



Wolastoqey Nation  
In New Brunswick

# REQUEST FOR PROPOSAL

**For professional services to lead in development of the “*New Brunswick SMR Supply Chain Overview and Gap Analysis*” as part of the *Building the Indigenous Supply Chain Supporting SMR Development and Deployment in New Brunswick* project.**

**RFP Reference Number:** NSMTC-ES-RFP-24.001

**RFP Title:** New Brunswick SMR Supply Chain Overview and Gap Analysis

**Release Date:** July 23, 2024

**Closing Date:** August 16, 2024

**RFP Contact:**

Patrick Flood, PMP

North Shore Mi'kmaq Tribal Council

Energy Services Project & Program Manager

[patrickflood@nsmtc.ca](mailto:patrickflood@nsmtc.ca)

(506.654.7784)

## 1. INTRODUCTION

The North Shore Mi'kmaq Tribal Council (NSMTC), in partnership with the Wolastoqey Nation in New Brunswick (WNNB), is leading a multi-year initiative related to *Building the Indigenous Supply Chain Supporting SMR Development and Deployment in New Brunswick*.

This initiative, with funding from Natural Resources Canada (NRCan), will:

- Study supply and logistics chain opportunities within the Small Modular (SMR) sector.
- Daylight opportunities for existing and new Indigenous businesses in the supply chain.
- Identify gaps and the resources required to grow Indigenous business capacity supporting the development and deployment of SMRs in New Brunswick.

**NSMTC** is a not-for-profit First Nations Tribal Council formed in 1987 and acts as a technical and capacity resource hub supporting the communities of Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), and Amlamgog (Fort Folly) First Nations.

**WNNB** is the technical advisory body for the six Wolastoqey communities in the province of New Brunswick. Matawaskiye (Madawaska), Wotstak (Woodstock), Neqotkuk (Tobique), Bilijk (Kingsclear), Sitansisk (St. Mary's) and Welamuktok (Oromocto) First Nations, located along the Wolastoq (Saint John River).

As advocates and champions for the betterment of lives for First Nations people in New Brunswick, NSMTC and WNNB recognize the opportunity that Renewable/Clean Energy developments can bring to New Brunswick, Atlantic Canada and, Canada as a whole. Both NSTMC and WNNB are actively pursuing opportunities for their Member Nations in the SMR and clean energy economies in New Brunswick. To support this commitment, both organizations have established Energy Services technical resource hubs that:

- Position First Nation communities in New Brunswick for opportunities associated with energy sector developments, including but not limited to wind, solar, advanced small modular reactors and hydrogen.
- Engage the current and future Indigenous labour force in New Brunswick and promote opportunities directly and in-directly associated with energy sector developments.
- Work with industry partners to create local, long-lasting employment opportunities for First Nations in New Brunswick within the evolving energy sector.
- Support the expansion of the renewable/clean energy supply chain within New Brunswick, including fostering opportunities for existing and yet-to-be-established businesses.
- Publicly promote and foster renewable/clean energy projects and initiatives in support of New Brunswick and Canada achieving the target of Net-Zero Emissions by 2050.



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Through their sequential and progressive leadership evolution in the energy sector in New Brunswick, NSMTC and WNNB have built strong relationships with First Nation communities, community members, and the Indigenous Business sector. It is through these relationships that our team's endeavor to deliver on the expectations of the project *Building the Indigenous Supply Chain Supporting SMR Development and Deployment in New Brunswick*.

## 2. PROJECT OVERVIEW

NSMTC and WNNB are soliciting proposals from professional services firms (the 'Proponent') to lead the development of a New Brunswick ***SMR Supply Chain Overview and Gap Analysis*** (the 'Project'). The Project will be used to inform our strategies, project execution, community engagement and final policy recommendations through the *Enabling Indigenous Inclusion the SMR Supply Chain in New Brunswick* project.

The ***SMR Supply Chain Overview and Gap Analysis*** will serve as a data gathering exercise informed by industry players to formulate a firm foundation from which the remaining proposed bodies of work will build from during the lifecycle of this initiative.

Recognizing that research has been completed by others in and around the SMR landscape in New Brunswick including but not limited to Opportunities New Brunswick (ONB), New Brunswick Power (NB Power), the Organization of Canadian Nuclear Industries (OCNI), and other industry players, this Project will require the Proponent to gather data, perform analysis and synthesize existing research that contributes to the New Brunswick SMR Supply Chain research and knowledge base.

