

QIKIQTANI INUIT ASSOCIATION  
ELECTION REGULATIONS  
REQUEST FOR PROPOSAL FOR CRO SERVICES



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Qikiqtani Inuit Association

**REQUEST FOR PROPOSAL  
FOR THE PROVISION OF SERVICES OF  
CHIEF RETURNING OFFICER**

**PROPOSALS DUE: JANUARY 23, 2017 AT 5:00 PM. EASTERN TIME**

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**1.0 GENERAL**

**1.1 Introduction**

The following is a Request for Proposal (RFP) for the provision of services by a Proponent or Contractor for the Position of Chief Returning Officer for Qikiqtani Inuit Association (referred to in this RFP as "QIA"). This RFP is issued in accordance with the QIA Election Regulations for the selection of a Chief Returning Officer who will supervise and direct the administration of the by-election that has been fixed by resolution of the QIA Board of Directors for April 10, 2017 pursuant to Section 2.1 of the Election Regulations for the community of Pond Inlet.

The by-election is to elect an eligible candidate for the vacant position on the QIA Board of Directors of Community Director for Pond Inlet. The eligible candidate elected will fill the vacancy created by the resignation of the former director, and to complete the remainder of the former director's term ending December 31, 2018.

The requirements of the submission are outlined in Sections 2 and 3, and the objectives, scope of work and deliverables of the Position and the Services to be provided are outlined in the Terms of Reference in Section 5.

**1.2 Background Information**

Qikiqtani Inuit Association (QIA) is a non-profit society incorporated under the Societies Act (Nunavut) with membership open to all Inuit beneficiaries of the Nunavut Land Claims Agreement (NLCA) who have resided in the Qikiqtani Region of Nunavut for a period of not less than one (1) year. Members who are sixteen (16) years of age or older may vote in elections and by-elections in their respective communities for the Community Director to represent the member's community.

The Community Director for Pond Inlet resigned in late 2016 leaving a vacant term of office for this position which does not expire until December 31, 2018. Pursuant to Section 6.01.4(b)(2) of QIA By-Laws where the next practical date for an election to fill a vacancy is within the last remaining 24 months of the former Community Director's term of office, then the vacancy shall be filled by appointment of a qualified QIA Member of the affected community by the QIA Board after considering recommendations from the community. The QIA Board has decided to seek the will of the community for such recommendation pursuant to a by-election to be held on April 10, 2017, and which will be otherwise conducted in accordance with QIA's Election Regulations.

Pursuant to Section 6.01.4(d) of QIA By-Laws the term of office of the eligible candidate who is appointed by the QIA Board following the by-election shall be the remainder of the former director's term of office which expires on December 31, 2018.

### 1.3 Definitions

“RFP”	This request for services by Qikiqtani Inuit Association.
“Position”	The position of Chief Returning Officer.
“Proponent” or “Contractor”	The individual, company or firm submitting a proposal in response to this RFP, and includes the Proponent or Contractor’s candidate for the Position who is to perform the Services.
“Services”	The services for the Position that are described in the Terms of Reference of this RFP to be provided by the successful Proponent.
“Contract”	The services contract to be entered into by QIA with the successful Proponent to provide a candidate for the Position to deliver the Services as described in the Terms of Reference of this RFP.

## 2.0 INSTRUCTIONS TO PROPONENTS

### 2.1 Submission

The Proponent may submit **a hard copy and/or an electronic copy** of their proposal. Hard copies should be in a sealed envelope or other sealed packaging, clearly marked on the outer surface with the name of the Position. Proposals are to be submitted to:

Qikiqtani Inuit Association  
P.O. Box 1340  
Iqaluit, Nunavut  
X0A 1H0

Attention: Navarana Beveridge, Executive Director

Proposals accepted until **5:00 pm. Eastern on January 23, 2017 (closing date)**.

Acceptance of late proposals is at the Qikiqtani Inuit Association’s sole discretion.

