



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

RFP Reference: "CRO-2018-01"

PROPOSALS DUE: MAY 1, 2018 AT 5:00 PM. EASTERN TIME

QIKIQTANI INUIT ASSOCIATION
REQUEST FOR PROPOSAL FOR CRO SERVICES

1.0 GENERAL

1.1 Introduction

Qikiqtani Inuit Association (“QIA”) is issuing this Request for Proposal (“RFP”) to select a Chief Returning Officer (“CRO”). According to QIA’s Election Regulations^I, the CRO:

... shall exercise general direction and supervision over the administrative conduct of an election, enforce fairness, impartiality and compliance with QIA’s By-law and these Election Regulations and, perform all other duties assigned to the Chief Returning Officer by way of the Election Regulations.^{II}

This RFP is issued in accordance with QIA’s Election Regulations and QIA’s Finance Policies as they relate to public procurement for purchases of goods or services over \$100,000. The CRO selected by this RFP will direct and supervise the QIA elections scheduled for December 10, 2018, for the following offices:

1. President (4 year term)
2. Community Director – Igloolik (4 year term)
3. Community Director – Hall Beach (4 year term)
4. Community Director – Pond Inlet (4 year term)
5. Community Director – Clyde River (4 year term)
6. Community Director – Iqaluit (4 year term)
7. Community Director – Kimmirut (4 year term)
8. Community Director – Sanikiluaq (4 year term)

The instructions to Proponents and terms and conditions of this RFP are outlined in Section 2. Requirements of the Proposal submission are outlined in Section 3. The objectives, scope of work and deliverables of the Position and the Services are outlined in the Terms of Reference in Section 5.

1.2 Background Information

QIA is the Regional Inuit Association that democratically represents over 14,000 Inuit in the 13 communities of the Qikiqtani (Baffin) region. QIA is a Designated Inuit Organization (DIO) under Article 39 of the Nunavut Agreement. QIA is a non-profit society incorporated under the *Societies Act* (Nunavut). QIA’s membership is open to all Inuit beneficiaries of the Nunavut Agreement resident in the Qikiqtani

^I QIA’s Election Regulations are enacted pursuant to Article 6.01.2 of By-Law #5 and were approved by the Board of Directors on June 5, 2014 by resolution #RSB-14-06-28.

^{II} Section 8.1(d)

QIKIQTANI INUIT ASSOCIATION
REQUEST FOR PROPOSAL FOR CRO SERVICES

region and who meet the membership conditions of the By-laws and Election Regulations.

1.3 Definitions

- “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.
- “Contractor” The successful Proponent who has signed a contract with QIA.
- “Inuit Firm” An entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is
- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit, or
 - (b) a cooperative controlled by Inuit, or
 - (c) an Inuk sole proprietorship or partnership; and
 - (d) able to present evidence of inclusion on NTI's Inuit Firms Registry.
- “Nunavut Business” A business which complies with the legal requirements to carry on business in Nunavut, and meets the following criteria:
- (a) is a limited company with at least 51 percent of the company's voting shares beneficially owned by Nunavut Residents, or
 - (b) is a co-operative with at least 51 percent of the Residents' voting shares beneficially owned by Nunavut, or
 - (c) is a sole proprietorship, the proprietor of which is a Nunavut Resident, or
 - (d) is a partnership, the majority interest in which is owned by Nunavut Residents and in which the majority benefits, under the partnership agreement, accrue to Nunavut Residents and complies with:
 - i. maintains a registered office in Nunavut by leasing or owning office, commercial or industrial space or in the case of service oriented businesses, residential space, in Nunavut on an annual basis for the primary purpose of operating the subject business, and
 - ii. maintains a Resident Manager, and
 - iii. undertakes the majority of its management and administrative functions related to its Nunavut operations in Nunavut, and
 - iv. has received designation as a Nunavut Business at least two weeks prior to the Tender or RFP closing.
- “Position” The role, duties and responsibilities of the Chief Returning Officer.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

- “Proponent” The individual, company or firm submitting a proposal in response to this RFP, and includes the Proponent’s candidate for the Position who is to perform the Services.
- “Proposal” The response to the RFP from the Proponent.
- “Qikiqtani Business” A Local Business whose subject community is in the Qikiqtani Region.
- “Related Business” A Nunavut Business which is either directly or indirectly owned by Qikiqtani Inuit Association.
- “RFP” This request for services by Qikiqtani Inuit Association.
- “Services” The services for the Position that are described in the Terms of Reference of this RFP to be provided by the successful Proponent.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The Proponent may submit **a hard copy and/or an electronic copy** of its 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
Igluvut Building, 2nd Floor
P.O. Box 1340
Iqaluit, NU X0A 0H0

Attention: Navarana Beveridge, Executive Director
Reference: “CRO-2018-01”

Email: procurement@qia.ca

The deadline to submitted proposals is **5:00PM Eastern Time** on **May 1, 2018 (“Closing Date”)**.

Acceptance of late proposals is at the Qikiqtani Inuit Association’s sole discretion. It is highly unlikely that QIA will extend the deadline.

Electronic submissions may be delivered by email to the address in this section. Hand delivered copies may be submitted to the address in this section.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

2.2 Inquiries and Amendments

All inquiries concerning this RFP are to be in writing and directed to:

Qikiqtani Inuit Association
P.O. Box 1340
Iqaluit, NU X0A 0H0

Email: procurement@qia.ca

Any responses, and any changes to the RFP will be posted on the QIA website. Proponents should not expect to get verbal explanations or instructions, and any such will not be binding on QIA and should not be relied on by proponents.

Proponents should check the QIA website regularly for responses to written inquiries, in the form of written amendments or clarifications (“addenda”). Proponents are responsible for any changes or requirements set out in any addenda to the RFP.

The deadline for submitting inquiries is April 20, 2018 at 5:00PM Eastern Time.

2.3 Requirements of Proponents

The successful Proponent (Contractor) will be an independent contractor and if it is a company, the Contractor’s candidate will be an employee (or subcontractor) of the Contractor. The Contractor 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.

NOTE: Before entering into a Contract with QIA, the successful Proponent may be required to provide QIA with proof satisfactory to QIA of:

- General commercial liability insurance of at least \$1,000,000
- compliance with all federal, territorial and municipal laws applicable to the Contractor, 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 RFP.

2.4.2 QIA will not make any payments for the preparation of any response to this RFP. 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.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

- 2.4.3 **This is not an offer or tender call.** QIA does not, by virtue of this RFP, commit to an award of a contract, 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 may only withdraw their proposal on written notice to QIA in accordance with Section 2.5.
- 2.4.5 QIA has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability, and no Proponent will have any claim against QIA as a result of the cancellation or reissuing of the RFP.
- 2.4.6 Any Proposal that does not indicate the name of this RFP reference information and the Proponent's name is not a compliant proposal and is unlikely to be considered by QIA in its sole discretion.
- 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 In the event of any inconsistency between this RFP and the ensuing Contract for the Services, the Contract shall govern. Both this RFP and the Contract shall be governed by the laws of Nunavut and applicable laws of Canada.
- 2.4.10 The resulting 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.
- 2.4.11 Any amendment made by QIA to this RFP will be issued in writing and posted on the QIA website. QIA may reject any Proposal as non-responsive if it does not provide all information requested by this RFP and any addenda. QIA may waive any deficiencies considered by QIA, in its sole discretion, to be non-material. Proponents are responsible for any requirements set out in any addenda to the RFP. QIA may contact a Proponent any time after the submission of a Proposal for the limited purpose of clarifying information contained in the Proposal.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

- 2.4.12 An internal QIA 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.
- 2.4.13 Proposals will be evaluated as soon as practicable after the closing time.
- 2.4.14 No detail of any Proposal will be made public. QIA will announce the name of the Contractor after the signing of a Contract following this RFP.
- 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.

