

**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 is Saskatchewan's original public art gallery: an immersive centre for engaging with the world through art, with an ongoing focus on Indigenous culture and diversity. Located in Regina's Wascana Park, Canada's largest urban park and the Provincial Capital Commission. It is located within Treaty Four territory, the traditional territory of the Cree, Saulteaux, Assiniboine and Metis. A home to the Lakota, Dakota and Nakota people.

The permanent collection, which includes the University of Regina's extensive collection, contains over 4,500 works of art by such internationally renowned artists as Mary Kelly, Agnes Martin, Anthony McCall, Pablo Picasso, Auguste Rodin, and Frank Stella, as well as an impressive Canadian collection with pieces by Shuvinai Ashoona, Bob Boyer, Victor Cicansky, Greg Curnoe, Joe Fafard, the Group of Seven, Dorothy Knowles, William Pehudo, Edward Poitras, the Regina Five, David Thauberger, Joyce Wieland, and many others.

The MacKenzie's vision both as a Gallery and centre for innovative programming is to foster transformative experiences through experimentation, creativity, and play.

**Submission of Proposals**

1. Proposals must be submitted by 3:00 p.m. Saskatchewan time on August 17, 2018. 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 Caitlin Mullan 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: [Caitlin.mullan@mackenzieartgallery.ca](mailto:Caitlin.mullan@mackenzieartgallery.ca)**

3. Inquiries concerning this RFP are to be directed in writing as follows:

Deborah Rush

**E-mail: [Deborah.rush@mackenzieartgallery.ca](mailto:Deborah.rush@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 particular 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:

<b><u>RFP Event</u></b>	<b><u>Estimated Date(s)</u></b>
RFP Released	July 12, 2018
RFP Closing Date	August 17, 2018
Completion of Selection Process	September 1, 2018
Short Listed Firms Presentation to MAG	September 8, 2018
Contract Signing	September 17, 2018

### **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 particular 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

In 2018, the Board of Trustees of the MacKenzie Art Gallery approved a new strategic Plan (attached) that supports the Gallery's vision of engaging people in transformative experiences of the world through art. As the MacKenzie embarks on this new 5-year strategic plan, it is necessary for us to refresh and update our brand, visual identity, guidelines and supporting communication tools. To achieve this, we are looking for a firm to articulate and communicate our brand, and design the supporting materials which will include a logo, brand guidelines and a new, robust website. We invite proposals with an eye to innovation that will bring our programs to life, both online and offline and will position us as world leader in Indigenous Art and set us apart to all audiences both national and international. We are looking for a comprehensive proposal that will take an innovative and experimental approach to positioning our organization as a leader in visual arts.

#### Scope of the Services

This is the first phase of a multi-year project and will provide the baseline for the Gallery's marketing and communications moving forward. The scope of this project will not include collateral or online gallery but it is expected that these will be considered as add-ons.

#### Budget

There is a budget range for this project and proposals will be judged on the most effective use. Proposals that suggest a phased approach are encouraged.

#### It is expected that the project budget will include:

Brand Overview and Guidelines including logo, design elements, typography, messaging, positioning and related collateral recommendation including signage, stationary and templates. This will include reviewing current materials and conducting necessary internal and external engagement.

Website, both design and functionality(CMS) and recommendations for social platforms and hosting/domain names.

Training for CMS, including training manual must be included and a website maintenance proposal should also be included.

Any graphic elements including fonts, photography, etc. should be included and may be phased based on budget.

It will not include costs for: Domain; Webhosting; Printing;

Budget Range: Not to exceed \$85,000

#### Schedule

It is expected that the project will commence in September with the redesign and website to launch May 2019. Key milestone dates and project deliverables should be included with the proposal.

#### Related Deliverables and Work Product

Brand Overview Package- to include:

- Brand Framework including guidelines/tools, messaging/taglines and value proposition
- Visual Identity with Logo
  - Primary and secondary colours and typography
  - digital files for multiple formats of logo
  - visual Identity and guidelines
  - style guide

Website- to include:

- New site design and functionality
- Site map and content strategy

- CMS- we are looking for a CMS that allows ease of access and multiple users. A permission base section that houses the Design package would be desirable
- System integration with the MAGs internal software (MyEmma, e-tapestry)
- Beta testing
- Hosting/domain recommendation and domain redirect guidance
- Consideration to subsequent phases should presented( i.e. online gallery, interactive calendar)

## **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.
2. Include a 500 word Vision Statement for this opportunity

#### **Relevant Experience**

3. 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**

4. 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.
5. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

#### **Capacity**

6. 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

#### **Subconsultants**

7. Provide the same information as provided for item 1-5, above, for any subconsultant that you propose to engage to provide the Services.

#### **Insurance**

8. MAG expects that you will provide proof of General Liability Coverage.

#### **Fee Proposal**

9. Proponents should provide a fee proposal which addresses the following:

##### Fixed Fee

Please provide the fixed fee you are prepared to offer for completing the Services.

### Percentage-Based Fees

Please provide the percentage-based fees on the cost of construction that you are prepared to offer and describe any conditions or limitations applicable to such percentage fees.

### Hourly Rates

Please provide a complete schedule of all hourly rates for the lead personnel, any other professionals and any other service providers expected to be involved in the performance of the Services, exclusive of GST. Also indicate the duration that the hourly rates will remain in effect for.

### Reimbursable Expenses

Please describe any other reimbursable expense categories and any proposed mark-up. MAG prefers that no mark-up is proposed for reimbursable expenses.

10. All prices/rates should be quoted in Canadian Dollars, exclusive of any applicable GST.

### **Schedule**

11. 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**

12. 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.