

MACKENZIE ART GALLERY INC.
REQUEST FOR PROPOSALS
(SERVICES)

Introduction

MacKenzie Art Gallery Inc. ("MAG") is inviting proposals from qualified vendors for the supply of certain services ("Services") as further outlined in this Request for Proposals ("RFP").

The purpose of this RFP is to select a qualified vendor to enter into a services contract with MAG for the performance of the Services. Further detailed about the Services required by MAG are set out in Appendix "A".

This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.

About the MacKenzie Art Gallery

The MacKenzie Art Gallery (MAG) is Saskatchewan's oldest and most comprehensive art museum, serving a leadership role in Western Canada. This is a watershed moment in the history of the Gallery, as it is undergoing a multi-phase organizational transformation. Programming primarily contemporary art from the prairies, Canada and abroad, the MAG addresses an encyclopedic range of visual art and culture and is an international leader in Indigenous art. Housed within an over 115,000ft² facility, maintained to Class A Museum standards, the MAG permanent collection spans 5000 years of art with nearly 5000 works. MAG was founded on the collection of its namesake, Norman MacKenzie (1869–1936), who bequeathed his collection to the University of Saskatchewan (Regina College), now the University of Regina.

Opening in 1953 in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the University of Regina. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MAG features an outdoor sculpture garden with potential for growth through loans, acquisitions and commissions. The MAG is situated in Treaty Four territory, traditional land of the Cree, Saulteaux and Metis, and home to the Dakota, Nakota and Lakota peoples. The MAG is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

Submission of Proposals

1. Proposals must be submitted by 3:00 p.m. Saskatchewan time on March 1, 2019. Late proposals will be rejected. The deadline for receipt of proposals may be extended by MAG by way of addendum. Vendors are solely responsible to ensure their proposals are delivered on time.
2. Proposals are to be sent electronically to the attention of Jackie Martin at the address set forth below. Please ensure that all relevant attachments and links are included in one email. Faxed and mailed applications will be rejected.

E-mail: jackie.martin@mackenzieartgallery.ca

3. Inquiries concerning this RFP are to be directed in writing as follows:
Jackie Martin
E-mail: jackie.martin@mackenzieartgallery.ca
4. MAG may make additional copies of submitted proposals as it sees fit. Proposals will not be returned to vendors.
5. Out of pocket expenses shall not be reimbursed unless such expenses have been agreed to in advance by MAG in writing.

6. Any assumptions being made by the vendor should be clearly and prominently stated in the proposal.
7. All or any vendor(s) may be asked to participate in vendor interviews as part of this RFP process. Vendors are required to attend and participate in such interviews at their own expense. Such interview will take place in Regina, Saskatchewan at a location chosen by MAG.
8. Alternative or innovative proposals are encouraged. However, vendors submitting alternative or innovative proposals are asked to also provide a proposal in accordance with the base requirements of this RFP. The alternative/innovative proposal portion of the response should be clearly identified as such and separated from the proposal provided for the base requirements. MAG reserves the right to make an award based on any alternative/innovative proposal.

Service Contract

9. The supply of any Services pursuant to this RFP shall be acquired under a mutually acceptable contract. MAG reserves the right to negotiate any and all purchase terms and conditions (including price) with any vendor in its sole discretion.
10. Vendors (and/or its employees and agents) may be required to sign supplemental confidentiality agreements prior to accessing any MAG software or systems.

Proposal Contents and Cost of Proposals

11. Proposals must be submitted in writing and should be in the form attached as Appendix B. Vendors may provide additional information beyond that requested in the RFP for MAG's consideration. Any such additional information may be considered by MAG in its sole discretion.
12. MAG is not responsible for any costs incurred by vendors in preparing their proposals, attending any meetings or interviews with MAG, making any presentations to MAG in connection with their proposals, or otherwise incurred in connection with the RFP process.

Anticipated Schedule of Events

13. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by MAG in its sole discretion:

<u>RFP Event</u>	<u>Estimated Date(s)</u>
RFP Released	February 1, 2019
RFP Closing Date	March 1, 2019
Audit & Finance present a recommendation for approval to the Board of Trustees no later than	April 17, 2019
All Firms that have submitted a proposal will be notified no later than	April 30, 2019
Board of Trustee's recommendation will be presented to the corporation's membership at the annual general meeting for approval	June 27, 2019

Evaluation Process

14. Proposals will be opened privately.
15. MAG reserves the right to keep evaluation details and/or vendor rankings confidential to MAG.
16. Vendors may be requested to participate in an interview, demonstration or other interactive process with MAG in connection with this RFP, at the vendor's own expense.
17. MAG reserves the right to select a short-list of vendors who may be subject to a further evaluation and/or negotiation process.
18. Competitive negotiation may be part of this RFP process.
19. MAG may conduct reference checks independent of the client references provided by the vendor.