This Project will require the Proponent to engage with Industry as part of the environmental scan through a series of workshops, meetings and 1:1 interviews. Activities that may be required to fully comprehend the scale and scope of the New Brunswick SMR Supply Chain, and successfully articulate opportunities for Indigenous inclusion, involvement, and investment in parallel with growth within the sector.

Throughout the Project, the Proponent will be required to synthesize and capture the findings of the research in both document and presentation format. The Proponent will also be required to present the findings and conclusions of the research as part of the final deliverables.

### 3. QUESTIONS AND CLARIFICATIONS

- 3.1. NSMTC will accept content-related questions from interested applicants on an ongoing basis until three (3) days prior to the closing date of the RFP.
- 3.2. All questions and clarifications shall be submitted via email to Patrick Flood and Ian Peach at [patrickflood@nsmtc.ca](mailto:patrickflood@nsmtc.ca) and Ian Peach at [ian.peach@wolastoqey.ca](mailto:ian.peach@wolastoqey.ca).

### 4. SCOPE OF SERVICES

The Proponent's scope of services shall include but is not limited to the following:

- 4.1. New Brunswick SMR Supply Chain Overview and Gap Analysis
  - 4.1.1. The content of the SMR Supply Chain Overview and Gap Analysis shall be developed in close consultation and regular interface with NSMTC and WNNB throughout the lifecycle of the Project.
  - 4.1.2. A Table of Contents shall be co-developed between the Proponent and NSMTC and WNNB as part of early project deliverables.
  - 4.1.3. Project deliverables will analyze existing publications and studies focused on SMR development and supply chain in New Brunswick and Canada.
  - 4.1.4. Project deliverables will identify gaps within existing research, with a mindset of identifying opportunities for Indigenous inclusion, involvement, and investment in parallel with growth within the sector.
  - 4.1.5. The Project will provide an analysis of industries and sectors that have established a strong Indigenous supply chain and articulate the elements within these ecosystems that have contributed to this success.
  - 4.1.6. The proponent shall provide recommendations for further landscape analysis and research focused on the identified gaps and opportunities in developing an Indigenous supply chain in New Brunswick.
  - 4.1.7. The Proponent will summarize conclusions, analysis and synthesization of existing research and, recommendations delivered as a final document *New Brunswick SMR Supply Chain Overview and Gap Analysis* in PDF and .docx formats to NSMTC and WNNB
- 4.2. Industry Engagement
  - 4.2.1. Engage with Industry players as part of the environmental scan through a series of workshops, meetings and 1:1 interviews as may be required to fully comprehend the scale and scope of the New Brunswick SMR Supply Chain, and fully appreciate and articulate opportunities for Indigenous inclusion, involvement, and investment in parallel with growth within the sector.
  - 4.2.2. NSMTC and WNNB will work with the Proponent to establish a baseline list of potential industry engagements.



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#### 4.3. Meetings

- 4.3.1. Proponent shall include for bi-weekly progress meeting with NSMTC and WNNB through the lifecycle of the project. Written progress updates shall be included as part of these engagements and provided to NSMTC and WNNB a minimum of 24 hrs in advance.
- 4.3.2. The successful proponent shall include for a minimum of three (3) inperson meetings to be held at a TBD location in New Brunswick, during the lifecycle of the project. These in-person meetings may include Project Kick-off, Presentation of Draft Findings, and Presentation to Community Stakeholders.

#### 4.4. Presentation of Findings

- 4.4.1. Develop presentation material (e.g., PowerPoint Presentation) to articulate the findings and conclusions of the research.
- 4.4.2. Develop communication materials that may include but not limited to publications, posters, infographics that can be used by NSMTC and WNNB to convey key findings.

The document, appendices, presentations and communication materials will be under sole ownership of NSMTC and WNNB. Additional deliverables to the list above may be added and must be approved by NSMTC/WNNB.

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**5. PROJECT SCHEDULE**

- 5.1. The RFP and Project Schedule is defined in Table 1 below.
- 5.2. The Proponent will be responsible for development of a detailed milestone and deliverable schedule, in consultation with NSMTC and WNNB, as part of Project Kick-off.
- 5.3. The Project Completion deadline is firm and shall be non-negotiable.

