



Wanuskewin Heritage Park Authority



RFP – Wanuskewin Video Archive Filming

RFP Number: **2022-01**
Project Contact: **Amanda Bullin**
Date: **09/05/22**



Contents

INFORMATION FOR BIDDERS	3
1. Background	3
2. Purpose	3
3. Project Timeline & Submission Instructions	3
4. Legal & Insurance	4
5. Procurement Policy & Evaluation Process	5
6. Warranties	5
7. Project Execution Considerations	5
8. Work Description	5
Services to be Performed.....	5
Options.....	6
9. Project Documents.....	6
10. Photos	6
11. Commissioning, Turnover & Acceptance of Work.....	6
12. Scope Changes & Additional Work	7
13. Materials & Responsibilities by Wanuskewin or Others.....	7
14. Submission Requirements	7
15. Pricing, Progress Claims & Invoicing	8



INFORMATION FOR BIDDERS

1. Background

Wanuskewin Heritage Park is a National Historic Site that brings to life the history and culture of the Northern and Plains First Nations peoples. The 760 acre Park, located five kilometers north of the City of Saskatoon, was dedicated by Her Majesty the Queen Elizabeth II in 1987, and established by the Province of Saskatchewan in 1992 as a living memorial to the people who gathered on the site for over 6,000 years. The 54,000 square foot building features art galleries, gift shop, brand new exhibit area, restaurant, and our brand new paskwāw Round Conference Centre. The grounds include the Opimihaw Creek, restored native prairie grasses, 7km trail system, medicine wheel, archaeological dig sites, and bison paddocks. Wanuskewin Heritage Park was proclaimed an Act within the Provincial Legislation in 1989.

Wanuskewin Heritage Park Authority is a registered charitable organization and is represented by the Park's corporate Board of Directors. Revenues are from federal, provincial, and municipal funding, and self-supporting activities. The organization employs 25-30 people in one location.

2. Purpose

The goal of this project is to create a video archive of the Knowledge Holders, Experts, and stories at Wanuskewin Heritage Park with the purpose of preserving this knowledge for future Park endeavors and employees. In total, there will be about 20 people who will be filmed in an interview style.

3. Project Timeline & Submission Instructions

RFP Opening Date:	12:00 PM, C.S.T. Monday, September 12, 2022
Confirmation & Intent to Bid Deadline:	5:00 PM, C.S.T. Tuesday, September 27, 2022
Inquiries Deadline:	5:00 PM, C.S.T. Friday, September 30, 2022
Submission Deadline:	9:00 AM, C.S.T. Friday, October 07, 2022
Project Completion Deadline:	9:00 AM, C.S.T. Tuesday, February 28, 2023

All correspondence shall be addressed per below, including notification of intent to participate, all inquiries, and all submissions.



Submissions shall be accepted electronically at the email listed below or in person at Wanuskewin Heritage Park by the submission deadline. Sealed bids must be clearly marked with “RFP – Wanuskewin Video Archive Filming

Submission for:

RFP #:

2022-01

Contact Information:

Amanda Bullin

Customer Experience Manager

Wanuskewin Heritage Park Authority

RR#4 Penner Road

Saskatoon, SK S7K 3J7

Phone: (639) 638-8494

Email: cemanager@wanuskewin.com

4. Legal & Insurance

The information contained herein and with all associated documentation and correspondence with respect to this RFP is considered confidential. Unauthorized distribution and reproduction is strictly prohibited.

Wanuskewin has attempted to provide reliable and current information in this RFP. Bidders are required to confirm the accuracy, completeness and sufficiency of any information provided, whether verbally or in writing by Wanuskewin, its employees, agents, consultants, advisers, etc. The Bidder’s submission shall be deemed to have been based upon their own investigations and determinations.

Wanuskewin shall not reimburse Bidders for any expenses incurred in the preparation of their submission to this RFP.

This RFP does not represent a commitment or an offer to enter into any agreement, rather it is a description of Wanuskewin’s requirements to complete the Project and scope of work. Wanuskewin reserves the right to award the work to the submission which best meets the project’s intentions, or to revise or retract the RFP at any time with notice. Only a written agreement, signed by an authorized officer of Wanuskewin, shall then award the supply of this RFP.

The successful bidder shall be required to provide proof of General Liability Insurance with an appropriate amount of insurance listing Wanuskewin as an “Additional Insured” if applicable.