20. MAG's objective is to select the firm able to provide the best overall value and service solution to MAG. Vendors are advised that the evaluation process is subjective in nature and MAG's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
21. Evaluation criteria may include, without limitation and in no order of importance:
- Service offering/Ability to meet service requirements
 - Price and value for money
 - Ability, capacity and previous experience of vendor
 - Acceptance of service terms and conditions
 - Outcome of reference checks and general reputation of vendor
 - Value-added products and services that vendor can provide

Legal Framework

22. **This RFP is not intended to, and shall not, create any binding obligation on MAG to purchase all or any of the Services, or to enter into any service contract related thereto. Vendors are advised that MAG is intending to conduct a flexible procurement process, not subject to the law of competitive bidding.**
23. Without limiting the generality of the above paragraph, MAG reserves the right, in its sole discretion at any time and for any reason, to:
- Reject any or all proposals (including, for greater certainty, the lowest cost proposal)
 - Accept any proposal or any combination of proposals received
 - Accept a proposal in whole or in part
 - Correct a proposal where, in the sole judgement of MAG, an error or mistake is apparent on its face
 - Accept any non-compliant proposal where the non-compliance is, in MAG's sole judgement, not material
 - Reject any non-compliant proposal
 - Accept or reject any conditional proposal
 - Accept any alternative or innovative proposal
 - Negotiate any aspect of any proposal (including price) and/or any purchase terms and conditions
 - Cancel this RFP at any time for any reason (with or without commencing a new RFP or other similar process in its place)
24. Proposals may be withdrawn or amended by vendors at any time by written notice to MAG prior to MAG and a vendor signing a formal contract.

Confidentiality

25. Vendors are expected to keep confidential all documents, data, information and other materials of the MAG which are provided to or obtained or accessed by a vendor in relation to this RFP. Proponents are expected to refrain from making any public announcements or news releases regarding the Services without the prior written approval of MAG.

APPENDIX A

SERVICE REQUIREMENTS

Background and Description of the Project

The MacKenzie Art Gallery is a non-profit organization incorporated in the Province of Saskatchewan and governed by a Board of Trustees composed of representatives elected from the Gallery's membership. The Board of Trustees appoints the Executive Director, an ex-officio and non-voting member of the Board of Trustees of the MacKenzie Art Gallery Incorporated, who is responsible to the Board for the administrative and artistic direction of the Gallery. The Board meets quarterly, reviewing and addressing issues related to the governance and sustainability of the organization, such as budget, finance, Executive Director recruitment and evaluation, fundraising and major strategic and policy initiatives.

The Board maintains several standing committees to assist in the governance of the organization. These include an Audit & Finance Committee, and a Governance Committee. Recruitment to the Board is handled by the Governance Committee. Based on the recommendation of the Audit & Finance Committee, an independent auditing firm is engaged to annually review the corporation's financial affairs. Most of the Board Members are also active volunteers and committee members, ensuring a solid understanding of the activities and role of the Gallery in the community, in the province, and nationally.

Financial Management

The MacKenzie Art Gallery's operation has been efficient and fiscally responsible in maintaining a balanced budget since autonomy in 1990. The CEO shall not fail to provide annual budgets with adequate information for approval by the Board. The annual budgets do not all for an overall deficit on a cash basis to help ensure the Gallery remains solvent and financially viable. Budgets are monitored quarterly by reviewing the financial statements by the staff, the Audit & Finance Committee of the Board, and the full Board of Trustees.

Scope of Services

The selected audit firm will annually review the books and financial activities of the MacKenzie Art Gallery to identify and assess risks that may have a potential impact on the financial accounting systems and consequent financial reporting. The Audit & Finance Committee, together with Management, is responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and error. The Scope of Work shall include but is not limited to the following:

1. Annually present an Audit Service Plan to the MacKenzie Art Gallery Audit & Finance Committee.
2. Annually conduct Gallery Shop inventory count.
3. Annually conduct year-end field work.
4. Annually report Audit Findings and draft Financial Statements to the Audit & Finance Committee in mid-May.
5. Annually issue Management Letter.
6. Finalize Financial Statements for the Annual General Meeting held in June.
7. Review, input and submit the T3010 Annual Charity Information Return.
8. Provide consultative services as and when required by Management and / or the Audit & Finance Committee.
9. Services will be contracted for a five-year period.

Schedule

The MacKenzie Art Gallery fiscal year end is March 31st. The Auditors would be appointed at our Annual General Meeting in June of 2019 conducting the audit of our fiscal year 2019/2020.

APPENDIX B

FORM OF PROPOSAL

Vendors should, at a minimum, address the following in their proposals:

Firm Detail

1. A brief description of your firm including any qualifications you consider relevant.

Relevant Experience

2. A description of your firm's experience in performing similar work, including two (2) references of work performed for other art galleries or similar organizations and appropriate contact information for references

Lead Personnel

3. Identify the lead personnel responsible to lead the delivery of the services the proponent is prepared to offer and their expected involvement. MAG expects that each of the identified lead personnel will be licensed and in good standing to perform the services in Saskatchewan.
4. Describe the relevant experience of the lead personnel and include their professional designations.

Capacity

5. MAG expects that you will have sufficient resources available to meet the service requirements of MAG in a timely and efficient manner. Provide a brief description of your firm's staffing resources that will be utilized to meet the service requirements of MAG

Non-Profit Services

6. Describe your experience in providing not-for-profit accounting services.

References

7. List at least three (3) current clients for whom you provide auditing services. Provide email and contact information.

Fee Proposal

8. Provide specific costs for services.
9. All prices/rates should be quoted in Canadian Dollars, exclusive of any applicable taxes.

Schedule

10. Proposals should include a confirmation of whether your company is capable of meeting MAG's schedule for completion of the Services, as set out in this RFP.

Conflict of Interest Disclosure

11. Disclose any actual or potential conflicts of interest that may exist between your firm and its management, and MAG and management, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal.