisions and activities are carried out by the IGCS versus the IGC?

Deliverables:

The Proponent will be responsible for producing the following deliverables. All major deliverables must be completed no later than September 30, 2026. Presentations and final engagement activities may occur up to November 30, 2026.

- Interview guide (in advance of interviews for leaders);
- Monthly status updates to 7-year review committee (this may include meetings with the committee and written summaries);
- Executive Summary;
- Presentation to IGC & IGCS; and
- Final Report.

7. Available Budget:

The available budget for this project is: \$150,000

8. Mandatory Requirements:

1	Proposals must be received prior to the specified Proposal Submission Deadline, in accordance with the Proposal Submission Methods set out in Section 1.
2	Proposal must clearly state the proposed fees and expenses.
3	Prices must be stated in actual dollars and cents expressed in Canadian funds.

9. Evaluation of Proposals:

Proposal Rating Schedule:

Item	Rating Criteria	Assigned Weight
Document 1 – Technical Proposal		
1	Team	20
2	Methodology / Approach	35
3	Community Engagement	5
4	Proponent's Past Relevant Experience	20
Document 2 – Financial Proposal		
5	Fees & Expenses	20

Note 1: Fees and Expenses will be evaluated using a Lowest Cost Ratio Evaluation approach: (Lowest BIP Adjusted Cost / BIP Adjusted Cost Being Evaluated) x (10) = Awarded Points

10. Proposal Response Guidelines:

The following information should be provided in each Proposal, as this information will be utilized in evaluating each responsive Proposal that is received. Proponents should use the same headings in their Proposal. Please note the Proposal restrictions that are explained in this section.

10.1. Cover Page

The Proposal cover page should include:

- Proponent's name;
- Proposal reference number;
- Project title;
- Closing time and date of the SFRFP (the Proposal Submission Deadline);
- Proponent contact person, including:
 - Phone number;
 - Email address;
 - Mailing address;
 - Physical address.

10.2. Team

Describe the team in terms of responsibilities, decision-making and the role each member of the team will play. In particular:

- Who will have the overall responsibility for managing the project team? What experience does this person have managing an interdisciplinary team on similar projects? In particular, describe the manager's experience on at least two similar projects;
- Identify the amount of time key members are expected to put into this project;
- Identify who will be back-up to key personnel;
- Provide resumes for key members of the project team, including back-up members;
- Identify the permanent residence of each team member (City/Town and Province/Territory); and
- Provide two (2) examples of past relevant experience for each team member that will contribute 20% or more of total project.

10.3. Methodology / Approach

Proponents should demonstrate their understanding of the work involved; explain their approach to meeting the stated objectives, identifying significant factors, objectives, meeting, schedule, budget, various concerns, client reporting, and other significant events or activities.

Proponent's methodology should also demonstrate their understanding of implementing Section 8.4 of the IGA and completing the 7-year review by:

- Illustrating awareness of the role of the IGC, IGCS, the Devolution context, and governance issues relevant to lands and resource management in the Northwest Territories;
- Identifying key challenges and constraints (multi-government coordination, remote methods, data limitations) and accurately describe why these matter;
- Providing a clear, feasible plan for engaging with the 7-Year Review Committee and the IGCS Chair throughout the project;
- An engaged culturally respectful approach, appropriate for Indigenous governments, and usable in a remote/no-travel context; and
- Clearly outlining how emerging findings, raised issues, and coordinating input across multiple governments will be communicated.

The successful Proponent will provide suggestions on how best to undertake this review, the following methodologies are suggested:

- Ten (10) interviews with leaders (required);
- Data will need to be collected from ten (10) different governments to support informing both objectives (required), this may be done through surveys;
- Document review (required);
- No travel required.

10.4. Community Engagement

Proponents should explain / demonstrate:

- How local labour will be recruited and utilized as part of the work;
- How local or NWT businesses will be utilized as part of the work;
- Plans to provide and maximize on-the-job training opportunities for local residents;
- An understanding of the local economy, highlighting how their Proposal addresses any economic constraints or challenges; and

- The approach for communication and collaboration with local governments and first nation organizations.

10.5. Proponent's Past Relevant Experience

Proponents should describe at least two (2) examples of similar services the firm has provided in the past and identify the location and dates of the work performed. These projects should have been done in the last 10 years. Projects for similar public sector organizations are of particular interest; however, other projects that indicate the Proponent's experience and ability to undertake the work should also be described. Note to users, this section focuses on the Firm's experience whereas the Team section focuses on the team's individuals.

10.6. Fees and Expenses

Proponents must provide a fixed all-inclusive hourly rate for time and material basis. For the purpose of evaluation, the GNWT is estimating 100 hours. The GNWT will only pay for work approved up to the available budget.

Proponents should propose their fees in a substantially similar format to the following example table (any positions entered below are strictly for illustrative purposes), however the total number of hours must add up to 100 hours for the purpose of evaluation:

Position	Name	Hourly Rate	Quantity	Unit	Total
<i>Project Manager</i>	<i>[add personnel name]</i>	\$	50	Hour	\$
<i>Research Assistant</i>	<i>[add personnel name]</i>	\$	50	Hour	\$
Total Proposed Fees					\$

Constraints:

- Prices proposed must be stated in actual dollars and cents expressed in Canadian funds.
- Prices should not include GST.