**Electronic submissions may be delivered by Email to the address in 2.2. Hand delivered copies may be submitted at the address in 2.2.**

### 2.2 Inquiries and Amendments

All inquiries concerning this Request for Proposal are to be directed to:

Navarana Beveridge, Executive Director  
Qikiqtani Inuit Association  
P.O. Box 1340  
Igluvut Building, 2<sup>nd</sup> Floor  
Iqaluit, Nunavut  
X0A 0H0

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Phone: 867-975-8402  
Email: nbeveridge@qia.ca

To ensure consistency and fairness to all proponents, all firms who have received the Request for Proposal will receive any information with respect to significant inquiries in the form of written amendments or clarifications. Verbal explanations or instructions will not be binding on QIA and should not be relied on by proponents.

The deadline for submitting inquiries is January 16, 2017 at 12:00 pm. Eastern time.

### **2.3 Requirements of Proponents**

The successful Proponent will be an independent contractor and the Proponent/Contractor's candidate will be an employee of the Proponent. The Proponent is responsible for all federal, provincial and territorial taxes, assessments, levies, withholdings, insurance, WCB premiums and other costs in respect of the Position and the Services. The Proponent will be required to provide QIA upon request with reasonable proof of compliance with all federal, territorial and municipal laws applicable to the Proponent, including applicable GST and/or WCB status.

### **2.4 Terms and Conditions**

- 2.4.1** Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all of the terms and conditions of this Request for Proposal.
- 2.4.2** The Qikiqtani Inuit Association will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent. QIA is not responsible for any costs, losses or damages (direct or consequential) that might be incurred by a Proponent in respect of any matter related to this RFP, including without limitation preparation and/or delivery of a proposal, and whether or not caused by any intentional or negligent act or omission of QIA.
- 2.4.3** This is not an offer or tender call. QIA does not, by virtue of this call for proposals, commit to an award of this RFP, nor does it limit itself to accepting the lowest price or any proposal submitted, but reserves the right to award this RFP in any manner (or not at all) as deemed to be in QIA's best interests as determined by QIA in its sole and unfettered discretion.
- 2.4.4** Proponents may not amend their proposal after the closing date and time, and may only withdraw their proposal on written notice to QIA in accordance with Section 2.5. Proposals shall be open for acceptance by the Qikiqtani Inuit Association at any time as described in Section 2.5 after the closing date by delivery to the Proponent by QIA of its letter of acceptance.
- 2.4.5** QIA has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent

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will have any claim against the Qikiqtani Inuit Association as a result of the cancellation or reissuing of the Request for Proposal.

- 2.4.6** QIA will not be responsible for any proposal that does not indicate the Request for Proposal reference information and the Proponent's name.
- 2.4.7** QIA will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- 2.4.8** If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose proposal, in QIA's opinion, provides the best potential value to the Qikiqtani Inuit Association, is capable in all respects of performing fully the contract requirements, and has the integrity and reliability to assure performance of the contract obligations.
- 2.4.9** If QIA decides to award a contract based on a submission received in response to this Request for Proposal, the successful Proponent will be notified of the acceptance of the proposal in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Proponents will not acquire any legal or equitable rights or privileges whatever until the Contract for the Services is signed by both parties.
- 2.4.10** In the event of any inconsistency between this Request for Proposal and the ensuing Contract for the Services, the Contract shall govern. Both this RFP and the Contract shall be governed pursuant to the laws of Nunavut and applicable laws of Canada.
- 2.4.11** The Contract will be in the form of the standard "Services Contract" in use by QIA and it will contain the relevant provisions of this RFP, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. QIA reserves the right to negotiate modifications with any Proponent who has submitted a proposal.
- 2.4.12** Any amendment made by QIA to this RFP will be issued in writing and sent to all prospective Proponents who have received a copy of the RFP. QIA may reject any proposal as non-responsive if it does not provide all information requested by this RFP and any addenda, or QIA may waive any deficiencies considered by QIA, in its sole discretion, to be non-material. QIA may contact a Proponent any time after the submission of a proposal for the limited purpose of clarifying information contained in the proposal.
- 2.4.13** An evaluation committee will review each proposal. QIA reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. QIA has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of proposals.

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- 2.4.14** Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public.
- 2.4.15** By submitting a proposal, the Proponent consents to the copying of its proposal to facilitate its evaluation, and warrants that such copying will not violate the rights of any third parties. The proposal and accompanying documentation submitted by the Proponents become the property of QIA and will not be returned to the respective Proponents.
- 2.4.16** Proponents must acknowledge in their proposal the receipt of any addenda to the RFP that is issued by QIA prior to the closing time. Proponents are responsible for any requirements set out in any addenda to the RFP.

**2.5 Validity of Offer**

Submitted proposals may not be amended but may be withdrawn on in written notice to QIA by not later than 12:00 p.m. eastern time on January 26, 2017. Thereafter submitted proposals that have not been withdrawn are irrevocable and may be accepted by QIA by written notice to the Proponent at any time up until 12:00 pm eastern time on January 30, 2017. If a proposal is accepted by QIA the decision will be publicly announced by QIA on or before 5:00pm eastern time on January 30, 2017.

**3.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The proposal shall include all the information required to rate the proposal, including the cost component.

The proposal will be used to evaluate the Proponent's understanding of the Position and the Services, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the Proponent's experience and qualifications.

The requirements of this Position are outlined in the Section 5 –Terms of Reference.

**3.1 Understanding of the Position**

The Proponent shall demonstrate an understanding of the objectives of the Position, technical requirements, constraints, and any special considerations associated with the Services. The Proponent shall provide a description of the Services and technical requirements, highlighting those that are of particular significance to the delivery of the Services.

**3.2 Proponent's Proposed Candidate**

The Proponent shall present the proposed candidate for the Position, including their roles and responsibilities. The Proponent should demonstrate the experience and qualifications of the proposed candidate for the Position and their ability to provide the Services and to fulfill the objectives and scope of work of the Position as set out in the Terms of Reference.

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Curriculum vitae for the proposed candidate shall be included. Information provided should include:

- Name
- Education (relevant)
- Employment History
- Description of experience relevant to the Position
- Licensing, certification and or authorization
- References

The candidate proposed by the Proponent for the Position of Chief Returning Officer must have the following minimum qualifications:

Skills

- Strong leadership, coaching, and management skills, and able to appoint a Deputy Chief Returning Officer and Returning Officers as required for the proper conduct of the by-election.
- Superior organizational skills and the ability to multitask in a demanding environment, and have the ability to quickly generate and distribute large volumes of documents in English and Inuktitut.
- Demonstrated ability to serve as a knowledgeable and trusted independent and objective resource that QIA may rely on to conduct the by-election.
- Highly developed written and verbal communication, and strong presentation skills, and excellent record-keeping skills.
- Creativity in developing new or unique ways to improve operations and/or mobilize resources and assets.
- Proficient in Microsoft Office applications, and have continuous and immediate access to internet, email, fax and phone lines.

Knowledge

- Awareness of the political and social environment of the Qikiqtani Inuit Association and in the communities of the Qikiqtani Region.
- Detailed knowledge of QIA By-Laws and Election Regulations.
- Awareness of the practical and logistical issues affecting the communities of the Qikiqtani Region regarding the coordination of public elections, and sensitivity to aboriginal and local issues and concerns.
- Practical knowledge and understanding of democratic processes and election procedures and practice applicable to public elections in Nunavut.

Experience

- Experience dealing with the public and coordinating large scale public events.
- Experience leading and supporting a project team.
- Experience working with Aboriginal communities, Inuit, Aboriginal associations, as well as Federal and Territorial government agencies.
- Experience working in a managerial capacity, business, social policy or a related field in Canada's far North.

