

REQUEST FOR PROPOSALS FOR

Exhibit Design, Fabrication, and Installation

**For Baile nan Gàidheal | Highland Village Museum
Part of the Nova Scotia Museum**



DATE OF ISSUE – SEPTEMBER 23, 2021

SUBMISSION DEADLINE – OCTOBER 14, 2021

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1. Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the NS Highland Village Society (the “NSHVS”) to prospective proponents to submit proposals for the provision of Exhibit Design, Fabrication, and Installation to the NSHVS, as further described in the RFP Particulars (Appendix D) (the “Deliverables”). This RFP is being conducted pursuant to the Nova Scotia Sustainable Procurement Policy and Procurement Manual.

Baile nan Gàidheal | Highland Village Museum is one of 28 sites that make up the Nova Scotia Museum. It is locally managed by the NS Highland Village Society. The museum opened in 1962. It is located on a picturesque 43-acre Iona hillside, overlooking Cape Breton Island’s world-renowned Bras d’Or Lake. The Village, a living history museum, depicts Gaels from their early settlement in Eastern Canada and it interprets, preserves, and promotes Scottish Gaelic language, culture and heritage as found in Nova Scotia. It includes 11 historic buildings which are staffed by first-person costumed animators who are passionate about sharing Gaelic culture and identity. They also host special events and programs throughout the year. Their vision is to be the leading Gaelic folklife centre, recognized in Nova Scotia, nationally and internationally as an essential institution for continuing development and representation of a vital and sustainable Gaelic community. Their mission is to grow as a Gaelic folklife centre that bilingually nurtures, communicates, and celebrates the heritage and cultural identity of Nova Scotia’s Gaelic community.

In 2015 the Board and staff began their next chapter with a multi-year site development strategy. As part of this strategy the Museum is currently constructing a *Welcome and Cultural Resource* centre that will be the first and last point of contact for visitors to the Museum. This new year-round facility will feature a permanent orientation exhibit which will prepare visitors for their tour of the living history site, and a permanent exhibit for telling the stories of post WWI and contemporary Gaelic Nova Scotia. These two new visitor experiences will be interactive and informative to enhance the story told on-site. Additionally, an outdoor interpretive kiosk will be added to the site to inform visitors about the Bras d’Or Lake Biosphere. ***The exhibition concept and development plan (research, storylines, content) for these interpretive units have been developed.***

Baile nan Gàidheal | Highland Village Museum is now interested in securing the services of qualified firms or individuals to translate the conceptual exhibit plan into final design and exhibit fabrication for these three exhibits (two interior and one exterior). The square footage for the two inside exhibits is roughly as follows:

- (a) Orientation Exhibit – 584 sq ft
- (b) Contemporary Gaelic NS – 904 sq ft – split in two rooms

Additionally, the exterior exhibit (interpretive kiosk) about the Bras d’Or Lake Biosphere, will include 5 outdoor panels in the main parking lot overlooking the lake.

2. RFP Contact

For the purposes of this procurement process, the “RFP Contact” shall be:

Contact Name	Katherine MacLeod
Contact Phone	902-725-2272
Contact E-mail	katherine.m.macleod@novascotia.ca

All communications must be directed to katherine.m.macleod@novascotia.ca

Proponents and their representatives are not permitted to contact any employees or officers, or other representatives of the NSHVS, other than the RFP Contact or their designate, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

3. Type of Contract for Deliverables

The selected proponent will be requested to enter into an agreement with the NSHVS for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Agreement”). The initial term of the agreement will be for a period of 7 months. The NSHVS reserves the right to extend the agreement. Price will be adjustment for extension years based on deliverables.

4. RFP Timetable

Issue Date of RFP	September 23, 2021
Deadline for Questions	October 4, 2021
Submission Deadline Date and Time	October 14, 2021 @ 12:00 PM Atlantic Time
Anticipated Execution of Agreement	November 8, 2021

The RFP timetable is tentative only and may be changed by the NSHVS at any time.