2.5 Validity of Offer

Submitted Proposals may not be amended but may be withdrawn on written notice to QIA by no later than 5:00PM Eastern Time on May 7, 2018. After this date, Proposals that have not been withdrawn and are deemed compliant by QIA are irrevocable and may be accepted by QIA on written notice to the Proponent by June 1, 2018. All Proponents will be advised whether or not they were successful within one month of the Closing Date.

3.0 PROPOSAL REQUIREMENTS AND EVALUATION

3.1 Proposal Requirements and Evaluation – General

The proposal shall include all the information required to score the Proposal, including the cost-competitiveness 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 the Services are outlined in Section 5 –Terms of Reference.

3.2 Evaluation of Proposals

QIA will use two stages to evaluate Proposals. Evaluations are out of a total 100 points:

Stage 1 is an evaluation of the Proposal, worth a maximum 60 points.

Stage 2 is an evaluation of the interview and references of the Proponent's proposed candidate. This stage is worth a maximum of 40 points.

QIA reserves the right to reject any candidate submitted by a Proponent for the Position regardless of the written proposal's rating.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

All Proposal ratings will be confidential and will not be made public. No details will be released about Proponent's Proposals.

3.3 Proposal Requirements

The key feature of this RFP is the selection of a qualified CRO. Through its Proposal, the Proponent shall demonstrate an understanding of the objectives of the Position, technical requirements, constraints, and any special considerations associated with the Services.

3.3.1 Proponent's Proposed Candidate

The Proponent shall propose a candidate for the Position. The Proposal shall include sufficient detail to understand the qualifications and experience of the candidate. Proponents should highlight their candidate's 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.

The Proponent shall include a curriculum vitae for the candidate which includes (at a minimum):

- 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 must have the following minimum qualifications:

Skills

- Strong leadership, coaching, and management skills, and ability to appoint election officials as required for the proper conduct of the 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 election.
- Highly developed written and verbal communication, 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.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

Knowledge

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

Experience

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

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 or other related offences; and
- No criminal record for theft, fraud or other related offences.

QIA will require the successful Proponent's candidate to swear a prescribed Oath or Affirmation Form (Form 4 - QIA Election Regulations) prior to entering a Contract.

3.3.2 Understanding and Approach to Services

QIA will hold its elections on December 10, 2018. QIA's Election Regulations set out a prescribed timeline for the preparation and execution of the election. QIA expects the successful Proponent will begin preparing to provide the Services on June 1, 2018.

In this section, the Proponent shall provide additional details on its understanding of the Position, the role of elections in the governance of QIA and the Proponent's proposed approach to the Position and the Services.

The Proponent shall provide a 4-page (maximum) written description of how the Proponent and the Proponent's candidate plan to draw on their skills and experience to provide the Services. QIA is interested to understand how the Proponent plans to approach all of the election stages, from pre-nomination to post-election, as set out in Section 6 - Scheduling. This section should identify and consider issues that the Proponent anticipates may arise and how they would be addressed. The Proponent should outline its expected personnel

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

requirements in order to fulfill the Services. This section is also an opportunity to explain how the proposed candidate's skills may be relevant for the Position requirements.

The Proposal shall also include information related to a proposed work schedule for the duration of the Services. QIA reserves the right to amend the proposed work schedule as part of the formal evaluation and Contract award process.

3.3.3 References

The Proposal shall include three independent references (not more, not less) for the Proponent and the Proponent's candidate from other clients for similar projects/positions. QIA may review contact the Proponent's references. QIA may consult its own records and staff with respect to the work the Proponent has done for QIA in the past and take that into account in the evaluation of Proposals.

3.4 Costing: Fixed Sum

The Proposal should clearly identify a Fixed Sum (excluding GST). The Fixed Sum should clearly identify what costs are associated with each of the principal scheduling requirements. The Fixed Sum shall include any personnel costs anticipated for the delivery of the Services.

Disbursements shall be considered part of the Fixed Sum and should be listed separately. 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 and should be excluded from the Fixed Sum.

