



CONSEIL DE DÉVELOPPEMENT ÉCONOMIQUE
DES MUNICIPALITÉS BILINGUES DU MANITOBA

*Economic Development Council
for Manitoba Bilingual Municipalities*

REQUEST FOR PROPOSALS (RFP)

St. Laurent Museum Exhibit Developer and Designer

ISSUE DATE:

MONTH DAY, YEAR

CLOSING DATE:

MONTH DAY, YEAR

REQUEST FOR PROPOSALS (RFP) FOR THE ST. LAURENT MUSEUM EXHIBIT DEVELOPER AND DESIGNER

COMPANY INFORMATION

The *Economic Development Council for Manitoba Bilingual Municipalities* (CDEM) acts as the driving force behind economic development in 15 bilingual communities of Manitoba. Founded in 1996, CDEM is comprised of different sectors including business development, finance, marketing and communications, community economic development, tourism, youth, and immigration and employability. CDEM works with businesses, not-for-profit organizations, and local governments to assist with community economic development projects and initiatives. The success of our work is built on long-term relationships with our clients. We work on outcomes, finding unique solutions to today's economic development challenges.

ABOUT THE COMMUNITY PARTNER/CLIENT

Located 70 km northwest of Winnipeg on the eastern shore of Lake Manitoba, the fishing town of St. Laurent is a historic Métis settlement and one of the few remaining places on the prairies in which the Michif language is still spoken by some of its 1400 residents. The town's unique culture was on display at the National Museum of the American Indian as part of the Smithsonian Institute in Washington, DC, from 2004-2015, and featured Métis hunting and fishing implements including the Bombardier, an antique snow machine often used in St. Laurent for ice fishing. The town celebrates its culture during Métis Days, a festival held annually during the August long weekend.

PROJECT INFORMATION

CDEM is currently working with the Rural Municipality (RM) of St. Laurent to develop a **municipal museum** in the community, including conducting research and identifying themes for museum interpretation, and is inviting qualified candidates to submit a proposal to develop and design a traveling/mobile exhibit for the museum. The project would include completing the following:

Exhibit Development:

- Developing content, including written text and/or sourcing quotes, stories, etc. for exhibit signage; and

- Sourcing images (photos, maps, illustrations, charts, diagrams, and/or designing relevant graphics), objects, and other interpretive tools for use in exhibit/signage

Exhibit Design:

- Designing layout of content (text, images, etc.) on signage, and determining placement of objects and other interpretive tools in traveling/mobile exhibit; and
- Constructing physical signage/sensory design for museum traveling/mobile exhibit

Reference material for this project will be provided to the proponent from CDEM. Proponents are welcome to work with project partners to fulfill the exhibit development and design requirements.

In developing/designing the exhibit for the museum, CDEM requests the following considerations from the proponent:

- To develop/design exhibit with an emphasis on images, objects, etc. with text content playing a supporting/supplementary role;
- To allow for space in signage layout for bilingual text in English and French (CDEM will provide French translation services for written text);
- To construct exhibit to allow for mobility/adaptability for traveling exhibitions (as opposed to constructing exhibit for permanent exhibition).

TIMELINE

December 15th, 2022 - Issue RFP

January 4th, 2023 - Proposal submission deadline

January 5th 2023 - CDEM to review proposals; project awarded week of January 9th, 2023

January 11th, 2023- Finalize statement of work for successful vendor; successful proponent to begin project

March 31, 2023 - Deadline for project completion

FINANCIAL COMPENSATION

The proponent may identify a preferred payment schedule, associated with the proposed requirements of the project, for consideration by CDEM. Costs for expenses outside of professional services (e.g., signage construction) will only be reimbursed with the submission of the appropriate receipts. Should CDEM cancel the project, the consultant will be paid only up to the stage completed/being conducted. If any delays occur during the project due to any reason, the consultant will not be compensated for the standby time. The project is subject to approval of financing and subject to change at any time without notice.

PROPOSAL REQUIREMENTS

Proponents are asked to include the following information in their proposals:

- Professional/personal biography; company/organization overview
- Past and relevant experience - provide a description of other relevant exhibit development/design projects completed to demonstrate capabilities
- Exhibit development/design philosophy - provide a description of the process and/or provide an outline/timeline for completing this project
- Project partners - identify individual and/or organizational project partners (if applicable)
- Pricing/costs to complete the project (developing content, sourcing/developing interpretive tools for use in exhibit, designing layout of signage content/other exhibit interpretive tools, exhibit construction costs, partner costs, travel expenses, and other project-related costs)
- Contact information of client references

TERMS AND CONDITIONS

CDEM reserves the right to:

- Assess proposals as it sees fit, with no obligation to select the proposal offering the lowest price;
- Require clarification after the dates and times set out above from any one or more of the proponents with respect to proposals submitted;
- Communicate/meet with, request presentation, or negotiate with any one or more of the proponents with respect to their proposals or any aspect of the proposal request;
- Reject any or all proposals with or without cause.

CONTACT

For more information, please contact:

Lesley Gaudry
Project Manager, CDEM
lrgaudrycdem@gmail.com

SUBMISSION INSTRUCTIONS

Please submit your proposal via email in PDF format to: Lesley Gaudry, Project Manager, at lrgaudrycdem@gmail.com

Please note: “CDEM St. Laurent Museum Exhibit Developer and Designer” in the subject line.

Thank you for your interest in working with CDEM and the RM of St. Laurent on this project.