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Security Requirements

Must meet the following security requirements:

- No criminal convictions of any kind for the last year.
- No criminal record for violent crimes including assault, sexual assault or other related offences.
- No criminal record for drug trafficking, intent to traffic drugs or other related offences.
- No criminal record for theft, fraud or other related offences.
- An Oath or Affirmation Form (Form 4 - QIA Election Regulations) must be sworn or affirmed by the Proponent or Proponent's candidate for the Position.

**3.3 Availability of Proponent**

In this section of the Proposal, details on the proposed timing for commencing the Services should be outlined. It should be noted that QIA is looking to fill the Position as soon as possible (please see Section 6.0 for scheduling requirements). Information should also be included related to a proposed work schedule for the duration of the term of the Contract. QIA reserves the right to amend the proposed work schedule as part of the formal evaluation and Contract award process.

**3.4 Description of Proponent's Approach to the Services**

The Proponent shall provide a written description (2 page maximum) of how the Proponent plans to use the skills and experience of its approved candidate to meet the needs of QIA and how these needs will be taken into account through election planning for all of the election stages, including pre-nomination to post-election stages, as set out in Section 6.0 for scheduling requirements. This section should discuss issues that the Proponent anticipates will be encountered and how they would be addressed. It is also an opportunity to demonstrate and showcase how the candidate's skill set can be used to meet the Position requirements.

**3.5 References**

As part of the evaluation of the submission, QIA shall review the references of the Proponent and the Proponent's candidate from other clients for similar projects/positions. A minimum of three references must be given.

**3.6 Costing**

The costing submission should clearly identify a Total Fixed Fee with GST shown separately. The Total Fixed Fee should clearly reference how costs are associated with the scheduling requirements. Disbursements (i.e. travel and accommodations) will be considered to be an all-inclusive part of the Total Fixed Fee. The cost of office space and generally associated offices costs, electronic devices such as lap top computers, cell phones or other portable devices are all the responsibility of the Contractor.



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The Fixed Fee shall include a standard work week of 40 hours and any other personal expenses that the Proponent will incur and will be seeking reimbursement for during the term of the Contract, including personal travel costs and living expenses (if so required) where anticipated for the delivery of the Services. The Proponent is expected to make their own housing and travel arrangements for the duration of the Contract.

Total Fixed Fee submissions should provide a table or summary showing the Total Fixed Fee broken down as budgeted amounts and allocated among the various tasks and components that will comprise all of the Services to be provided by the Contractor.

The normal duties of the Chief Returning Officer include occasional attendance at meetings outside of normal working hours. The time required for these activities are intended to be included in the standard work week identified above and would not be considered for additional payment.

The Proponent shall provide an hourly rate for services outside of the normal scope of Services identified above. From time-to-time, if additional effort is required for duties not considered to be within the normal scope of the Services, it will be paid at this hourly rate. All additional hours proposed by the Proponent to be charged at the hourly rate cost in excess of the Total Fixed Fee shall require the prior written approval of the QIA Executive Director **before** incurring such cost.

### **3.7 Inuit Content**

In compliance with Article 24 of the Nunavut Land Claims Agreement (NLCA), QIA will consider and evaluate the Proponent's use of goods and services from Inuit sub-contractors and suppliers, and for the employment of Inuit in delivering the Contract. In order to score points in the proposal evaluation, Proponents should describe fully any proposed Inuit involvement in the work. Inuit content in proposals will be reviewed for the percentage of work to be completed by an Inuit Firm listed on the registry of Inuit Firms available from Nunavut Tunngavik Inc. (NTI), and also reviewed for the amount of any Inuit employment to be created by the Contract. A listing of approved Inuit Firms can be obtained from Nunavut Tunngavik Inc. (NTI). Consideration will also be given for the Proponent's Inuit Firm status and the percentage of work completed by the Proponent or subcontracted to Inuit Firms.

QIA will review Proposals for work to be done by Inuit Firms where this information has been expressed and substantiated in the proposal as a percentage of work to be done in terms of total dollar values. Likewise, proposals will be reviewed for work that will be done by Inuit employed by the Proponent or subcontractors and has been expressed and substantiated in the proposal as a percentage of employee cost in terms of total dollar values. Points for percentages of Inuit content will be scored for proposals in accordance with "Evaluation Rating Schedules" to be used by QIA for this RFP. No points will be given for any Inuit content values that are lower than 10%.

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### **3.8 Evaluation of Proposals**

Evaluation of references may only be performed on the three Proponent submissions with the highest scores based on the evaluation rating of their written proposals.

The evaluation of the proposals shall be based on a two-stage rating system:

Stage 1 gives points for the evaluation and rating of the written proposal materials; and

Stage 2 gives points for the evaluation and rating of the interview of the Proponent's proposed candidate. The candidate interview rating is as important as the rating of the written proposal materials, and QIA reserves the right to disapprove any candidate submitted by the Proponent for the Position regardless of the written proposal's rating.

The rating factors for a proposal will be based on points to be awarded by QIA as it deems appropriate based on the Proponent's demonstration of the following criteria:

1. Understanding of the Position and the role of elections in the governance of QIA;
2. Qualifications and experience of the proposed candidate for the Position;
3. Availability of proposed candidate;
4. Description of approach to the Position and the Services to be provided;
5. References of the Proponent and the proposed candidate;
6. Cost of the Services;
7. Inuit Content (evaluated for Inuit Firm contracting and Inuit employment as a percentage of the total Cost of the Services.

The Proponent's with the highest stage 1 evaluations of written proposals will then move to stage 2 for the interview of their proposed candidates. However, QIA may advance any proposal to the stage 2 interview component, regardless of its stage 1 evaluation score, if QIA wishes to interview a particular candidate for the Position based on his or her perceived qualifications.

Notwithstanding the foregoing, QIA reserves the right to choose a successful Proponent in its sole discretion, and regardless of the rating of its proposal pursuant to QIA's "Evaluation Rating Schedules". The Evaluation Rating Schedules to be used by QIA is/are for the internal convenience of QIA only, and as a tool to assist its decision making. QIA may award a Contract to any Proponent (or none at all) pursuant to this RFP in its sole and unfettered discretion at any time after RFP closing.

All proposal ratings, including the interview component, will be confidential and will not be made public. No details will be released about other Proponent's proposals.

### **4.0 TERMS OF PAYMENT**

The Proponent shall be reimbursed on a monthly basis for Services provided in accordance with the terms and conditions of the Contract. For the purpose of monthly invoices, the Proponent shall bill the monthly average of the Total Fixed Fee of the Contract over the by-election period Schedule set out in Section 6, plus separately identify any approved overtime (identifying the

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date and number of hours at the approved hourly rate) incurred during the invoice period. Timesheets shall be maintained by the Proponent and are not required to be submitted with invoices but may be requested by QIA.

No payment will be made for the cost of Services provided to remedy errors or omissions for which the Proponent and/or its approved candidate are responsible. The Proponent shall at all times be fully responsible for the acts and omissions of its approved candidate.

## **5.0 TERMS OF REFERENCE**

### **5.1 Position Description**

The QIA Election Regulations require the appointment of a Chief Returning Officer by January 30, 2017 (not less than ten (10) weeks prior to Election Day). Section 8.1 (b) of the Election Regulations provides that the selection of the Chief Returning Officer shall be done by way of an RFP (Request for Proposals) conducted by the QIA Executive Director on terms in her discretion. The Chief Returning Officer exercises general direction and supervision over the administrative conduct of an election, enforces fairness, impartiality and compliance with QIA's By-Laws and Election Regulations. The Position represents a key operational role in QIA elections and corporate governance. The Position's duties include, but are not limited to, updating the Official Voters Lists, creating, translating and disseminating election documents, materials, nominations, ballots and other forms, interacting with QIA members, including nominees and eligible candidates, and making decisions respecting qualification and eligibility of voters and candidate nominees in accordance with QIA By-Laws and Election Regulations. The Chief Returning Officer is responsible for the conduct of the elections, and for all pre-election and post-election issues.

### **5.2 Scope of Services**

The Services to be provided by the Proponent or its proposed candidate for the Position, include, but are not limited, to the following activities at each stage of the election.

- a) Pre-nomination Stage
  - i. Appoint a Deputy Chief Returning Officer and additional Returning Officers as deemed necessary by the CRO.
  - ii. Update the Official Voters List.
  - iii. Issue and advertise a "Call for Nominations" in English and Inuktitut.
  - iv. Prepare/make available nomination papers.
  - v. Prepare an election calendar.
  - vi. Create election scheduling and key dates.
  
- b) Nomination Stage
  - i. Efforts to create public awareness of offices for election and nominations.
  - ii. Accept and scrutinize nominations, and confirm eligibility.
  - iii. Ensure proper use and submission of all Election Forms from voters or candidates pursuant to the Election Regulations (as applicable).
  - iv. Issue a Notice of Election following the close of nominations for all positions where more than one candidate is nominated.

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- c) Post-Nomination Stage
  - i. Identify to members the names of all eligible candidates nominated.
  - ii. Create public awareness of the Notice of Election.
  - iii. Answer candidate questions on By-Laws and Election Regulations.
  - iv. Accept any withdrawals of nominees.
  
- d) Pre-election
  - i. Create election ballots, voter lists and other election materials.
  - ii. Distribute all election materials to all Returning Officers.
  - iii. Designate all polling stations.
  - iv. Create advertisements, notices and publicity for voting times and places.
  - v. Training for Returning Officers and poll clerks.
  
- e) Advance Polls and Voting Day
  - i. Supervise elections staff on advance poll dates and on election day.
  - ii. Solve problems and answer questions in real time from public and election staff before and on advance poll dates and election day.
  - iii. Review all election results, consider and deal with irregularities (if any).
  - iv. Announce election results to QIA, candidates and the public.
  
- f) Post Election
  - i. Issue Certificate of Election Results.
  - ii. Supervise any official vote recounts (if applicable).
  - ii. Recover all election materials and ballots from Returning Officers.
  - iii. Deliver all election materials and ballots to QIA Executive Director for secure storage for a period of six (6) months.
  - iv. After six (6) months, if requested by the Executive Director, witness the destruction of all ballots and election material and sign as a witness to the Executive Director's signature on Form 13 – Declaration of Destruction.

### **5.3 Scope and Authority of Position**

The Chief Returning Officer reports to the Executive Director, but shall have the sole authority to make decisions that are under his/her authority under the Election Regulations.

The Chief Returning Officer has responsibility to support the integration and coordination of the activities of the Deputy Returning Officer and all Returning Officers and Poll clerks.

### **5.4 Problem Solving**

The Position requires identifying and helping to solve problems that are novel, complex and diverse, and also requires addressing ongoing issues inherent to election procedures. To do so requires developed competencies in priority setting, deductive reasoning, collaborating with others. Solutions are often arrived at in consultation with other members of the organization as so required, including QIA management.

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**5.5 Position Reporting**

All document production for letters, reports or other documents prepared by the Chief Returning Officer shall be presented in hard copy on standard size paper (8½" x11"), and may be double sided, unless otherwise directed, with electronic versions saved in a format as directed by the Executive Director and accessible to the Executive Director.

All documents shall be saved in electronic files and will be submitted to the Executive Director upon request and shall be in a format compatible with QIA's format of choice (example, Microsoft Word and Excel, Adobe PDF, AutoCAD).

The foregoing provisions will be considered part of the requirements of the Position.