Note: If a Proponent does not follow the above noted response instructions and instead proposes their Fees and Expenses in a way/format that cannot be evaluated in accordance with the evaluation methodology set out in Section 9, the Proposal may receive a score of zero for the Fees and Expenses portion of the Proposal evaluation.

10.7. NWT / Local Content:

In accordance with paragraph 1.2.23 of the Rules, the GNWT has identified the Local community as all NWT locals.

To receive credit pursuant to the Business Incentive Policy (BIP) proponents must submit the required information on the Substantiation of BIP Adjustment forms available at:

<https://www.fin.gov.nt.ca/en/services/procurement-shared-services/forms>

This adjustment will be calculated automatically in the 'BIP Price Adjustment Summary' part of the Substantiation of BIP Adjustment Form (Microsoft Excel version). It will be the BIP adjusted price of each proposal that is used for the financial evaluation.

Identify all subcontractors or suppliers on the '**Subcontractor Disclosure Form**'. This form will establish the approved subcontractor list should the bidder/proponent be awarded a contract.

The bidder/proponent acknowledges that the percentage of BIP content that is specified in the Substantiation of BIP Adjustment Form submitted with its bid/proposal, represents a contractual commitment. A failure by the successful bidder/proponent (the “contractor”) to achieve the percentage of BIP content that they have committed to will constitute a breach of contract, which may result in the contractor being deemed “not responsible” and therefore ineligible for future GNWT contracts.

Compliance with Local and NWT BIP content will be monitored throughout a contract, and contracts may be subject to internal or third-party audit to verify compliance with the BIP.

Restrictions:

Proposals should be submitted in PDF format using a minimum font size of 10 point and a maximum size of 12 point. The font used in the Proposal should be Arial, Times New Roman, Cambria, or Calibri.

The Proposal length for the Technical Submission (see format below) is limited to five (5) pages in letter size (8.5” x 11”) page format. This page limit excludes the cover page, a one (1) page cover letter/introduction, the table of contents and resumes of key personnel, but includes any unsolicited supplementary information such as corporate brochures or other attachments. Resumes for key personnel are limited to two (2) pages each. Proponents should not include links to websites or other resources as these will not be reviewed or considered.

The Proposal length for the Financial Submission (see format below) is limited to two (2) pages in letter size (8.5” x 11”) page format. This page limit excludes the Substantiation of BIP Adjustment Forms but includes any unsolicited supplementary information such as corporate brochures or other attachments.

While the Proposal size limit is not a mandatory requirement, the GNWT will disregard any pages of the Proposal that exceed the page limit.

Format:

Proposals should be submitted in the following format:

Document 1 – Technical Submission

- 1) Cover Page
- 2) Cover Letter / Introduction
- 3) Table of Contents
- 4) The Main Body
 - Team
 - Methodology / Approach
 - Community Engagement
 - Proponents Past Relevant Experience
- 5) Resumes

Document 2 – Financial Submission

- 1) Fees and Expenses
- 2) Substantiation of BIP Adjustment Forms



ADDENDUM

Event ID EV8874	Addendum Number 1
Date of Issue Mar 13, 2026	Attachments 0

Event Title Intergovernmental Agreement 7-Year Review	Community Yellowknife
Client Department Executive and Indigenous Affairs	Region North Slave

TO ALL BIDDERS

1. This addendum shall be read in conjunction with the requirements, drawings and specifications contained in the tender or request for proposals documents.
2. Where inconsistent with the above, this addendum shall govern.
3. This addendum forms an integral part of the tender or proposal bid and contract and shall be included therein.
4. No consideration shall be allowed for increases (extras) to the CONTRACT PRICE due to failure of the Contractor or Subcontractor to be familiar with this addendum.

SCOPE OF THE ADDENDUM

This Addendum shall address dates, terms, and / or conditions as follows:

- Extend Submission Deadline five (5) working days:

DELETE: **Bid Submission Deadline:** Bid Submissions must be received prior to: 15:00 local time on **March 24, 2026** (the "Submission Deadline").

REPLACE WITH: **Bid Submission Deadline:** Bid Submissions must be received prior to: 15:00 local time on **March 31, 2026** (the "Submission Deadline").

- Reference page seven (7) sub section 10.6 **FEES AND EXPENSES:**

DELETE:

Proponents must provide a fixed all-inclusive hourly rate for time and material basis. For the purpose of evaluation, the GNWT is estimating 100 hours. The GNWT will only pay for work approved up to the available budget. Proponents should propose their fees in a substantially similar format to the following example table (any positions entered below are strictly for illustrative purposes), however the total number of hours must add up to 100 hours for the purpose of evaluation:

REPLACE WITH:

Proponents should propose their fees in a substantially similar format as the following example table (any numbers or positions entered below are strictly for illustrative purposes):

This Addendum shall address clarifications and / or questions as follows:

QUESTION 1: Would GNWT be open to a bid that included more than 100 hours effort if the bid price was within the overall budget specified in the RFP?

ANSWER 1: Yes, GNWT would be open to a different number of hours if the overall budget stayed within the posted maximum.

QUESTION 2: Are Proponents meant to provide two separate tables in Financial Submission? I.e., one that conforms to 10.6 and shows hourly rates for 100 hours, and a second table that shows the total proposed fees for the project?

Answer 2: No. Please refer to the edits above to subsection 10.6, **Fees and Expenses**.

All other Terms and Conditions remain unchanged.