*Table 1 - RFP and Project Schedule*

Item	Date
RFP Release	July 23, 2024
RFP Closing	August 16, 2024 4:00pm local time
Project Award	August 26, 2024
Project Kickoff	September 3, 2024
Draft New Brunswick SMR Supply Chain Overview and Gap Analysis	December 13, 2024
Draft Presentation of Project Findings	January 10, 2025
Final Deliverable Package	January 31, 2025
Presentation(s) of Project Findings	TBD (Late January, Early February)
Project Close-out	February 28, 2025

**6. PROJECT FUNDING**

- 6.1. Funding available for this project is capped at a maximum of **\$75,000 CAD** including taxes.
- 6.2. Proposals that exceed this amount will not be considered. Note that proposals will be rated first in terms of experience/team/work plan and second in terms of value.

**7. PROPOSAL REQUIREMENTS**

To ensure a proposal is considered for evaluation it shall include all the information requested below.

If The Proponents employing a sub-consultant, a copy of the sub-Consultant proposal shall also be included in the Consultant’s proposal. The Proponent shall clearly demonstrate their past experience working with selected sub-consultant(s), and the role that each organization will play in this project.

The maximum page limit for proposal submissions is 10 pages not including the cover page, project team and references.

- 7.1. Covering Letter

The Proponent shall provide a Covering Letter, dated and signed by a person authorized to negotiate and make commitments on behalf of the Consultant.

Within the Covering Letter, provide:

- 7.1.1. A statement indicating the Consultant's understanding of the proposed project.
  - 7.1.2. Acknowledgement of the deliverables required within the defined timelines.
  - 7.1.3. A list of sub-Consultant(s), if applicable, that will be used to form The Proponent Team, and the role that each firm will play in this project; and
  - 7.1.4. Any clarifications or points to be highlighted with respect to the submitted proposal.
- 7.2. Project Understanding and Indigenous Project Experience
- 7.2.1. The Proponent shall demonstrate their understanding of the project scope and how the project objectives shall be met.
  - 7.2.2. The Proponent shall demonstrate experience working with First Nation/Indigenous communities and organizations and shall provide a summary of projects undertaken with First Nation/Indigenous communities and organizations in the past five (5) years.
  - 7.2.3. The proponent should demonstrate their knowledge of Indigenous-Crown relations and how existing policies and practices have led to economic, resource and industrial and supply chain exclusion.
- 7.3. Proposed Project Plan
- 7.3.1. The Proponent shall provide a proposed project plan. The proposed should be concisely worded with clearly described objectives, methods, budget, schedule, and deliverables. The proposal should include a workplan outlining how all the tasks will be approached.
  - 7.3.2. The project plan shall also show the assignment of specific team members to project tasks/deliverables. The use of sub-Consultants and/or specialized services (where applicable) should also be shown.
  - 7.3.3. The Proponent shall designate one individual as the single contact between The Proponent and NSMDC and WNNB throughout the project.
- 7.4. Consultant Team Qualifications and Experience
- 7.4.1. The Proponent shall identify the lead project manager and provide a breakdown of qualifications for each member of the project team including:
    - Name.
    - Role.
    - Responsibility.
    - Resume showing:
      - Education.
      - Professional Certifications; and
      - Type and length of experience.
  - 7.4.2. Resumes for sub-consultant(s) if applicable shall also be included.

7.5. Reference Projects

- 7.5.1. The Proponent shall provide Project Summaries for three (3) reference projects completed in the past five (5) years, with similar complexity and scope.
- 7.5.2. For each Project Summary, provide the name, address, phone number and email address for at least one contact person who can speak to the project success.

**8. EVALUATION**

- 8.1. NSMTC and WNNB will form a Bid Evaluation Committee.
- 8.2. Evaluation criteria are established by Table 2 below.

