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Nunavut Legal Aid
Nunavut Maligalikiyiit
L'aide Juridique du Nunavut

Request for Proposals (RFP)

RFP Reference No.: LSB-2025-FLS

Title: Family Legal Services

Issue Date: August 22, 2025

Closing Date & Time: September 5, 2025, 5:00 p.m. Eastern Time

1. Introduction

The Legal Services Board of Nunavut (LSB) invites proposals from qualified law firms or legal service providers to provide family legal services to clients throughout Nunavut. Services will be provided in accordance with the Legal Services Act, applicable professional standards, and the principles of access to justice for all Nunavummiut.

This procurement is conducted in compliance with the Government of Nunavut's and the LSB's procurement procedures and the Nunavummi Nangminiqagtunik Ikajuuti (NNI) Policy. Preference will be given to Inuit-owned, Nunavut-based, and local suppliers in accordance with the NNI Policy.

2. Scope of Work

The successful proponent will provide legal services in family law matters, which may include but are not limited to:

- Divorce and separation
- Child custody and access
- Child and spousal support
- Child protection proceedings

Services will involve:

- Providing legal advice and representation to eligible clients;
- Appearing in court and before administrative bodies;
- Preparing legal documents; and
- Conducting community legal education sessions where required.

3. Contract Term

The anticipated contract term is October 1, 2025 to September 30, 2026, with the possibility of renewal subject to performance and funding availability.



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4. Supplier Selection Criteria

Criteria	Weight
Relevant Experience & Qualifications – Demonstrated expertise in family law, experience in northern and Indigenous communities.	25%
Methodology & Service Delivery Approach – Proposed approach to delivering timely, effective, and culturally appropriate services, including remote service delivery.	20%
Indigenous / Inuit Participation – Inuit ownership, Nunavut-based operations, use of Inuit staff, and commitment to community benefit (NNI bid adjustments apply).	20%
Cost Proposal – Competitive pricing and payment terms.	20%
Timeliness & Availability – Demonstrated ability to meet required timelines and respond to urgent matters.	10%
Quality Assurance & Reporting – Processes to ensure quality, confidentiality, and compliance with reporting requirements.	5%

5. Proposal Submission Requirements

Proposals must include:

1. Cover Letter identifying the proponent and authorized signing officer.
2. Profile of the Firm including ownership, location(s), and relevant experience.
3. Detailed Service Delivery Plan.
4. Pricing Proposal (inclusive of all fees, disbursements, and applicable taxes).
5. References from at least two recent clients for similar work.
6. NNI Incentive Form (if applicable).

6. Submission Instructions

Proposals must be submitted by email in PDF format to:

Email: info@nulegalaid.com

Subject line: RFP LSB-2025-FLS – [Proponent Name]

Questions regarding this RFP may be directed to:

Robynn Pavia

Chief Administrative Officer

Legal Services Board of Nunavut



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Email: robynn.pavia@nulegalaid.com

Late proposals will not be considered.

7. General Terms

The LSB is not obligated to award a contract as a result of this RFP.

The lowest cost proposal will not necessarily be selected.

All proposals are subject to the Access to Information and Protection of Privacy Act (Nunavut).

For the purpose of this RFP, the provisions of the Nunavut Land Claims Agreement apply.