Payment of Deputy Returning Officer and Returning Officers should be excluded from the Fixed Sum and should be listed separately. In negotiating the Contract, details of payments for Deputy Returning Officer and Returning Officers may be changed from the Proposal pending arrangements with QIA.

Proposals should provide a table showing the Fixed Sum broken down among the various components that will comprise the Services. Costs for publication of notices should be set out in detail. In negotiating the Contract, details of publication may be changed from the Proposal, but will be at the rates set out in the Proposal. The costs of printing and shipping printed material should be included in the table.

The Services will include duties outside of normal working hours. The time required for these activities should be included in Fixed Sum and will generally not be considered for additional payment. However, the Proposal shall provide an hourly rate for work performed in excess of the Services. From time to time, if additional effort is required for duties not considered to be within the normal scope of the Services, QIA will consider payment at that rate. Any payment of excess services proposed by the Proponent in excess of the Fixed Sum shall require the prior written approval of the QIA Executive Director before incurring such cost.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

3.5 Inuit Content Adjustment

Consistent with the Nunavut Agreement, 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. QIA make adjustments using Inuit Firm, Nunavut Business and Qikiqtani Business status as defined above. Proponents should fully describe any proposed Inuit involvement in the delivery of the Services, including the amount and dollar value of work to be done by Inuit, including sub-contractors.

QIA will review Proposals for adjustment where specific Inuit involvement is described in detail and is expressed as a percentage of total dollar value. Adjustments will be applied to the cost competitiveness component of the Stage 1 evaluation.

3.6 Evaluation of Proposals

QIA will assign scores during the evaluation of Proposals in its sole discretion. QIA reserves the right to choose a successful Proponent in its sole discretion, and regardless of the evaluation Proposals. The evaluation of Proposals shall comply with the Terms and Conditions above. 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.

Stage 1 is worth a maximum of 60 points. It includes the following factors:

- Qualifications and experience of the proposed candidate for the Position (maximum 10/60 points); and
- Proponent's understanding of the Position, the role of elections in the governance of QIA, and proposed approach to the Position and the Services (maximum 15/60 points);
- Cost competitiveness (maximum 35/60 points, subject to any Inuit content adjustment).

The Proponents with the highest Stage 1 evaluations will then move to Stage 2 for an interview of proposed candidates. QIA may advance any Proposal to Stage 2 regardless of its Stage 1 score. QIA may call references in its sole discretion. Input from references will inform scoring in Stage 2. Stage 2 is worth a maximum 40 points.

The successful Proponent will be the one with the highest combined score, **and** an acceptable candidate in the sole discretion of QIA.

All Proposal evaluation, including the interview component, will be confidential and will not be made public. QIA will not release any details about Proponents' Proposals.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

4.0 CONTRACT

4.1 Contract Terms

Contract terms will be negotiated with the successful Proponent, but will include the following terms:

- 4.1.1 The duties and responsibilities of the Contractor and CRO will be as set out in this RFP.
- 4.1.2 The fee for services will be the Fixed Sum in the Proposal of the successful Proponent.
- 4.1.3 The Contractor will bill and QIA will pay on a monthly basis for Services.
- 4.1.4 The Contractor may invoice fees for excess services only if they have been approved in advance and in writing.
- 4.1.5 The Contractor will be expected to maintain timesheets and any other evidence of expenditures for QIA's reasonable inspection.
- 4.1.6 No payment will be made to remedy errors or omissions for which the Contractor and/or its proposed candidate are responsible.
- 4.1.7 The Contractor shall at all times be fully responsible for the acts and omissions of its proposed candidate.

4.2 No Rights Until Contract

Proponents will not acquire any legal or equitable rights or privileges whatsoever until the Contract is signed by both parties.

4.3 Renegotiation

QIA reserves the right to renegotiate contract terms before or after the Contract is made to reflect the outcome of litigation, or changes in QIA Election Regulations.

5.0 TERMS OF REFERENCE

5.1 Position Description and Election Regulations

The QIA Election Regulations require the QIA Executive Committee to appoint a Chief Returning Officer (CRO) not less than ten (10) weeks prior to Election Day.