*Table 2 - Bid Evaluation Criteria*

Factor	Weight
<b>Experience and Knowledge:</b> Qualifications, experience and capabilities of the company and delivery team. demonstration of knowledge relevant to this project.	30%
<b>Project Plan, Approach and Methodology:</b> Respondent demonstrates an understanding of the project requirements and has outlined a comprehensive and effective work plan. Proposal describes the objectives, methodology, milestones and deliverables, and a sound approach in undertaking this project. Communication format and frequency between the Respondent and Project Leads are clearly described. Respondent describes an achievable schedule and demonstrates the ability to complete the work on or before the desired completion date.	40%
<b>Indigenous Project Experience:</b> Demonstrated experience working Indigenous organizations and businesses. Experience advocating for Indigenous economic reconciliation.	10%
<b>Value:</b> Value proposed activities contribute to project success is demonstrated in the methodology.	10%
<b>Proposal Presentation and Organization:</b> The proposal includes all RFP requirements and tasks, demonstrates attention to clarity, grammar, presentation, and comprehensibility.	10%
<b>Total</b>	100%

**9. SUBMISSIONS**

Proposals are to be submitted to [patrickflood@nstmc.ca](mailto:patrickflood@nstmc.ca) on or before 4:00pm local time on Thursday, August 16, 2024.

- 9.1. A single electronic document is sufficient. Please ensure the proposal or cover letter is signed by an officer or equivalent with authority to bind the Respondent to the statements made in the proposal.



## **10. TERMS AND CONDITIONS**

- 10.1. Completion of the Contract: The Project will be completed upon accepted delivery of project documents listed below.
  - 10.1.1. PDF Copy - one (1) electronic copy of the final report prepared with reproductive capabilities
  - 10.1.2. .docx Copy – one (1) editable .docx copy of the final report
  - 10.1.3. PowerPoint Presentation - providing a summary to be used for presentations to partner organizations and stakeholders.
  - 10.1.4. Communication materials as described in the RFP.
  
- 10.2. Evaluation and Acceptance of Proposals
  - 10.2.1. The RFP neither expresses nor implies any obligation on the part of NSMTC AND WNNB to enter into a contract with any proponent submitting a proposal or proposals for this RFP
  - 10.2.2. The Planning Committee will review the proposals submitted within ten (10) days of the deadline date and make a recommendation for awarding based on the proposals given by the proponents
  - 10.2.3. NSMDC will not be responsible for any costs incurred by The Proponent in preparing and submitting proposals and / or attending interviews.
  - 10.2.4. NSMDC accepts no liability of any kind to the Proponent prior to the signing of a contract.
  - 10.2.5. After the submission of a proposal for this event NSMTC AND WNNB may request further information from the proponents for the basis of decisions in awarding a contract to a proponent.
  - 10.2.6. NSMTC AND WNNB hold the right to negotiate further with any proponent(s) that have submitted a proposal for acceptance to this RFP, if necessary, in successfully awarding a contract with a proponent(s).
  - 10.2.7. RFP Amendments: NSMTC AND WNNB reserve the right to amend or supplement this RFP, giving equal information and cooperation by way of issued addendum to the proponents due to such an amendment.
  - 10.2.8. Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date and shall remain in effect through the duration of an agreement.
  - 10.2.9. Submission of a proposal shall not obligate, nor should it be construed as obligating NSMDC to accept any such proposal or to proceed further with the project. NSMDC may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
  - 10.2.10. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless The Proponent is requested to do so by NSMDC and WNNB.
  - 10.2.11. Consultants may withdraw their proposals by way of emailed notice to NSMDC. NSMDC reserves the right to cancel and / or re-issue this RFP at any time for any reason without penalty.



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### 10.3. Rejection of Proposals

- 10.3.1. NSMTC AND WNNB and the Planning Committee have the right to reject or accept any or all proposals submitted for this RFP.
- 10.3.2. Proponents may be eliminated from consideration if there is a failure to comply with any of the specifications of this RFP.

10.4. At all times, including after the project has been completed the Proponent has the responsibility to notify NSMDC, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.

10.5. The Proponent must identify any information in its proposal that it considers to be confidential or proprietary.

10.6. Acceptance of Terms: All of the terms and conditions of this Request for Proposal are assumed to be accepted by the proponent and incorporated into the proposal as a result in a proponent

## 11. METHOD OF PAYMENT

- 11.1. Payment will be made on the basis of invoices submitted for work completed. The proposal should suggest a payment schedule linked to specific steps in the planning and delivery of the event.

A final payment schedule will be negotiated between the proponent and NSTMC and WNNB.

## 12. CONTRACTUAL SPECIFICS

- 12.1. NSMTC AND WNNB will execute a contract with the organizer for the work to be performed.
- 12.2. A contract entered into with the successful proponent may be cancelled by NSMTC and WNNB for, but not limited to, for defaults in the observance and compliance of any of the conditions set forth in the contract or specifications of the RFP including Terms of Reference; or has become insolvent.