5. Submission of Proposals

5.1. Proposals must be submitted through e-mail

Proponents are responsible for ensuring bid submissions are submitted through e-mail (bailenangaidheal@gmail.com). The NSHVS will not be responsible for any delay or failure of the transmission or receipt of the bid including, but not limited to, the following:

- a) receipt of a garbled, corrupted or incomplete bid;
- b) availability or failure of any email function or component;
- c) internet connectivity or availability issues;
- d) incompatibility between the sending and receiving equipment;
- e) delay in transmission or receipt of the bid;
- f) failure of the proponent to properly identify the bid;
- g) illegibility of the bid; or
- h) security of bid data.

The NSHVS bears no responsibility to investigate any issue related to email system function or component. The NSHVS recommends that proponents allow sufficient time to upload their bid and attachment(s) (if applicable) and to resolve any issues that may arise.

5.2. Proposals to be Submitted on Time

Proposals must be submitted on or before the Submission Deadline as indicated in the RFP Timetable section. Proposals submitted after the Submission Deadline will be rejected. The official logged time of bid submission will be set by email, which will be assumed to be correct. If bid is submitted after the deadline an error message will be shown.

5.3. Proposals to be submitted in Prescribed Format

All proposals must be submitted through email as PDFs. The NSHVS will not accept paper proposals submitted by hand delivery, or facsimile transfer.

5.4. Withdrawal of Proposals

Proponents may withdraw their proposals any time prior to the Submission Deadline. To withdraw a proposal, a proponent must send a notice of withdrawal to the RFP Contact through the email, as set out in RFP Contact section, declining to participate further.

5.5. Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of ninety (90) days from the Submission Deadline.

[End of Part 1]

PART 2 – EVALUATION

1. Stages of Evaluation

The NSHVS will conduct the evaluation of proposals in the following three stages:

- Stage I: Mandatory Submission Requirements
- Stage II: Evaluation
- Stage III: Pricing

2. Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all the Mandatory Submission requirements. Proposals that do not comply with all the Mandatory Submission requirements as of the Submission Deadline will be disqualified and not evaluated further.

The mandatory submission requirements are as follows:

2.1. No Amendment to Forms

Other than inserting information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, will be disqualified.

2.2. Submission Form (Appendix B)

Each proposal must include a Submission Form ([Appendix B](#)) completed and signed by an authorized representative of the proponent. **Proponent must include all pages of Appendix B - Submission Form to be considered compliant.**

2.3. Submission Pricing Form (Appendix C)

Each proposal must include a Submission Pricing Form ([Appendix C](#)) completed according to the instructions contained in the form.

2.4. Insurance Requirements

If selected, the proponent will be required to provide proof of proper insurance and industry certifications required to perform work on government property and can provide proof of (but not necessarily limited to): liability insurance of \$2 million, certificate of good standing from the Workers Compensation Board of Nova Scotia, or any certifications for applicable tasks such as fall arrest.

3. Stage II – Evaluation

Stage II will consist of the following two sub-stages:

3.1. Mandatory Technical Requirements

The NSHVS will review the proposals to determine whether the Mandatory Technical requirements as set out in the Mandatory Technical Requirements Section of the RFP Particulars ([Appendix D](#)) have been met. Proponents that do not comply with all the Mandatory Technical requirements will be disqualified and not evaluated further.

3.2. **Rated Criteria**

The NSHVS will evaluate each compliant proposal on the basis of the rated criteria as set out in the RFP Particulars section ([Appendix D](#)).

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed further in the evaluation process.

Rated Criteria Category	Weighting	Minimum Threshold
D.4.1 Experience and Qualifications	30	21
D.4.2 Approach	25	17.5
D.4.3 Ability to Meet Project Timeline	15	10.5
D.4.4 Proven Performance (References)	15	10.5
D.4.5 Sustainability	5	3.5
Subtotal A	90	63 (70% of Subtotal A).
C.3.1 Pricing	10	7
Total Weighting	100	70

4. **Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of compliant proposals in accordance with the price evaluation method set out in the Submission Pricing Form ([Appendix C](#)). The evaluation of price will be undertaken after the evaluation of Mandatory Submission requirements, Mandatory Technical requirements, and rated criteria has been completed, and only for those proposals that have met all minimum threshold scores.

5. **Selection of Highest Scoring Proponent**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponent with the highest score will be selected to enter into the Agreement in accordance with Part 3. Upon finalization of an Agreement with the NSHVS, the proponent shall thereafter be known as the Successful Proponent.

6. **Notification to Other Proponents**

Once an agreement is finalized and executed by the NSHVS with a proponent, the other proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

1. General Information and Instructions

1.1. RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in the RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

1.2. Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section titles of this RFP.

1.3. Language

All proposals must be in English.

1.4. No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

1.5. References and Past Performance

In the evaluation process, the NSHVS may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the NSHVS.

1.6. Information in RFP Only an Estimate

The NSHVS makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP, received from the RFP Contact, or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

1.7. Proponents to Bear Their Own Costs

The proponent shall bear all costs associated with, or incurred in, the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or presentations.

1.8. Proposal to be retained by the NSHVS

The NSHVS will not return the proposal, or any accompanying documentation submitted.

1.9. Third Party Assistance with Evaluation

The NSHVS reserves the right to engage, as necessary, subject matter experts as advisors/consultants to assist with the evaluation of submissions and to provide technical guidance. The assignment by the NSHVS of any one or more of these advisors/consultants will be at the NSHVS' sole and absolute discretion. The NSHVS may use any such advisors/consultants in any way it, in its discretion, considers necessary.

2. Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult:

<https://rjsc.novascotia.ca/>

The status of a proponent's business registration does not preclude the submission of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the selected proponent is registered and in good standing, in accordance with applicable laws.

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from their applicable jurisdiction.

3. Communication after Issuance of RFP

3.1. Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

- a) report any errors, omissions, or ambiguities; and
- b) direct questions or seek additional information

to the RFP Contact, as set out in the RFP Contact section, on or before the Deadline for Questions. The NSHVS is not obligated to respond to questions or comments received after this period has passed. No such communications are to be directed to anyone other than the RFP Contact. The NSHVS is under no obligation to provide additional information, and the NSHVS will not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The NSHVS will not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2. Post-Deadline Addenda and Extension of Submission Deadline

If the NSHVS determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the NSHVS may extend the Submission Deadline for a reasonable period of time. Any issued Addenda will be posted on our website.

3.3. Verify and Clarify

During the evaluation process, the NSHVS may request further information from the proponent or third parties to verify or clarify the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the Mandatory Technical requirements set out in the Mandatory Technical Requirements section of the RFP Particulars ([Appendix D](#)). The NSHVS may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

4. Notification and Debriefing

4.1. Selection of Proponent and Execution of Agreement

The NSHVS will notify the selected proponent in writing. The selected proponent shall execute the Agreement in the form attached as Appendix A to this RFP and satisfy any other applicable conditions of this RFP within fifteen (15) days of notice of selection.

4.2. Failure to Enter into Agreement

In addition to all of the NSHVS's other remedies, if a selected proponent fails to execute the Agreement or satisfy any other applicable conditions within fifteen (15) days of notice of selection, the NSHVS may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent or cancel the RFP Process.

4.3. Notification of Contract Award

Once an Agreement is executed by the NSHVS with a proponent, notification of the outcome of the procurement process will be posted on the Highland Village Museum website.

4.4. Debriefing

Proponents may request a debriefing after posting of the outcome of the procurement process. All requests must be made to the RFP Contact and must be made within thirty (30) days of posting of the outcome of the procurement process. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

4.5. Supplier Complaint Procedure

If a proponent wishes to file a complaint regarding the RFP process, it must provide notice to the RFP Contact within sixty (60) days of posting of the outcome of the process and the NSHVS will respond in accordance with its Supplier Complaint Protocol.

5. Conflict of Interest and Prohibited Conduct

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in the RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

5.1. Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict-of-Interest declaration set out in the Submission Form ([Appendix B](#)).

5.2. Proponent not to Communicate with Media

A proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFP or any Agreement entered into pursuant to this RFP without consent of the NSHVS, and then only in coordination with the NSHVS.

5.3. No Lobbying

A proponent shall not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the Successful Proponent.

5.4. Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the NSHVS; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

5.5. Rejection of Bids

The NSHVS may reject a bid based on past performance or based on inappropriate conduct, including but not limited to the following:

- a) illegal or unethical conduct as described above;
- b) the refusal of the Contractor to honour its submitted pricing or other commitments;
- c) any conduct, situation or circumstance determined by the NSHVS, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or
- d) the NSHVS' past experience with the proponent within the last 18 months for similar or related services

6. Confidential Information

6.1. Confidential Information of the NSHVS

All information provided by or obtained from the NSHVS in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the NSHVS and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of the Agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from the NSHVS; and
- (d) must be returned by the proponent to the NSHVS immediately upon request of the NSHVS.

6.2. Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the NSHVS. The confidentiality of such information will be maintained by the NSHVS, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the NSHVS to advise or assist with the RFP process, including the evaluation of proposals.

6.3. Personal Information International Disclosure Protection Act

The 'Personal Information International Disclosure Protection Act ' (PIIDPA), creates obligations for the Government of Nova Scotia and its service providers when personal information is collected, used or disclosed. Provisions related to PIIDPA requirements are included in the agreement terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

7. Reserved Rights, Limitation of Liability and Governing Law

7.1. Reserved Rights of the NSHVS

The NSHVS reserves the right to:

- (a) make public the names of any or all proponents;
- (b) request written clarification in relation to a proponent's proposal;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any proponent or with a third party any information set out in a proposal;
- (e) check references other than those provided by any proponent;
- (f) disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP;
- (h) amend this RFP process without liability at any time prior to the execution of a written agreement between the NSHVS and a proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- (i) cancel this RFP process without liability at any time prior to the execution of a written agreement between the NSHVS and a proponent. A cancellation is communicated by way of addendum in the manner set out in this RFP. The NSHVS may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- (j) reject any or all proposals

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

7.2. Limitation of Liability

By submitting a proposal, each proponent agrees that:

- (a) neither the NSHVS nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the NSHVS' decision to not accept the proposal submitted by the proponent, to enter into an Agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

7.3. Governing Law and Interpretation

These Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the NSHVS; and
- (c) are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

The services agreement is available online on the Highland Village website at:

<https://highlandvillage.novascotia.ca/about/request-proposal>

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code / Zip Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	
Nova Scotia Registry of Joint Stock Number (Leave blank if NOT applicable):	
HST / GST Registration Number (Leave blank if NOT applicable):	

2. Offer

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. By submitting a proposal, the proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in the completed Pricing Form ([Appendix C](#)).

3. Pricing

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Pricing Form ([Appendix C](#)). The proponent confirms that it has factored all of the provisions of [Appendix A](#), including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Mandatory Submission Requirements

The Proponent encloses as part of the proposal the mandatory submission requirements set out below:

FORM	INITIAL BELOW TO CONFIRM ENCLOSURE
Appendix B - Submission Form	
Appendix C - Submission Pricing Form	

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the NSHVS.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the NSHVS in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the NSHVS within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box YES.

- YES - The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above YES, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for a period of ninety (90) days following the Submission Deadline.

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the NSHVS to the advisers retained by the NSHVS to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

10. Execution of Agreement

The proponent agrees that in the event its proposal is selected by the NSHVS, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP in accordance with the terms of this RFP.

Please enter your first and last name in the text box provided. By typing in your name, you are acknowledging that this is your signature, and you have the authority to bind the proponent.

You agree you are signing this document electronically and agree that your electronic signature is the legal equivalent of your manual signature and that no further certification or third-party verification of your electronic signature is required in order to be legally binding. You also represent that you have the authority to bind the proponent.