5. Procurement Policy & Evaluation Process

Wanuskewin Heritage Park Authority's procurement policy is to publicly advertise request for proposals over a threshold. This RFP has been posted on Wanuskewin's website and will also be distributed by invitation to internally identified parties. Wanuskewin's conflict of interest policy requires employees involved in the decision-making process to identify any potential conflicts of interest.

Wanuskewin Heritage Park Authority will review and evaluate proposals on a qualitative basis. Decisions are made but not limited to the company's ability to meet or exceed requirements, past experience with similar organizations, ability to meet project timeline, and fees. This will include follow up with references and a short-listing process.

6. Warranties

Bidders shall identify the warranty period for the materials and labour of their videography, editing, and final video product. Wanuskewin prefers the warranty period be not less than one (1) year in length beginning no earlier than the date of turnover to the Owner.

7. Project Execution Considerations

Should the Project be awarded, the successful Bidder is expected to maintain an organized, professional, and safe project space using the supply of competent, trained and experienced resources to successfully complete the Project with the highest regard for the quality of work, while meeting all regulatory requirements.

8. Work Description

Services to be Performed

1. Filming of interview style footage from multiple angles
2. Editing services
3. Accompanying transcript or closed captions
4. Uploading the films onto a storage system that has been agreed upon



Options

9. Project Documents

Document Title	Document Number	Revision
N/A		

Bidders are responsible to request additional documents not supplied or indicated above.

10. Photos

N/A	

11. Commissioning, Turnover & Acceptance of Work

The Bidder is responsible for all activities to bring the video product to operational readiness. This includes all filming, sound capture, and editing services etc. to all videos so they are ready to use, and in the proper file types as intended. Adequate instruction shall be provided to Wanuskewin personnel on equipment operation and maintenance requirements.

Upon notice of completion, the Bidder and a representative of Wanuskewin shall review the completed work and agree on any changes that need to be made. All work not meeting applicable specifications and standards shall be considered incomplete and shall not be payable until deficiencies are corrected. The Bidder and a representative of Wanuskewin shall agree on the completed product.

Upon completion of the Project, the Bidder shall provide a turnover package which includes all approved edited videos, raw videos, accompanying transcript or second copy of each video with closed captions, storage system for videos, instructions on use if needed, contact information, and release for all images and video for the use by Wanuskewin. All video collected for this project becomes the intellectual and physical property of Wanuskewin Heritage Park.



12. Scope Changes & Additional Work

The Bidder shall notify Wanuskewin in writing of any extra work required to complete the Project that may not be part of the above Supply. The Bidder shall not perform works outside the Supply without prior written approval.

13. Materials & Responsibilities by Wanuskewin or Others

The following list may not be comprehensive. Bidders are responsible to confirm additional items not noted.

- N/A

14. Submission Requirements

Bidders are required to include at the least the following information with their submission:

- Overview of your company's qualification and experience in providing filming services and similar services.
- Describe how your company will keep Wanuskewin management apprised of issues and progress throughout the project.
- Detail your ability to meet project timelines and how you might mitigate any procurement or other delays.
- Outline pricing of contract, including your proposed progress schedule, and a current rate sheet.
 - Provide separate pricing for any option(s) you can accommodate.
- An execution plan for the work including a tentative ideal project schedule (filming time for each interview, how many you prefer to do in one day, etc)
- A list, details and specifications for all proposed equipment, and details of the proposed equipment supplier(s) if bringing in outside equipment for the project.
- Provide 3 references, if possible, prioritize other organizations that are similar to Wanuskewin, such as other non-profit, charitable or Indigenous organizations, that you have previously completed work for. These references should include organization name, contact name, address, email, and phone number.
- Describe why and how your company differs from others being considered, and why your company is best for Wanuskewin and this project.
- Detailed contact information for your company including contact name, address, phone, and email.
- A list of exceptions, deviations & assumptions.
- A portfolio of previously completed projects that showcase your work



15. Pricing, Progress Claims & Invoicing

The Bidder shall provide a proposal with a breakdown of their comprehensive **Fixed Price** quotation. The proposal shall be presented in Canadian Dollars. Invoices shall be issued to aforementioned project contact. The invoice package shall include the invoice, document(s), and all supporting information.

16. Confidentiality

Ideas, concepts and visuals discussed in this project are the property of Wanuskewin and shouldn't be discussed or shared with outside parties.