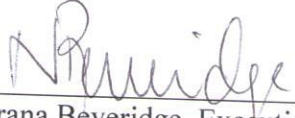
**6.0 SCHEDULE**

DATE	ACTION
JANUARY 11, 2017	<ul style="list-style-type: none"> <li>ISSUANCE OF RFP</li> </ul>
JANUARY 16, 2017	<ul style="list-style-type: none"> <li>DEADLINE FOR PROPONENTS TO SUBMIT INQUIRES TO QIA</li> </ul>
JANUARY 23, 2017	<ul style="list-style-type: none"> <li>CLOSING DATE FOR RFP (5PM LOCAL TIME)</li> </ul>
JANUARY 26, 2017	<ul style="list-style-type: none"> <li>DEADLINE FOR PROPONENTS TO WITHDRAW A PROPOSAL</li> </ul>
JANUARY 30, 2017	<ul style="list-style-type: none"> <li>RFP AWARD DATE &amp; CRO APPOINTMENT ANNOUNCEMENT</li> </ul>
BETWEEN JANUARY 30, 2017 AND FEBRUARY 9, 2017	<ul style="list-style-type: none"> <li>MEETINGS WITH QIA TO REVIEW SCHEDULING, ELECTION FORMS, ELECTION PROCEDURES, ETC.</li> </ul>
FEBRUARY 9, 2017	<ul style="list-style-type: none"> <li>NOTICE OF ELECTION (60 DAYS PRIOR TO ELECTION DAY) FOR COMMUNITY DIRECTOR FOR COMMUNITY OF POND INLET</li> </ul>
FEBRUARY 20, 2017	<ul style="list-style-type: none"> <li>CALL FOR NOMINATIONS AND ISSUE NOMINATION FORMS (7 WEEKS PRIOR TO ELECTION DAY)</li> </ul>
MARCH 3, 2017	<ul style="list-style-type: none"> <li>CLOSE OF NOMINATIONS (5 WEEKS PRIOR TO ELECTION DAY)</li> </ul>
MARCH 3, 2017	<ul style="list-style-type: none"> <li>LIST OF CANDIDATES PUBLISHED</li> </ul>
MARCH 3, 2017	<ul style="list-style-type: none"> <li>LIST OF VOTERS POSTED</li> </ul>
MARCH 6, 2017	<ul style="list-style-type: none"> <li>DEADLINE FOR CANDIDATE WITHDRAWAL OR 3<sup>RD</sup> PARTY OBJECTIONS TO CANDIDATES</li> </ul>
APRIL 3, 2017	<ul style="list-style-type: none"> <li>ADVANCE POLLS</li> </ul>
APRIL 10, 2017	<ul style="list-style-type: none"> <li>ELECTION DAY</li> </ul>
APRIL 10, 2017	<ul style="list-style-type: none"> <li>ANNOUNCE RESULTS – SUBJECT TO POSSIBLE RECOUNTS</li> </ul>

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APRIL 10, 2017	<ul style="list-style-type: none"> <li>• NOTIFY ANY AFFECTED CANDIDATES OF REQUIRED RECOUNTS – TO BE CONDUCTED AS SOON AS PRACTICABLE</li> </ul>
APRIL 11, 2017	<ul style="list-style-type: none"> <li>• CERTIFY ELECTION RESULTS – SUBJECT TO POSSIBLE RECOUNT</li> </ul>
APRIL 11, 2017 (SUBJECT TO VOTE RECOUNT)	<ul style="list-style-type: none"> <li>• DELIVER ELECTION MATERIALS TO QIA EXECUTIVE DIRECTOR SUBJECT TO POSSIBLE RECOUNT</li> </ul>
IMMEDIATELY FOLLOWING ANY RECOUNT	<ul style="list-style-type: none"> <li>• ANNOUNCE AND CERTIFY RESULT AS OF RECOUNT</li> </ul>
OCTOBER 11, 2017	<ul style="list-style-type: none"> <li>• CERTIFY DESTRUCTION OF ELECTION MATERIALS</li> </ul>

ISSUED at Iqaluit this 11th day of January, 2017.

  
 \_\_\_\_\_  
 Navarana Beveridge, Executive Director  
 Qikiqtani Inuit Association