The Chief Returning Officer exercises general direction and supervision over the administrative conduct of an election, enforces fairness, impartiality and compliance with

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

QIA's By-Laws and Election Regulations. The CRO represents a key operational role in QIA elections and corporate governance. The CRO is responsible for the conduct of the elections, and for all pre-election and post-election issues.

5.2 Scope of Services

The CRO's duties will include, but are not limited to, the following activities at each stage of the election.

5.2.1 Pre-nomination Stage

- i. Appoint a Deputy Chief Returning Officer and additional Returning Officers, as deemed necessary by the CRO, from among available QIA staff where possible, and otherwise by arrangement with QIA.
- 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.

5.2.2 Nomination Stage

- i. Publication of calls for nomination and other notices, and other efforts to create public awareness of offices for election and nominations. Contractor to bear the cost of media notices.
- 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.

5.2.3 Post-Nomination Stage

- i. Identify to members the names of all eligible candidates nominated.
- ii. Publication of the Notices of Election and other notices, and other efforts to create public awareness of elections.
- iii. Answer candidate questions on By-Laws and Election Regulations.
- iv. Accept any withdrawals of nominees.

5.2.4 Pre-election

- i. Create and print election ballots, voter lists and other election materials.
- ii. Distribute all election materials to all Returning Officers. Contractor to bear the cost of printing and shipping printed material.
- iii. Designate all polling stations, and expressly identify which Director and/or Officer positions may be voted for at each polling station.
- iv. Create advertisements, notices and publicity for voting times and places.
- v. Training for Returning Officers and poll clerks.

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

5.2.5 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.

5.2.6 Post Election

- i. Issue Certificate of Election Results.
- ii. Supervise any official vote recounts (if applicable).
- iii. 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 CRO reports to the Executive Director, but shall have the sole authority to make decisions that are designated as the CRO's authority under the Election Regulations. The CRO supports 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. The Position also requires addressing ongoing issues inherent to election procedures. Therefore, the Position depends on the candidate's competence and experience in setting priorities, deductive reasoning and collaborating with others. Determining appropriate solutions to problems that arise will often involve close consultation with QIA management.

5.5 Position Reporting

All document production for letters, reports or other documents prepared by the CRO shall be presented in hard copy on standard size paper (8½" x 11") unless otherwise agreed in advance with the QIA Executive Director. Documents may be double sided, unless otherwise directed. Regardless of presentation, all documents must be saved in electronic formats accessible to the Executive Director. All documents shall be saved in electronic files and will be submitted to the Executive Director at the conclusion of the Services and shall be in a format compatible with QIA's format of choice (example, Microsoft Word and Excel, Adobe PDF, AutoCAD).

QIKIQTANI INUIT ASSOCIATION
ELECTION REGULATIONS
REQUEST FOR PROPOSAL FOR CRO SERVICES

6.0 SCHEDULE

Below is schedule of the RFP and a general overview of the schedule for the 2018 election. Full details of the election schedule depend on the Election Regulations and will be determined with the successful Proponent after the awarding of the Contract.

Date	Action
April 6, 2018	RFP Launch
April 20, 2018	Deadline to submit inquiries on RFP
May 1, 2018	RFP Close (5PM Eastern Standard Time)
May 7, 2018	Deadline to withdraw Proposal
June 1, 2018	RFP Award Date and CRO Appointment Announcement
June 15 – August 15, 2018	Internal coordination with QIA to review election forms, procedures and scheduling
October 11, 2018	Notice of Election
October 22, 2018	Call for nominations
November 5, 2018	Voter list posted
November 9, 2018	Close of nominations and announcement of candidates
December 3, 2018	Advance poll
December 10, 2018	Election day
June 10, 2019	Certify destruction of election materials

ISSUED at Iqaluit this 6th day of April, 2018.

[original signed version on file]

Jeremiah Groves, Acting Executive Director
Qikiqtani Inuit Association