



Wanuskewin Heritage Park Authority



RFP – Wanuskewin UNESCO Communications and Engagement RFP

RFP Number: **2022-06**

Project Contact: **Jenaya Chutskoff**

Date: **September 21, 2022**

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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 741 acre Park, located on the edge 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 Paskwaw 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 approximately 30 people in one location, as well as some employees off site at one of the Wanuskewin Gift Shop locations.

2. Purpose

Wanuskewin requires a skilled communications and engagement consultant to work with Wanuskewin and stakeholders through our UNESCO World Heritage Site designation engagement process. This includes small group engagement regarding the UNESCO nomination dossier content as well as general UNESCO communications strategy to a variety of audiences.

3. Project Timeline & Submission Instructions

RFP Opening Date:	12:30 PM, C.S.T. Wednesday, September 21, 2022
Intent to Bid Deadline:	12:00 PM, C.S.T. Monday, September 26, 2022
Deadline for Questions:	12:00 PM, C.S.T. Friday, September 30, 2022
Submission Deadline:	12:00 PM, C.S.T. Monday, October 03, 2022
Project Completion Deadline:	Friday, June 30, 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 UNESCO Communications and Engagement RFP".

Submission for:	RFP – Wanuskewin UNESCO Communications and Engagement RFP
RFP #:	2022-06
Contact Information:	Jenaya Chutskoff Director, Finance & Administration Wanuskewin Heritage Park Authority



Wanuskewin

RR#4 Penner Road

Saskatoon, SK S7K 3J7

Phone: (639) 638-8489

Email: controller@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.

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 SaskTenders, Wanuskewin's website and may 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 content of the final report. 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. Work Description

Services to be Performed

1. Collect information from Wanuskewin Board, senior staff, stakeholders, and engaged professionals identified by Wanuskewin; prepare overall communications strategy for UNESCO from the nomination dossier and application process, through to post-designation communications.
2. Facilitate, with Wanuskewin senior staff, stakeholders, and engaged professionals, technical advisory group meetings to gather information required to develop dossier content.
3. Other tasks as identified at a project onboarding meeting, or throughout this process.
4. Regular and ongoing reporting to and communication with the UNESCO Lead.
5. Prepare and submit a turnover package and final report for delivery to the Wanuskewin Senior Leadership, outlining all warranties, recommendations, or deficiencies.

Options

N/A

Hours of Work

Work is to be performed in conformity with all labour laws in effect for the vendor. Work should be mostly completed within typical office hours (9:00am-5:00pm) to allow access to Wanuskewin staff. Some evening work may be required for engagement sessions.

Contractor Use of Premises

The Bidder shall only perform work on site at Wanuskewin by prior written permission of the Director, Marketing & Communications.

Safety

The Bidder shall take all precautions for the safety and the protection of the employees, public vehicle and pedestrian traffic by adequate fencing, hoarding, flagmen and barricades as may be required in the interest of safety and in accordance with provincial and municipal requirements, for any work performed on site.



The Bidder shall observe and enforce safety measures required by applicable Workers' Compensation Board, Provincial Department of Labour, Occupational Health and Safety, Wanuskewin Heritage Park, City of Saskatoon, and RM of Corman Park statutes, bylaws, and regulations and procedures. In the event of conflict between provisions of above authorities, the most stringent provision will apply.

Wanuskewin delegates and the Bidder accepts the role and responsibilities of the Prime Contractor for the Safety for the entire Project Site until the Project Takeover Date of the entire Work. A partial takeover of the Project by the Owner shall not affect this delegation, unless Notice of a Change in the designation of the Contractor as Prime Contractor for Safety is provided by the Owner to the Contractor, in which case, the Contractor shall follow the directions of the Owner as set out in the Notice.

8. Project Documents

Document Title	Document Number	Revision
Specifications		
UNESCO Update – Sept 2022	N/A	0
Drawings		
N/A	N/A	0

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

9. Commissioning, Turnover & Acceptance of Work

The Bidder is responsible for all activities to bring the project to completion.

Upon notice of completion, the Bidder and a representative of Wanuskewin shall review the completed work and agree on a punch list for the Bidder's immediate attention. All work not meeting applicable specifications and standards shall be considered incomplete and shall not be payable until deficiencies are corrected.

Upon completion of the Project, the Bidder shall provide a turnover package which includes the final report and any supplementary information that may be required for Wanuskewin staff to fully comprehend the information included in the final report.



10. 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.

11. Materials & Responsibilities by Wanuskewin or Others

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

- N/A

12. 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 communications and engagement consulting 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 project schedule.
 - Included in this project schedule would be identified milestones for Wanuskewin staff to review completed components to ensure that the output is satisfying expectations prior to moving on to the next component.
 - Review time for final report should be included in project schedule in order to meet June 30th, 2023 project completion deadline, at which time Wanuskewin will provide written approval of final report.
- A list, details and specifications for all proposed software/equipment, and details of the proposed supplier(s), if any.
- Provide references of 3 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 Letter of Good Standing from Saskatchewan Worker’s Compensation Board.

13. Pricing, Progress Claims & Invoicing

The Bidder shall provide a proposal with a breakdown of their comprehensive **Fixed Price** quotation (similar to the Price Schedule below). The proposal shall be presented in Canadian Dollars. Progress claims and invoices shall be issued to aforementioned project contact. The progress claim or invoice package shall include the invoice, or progress claim document(s), and all supporting information.

Price Schedule

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extension</u>
TOTAL BID: (excluding GST and PST)			\$	\$
Goods and Services Tax:			\$	\$
Provincial Sales Tax:			\$	\$