Name of Proponent Representative

Title of Proponent Representative

Name of Organization

Date

APPENDIX C – SUBMISSION PRICING FORM

1. Instructions on How to Complete Submission Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (b) Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 10 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated by dividing that proponent's price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate
----- X Total available points = Score for second-lowest rate
Second-lowest rate

Lowest rate
----- X Total available points = Score for third-lowest rate
Third-lowest rate

And so on, for each proposal.

3. Pricing Form

3.1. Time and Materials

Prepare the following table, or something similar, for inclusion in your proposal:

Cost Element	Cost (CDN)
<i>Project Management Plan/Schedule</i>	\$
<i>Final Design Plan</i>	\$
<i>Remaining funds allotted for Materials, Labour, Fabrication, Construction, and Installation of final Exhibit</i>	\$
Total Cost (Must not exceed \$150,000.00)	\$

Provide appropriate details to support your figures, including estimates of the work effort and a breakout of expected expenses.

APPENDIX D – RFP PARTICULARS

1. PROJECT OBJECTIVES

The Nova Scotia Highland Village Society is seeking the services of a qualified proponent to design, fabricate, and install three museum exhibits at Baile nan Gàidheal | Highland Village Museum based on the conceptual design and exhibit plan developed by the Highland Village exhibit team.

The square footage for two inside exhibits are roughly as follows:

- (a) Orientation Exhibit – 584 sq ft
- (b) Contemporary Gaelic NS – 904 sq ft – split in two rooms

Additionally, the exterior exhibit (interpretive kiosk) about the Bras d’Or Lake Biosphere, will include 5 outdoor panels in the main parking lot overlooking the lake.

The exhibits will incorporate existing historical artefacts from the Nova Scotia Museum collection, with text, images and audio as well as innovative new design elements (panels, touch screens, video, etc.).

Work will be done in conjunction with, and approved by the Highland Village Exhibit Project Team, composed of selected museum staff and volunteers from the Highland Village Museum.

2. PROPONENT QUALIFICATIONS AND RESPONSIBILITIES

The selected proponent will have demonstratable previous experience and skills in accordance with the requirements of this RFP, including:

- Exhibit development, fabrication and/or transportation
- Quality heritage interpretive development
- Working with diverse individuals and organizations
- Working independently and meeting the project deadlines

It is required that the Proponent employ project management software for meeting specific timelines and ensure successful project completion.

Additionally, the selected proponent is responsible to ensure:

- Effective communication between all parties is critical to ensure that deliverables are appropriate, on budget and delivered by the specified deadline.
- The vendor will submit deliverables according to the schedule outlined in 2.1.
- All design and planning deliverables are to be submitted in electronic format.
- All work to be carried out from the consultant’s office, using his/her own business email and telephone.
- All work products are the property of Baile nan Gàidheal | Highland Village Museum, part of the Nova Scotia Museum managed by the Nova Scotia Highland Village Society.
- Provide all relevant warrantees and back-up files.
- The contractor will be required to provide proof of insurance coverage, WCB coverage, and other required certification as per section 2.2.4 prior to the commencement of work.

3. HUMAN RESOURCE REQUIREMENTS

Where possible the selected proponent should utilize local area craftspeople. All resources are to be experienced and appropriately certified where applicable.

The successful proponent shall designate a Project Manager, who has project management experience and has overseen a similar or larger sized project. This person's responsibility include (but are not limited) to the following:

- Be available during all phases of the project.
- Attend all meetings as outlined in section 2.1.
- Coordinate activities with the Exhibit Project Team to achieve successful project completion.
- Coordinate and ensure necessary approvals are received from the Exhibit Advisory Team.
- Provide an ongoing review/inspection of the project status including any areas that require problem resolution. This will include reviewing graphic design elements (color pallets, fonts).
- Provide status reports on a bi-weekly basis to the Exhibit Advisory Team. All updates and reports are to be made available in MS Word formats to enable distribution
- Work with Exhibit Advisory Team to confirm final provided text (panels, labels, etc.), images, and artifact lists.
- Meet and/or communicate via phone and/or email as necessary.

4. MUSEUM RESPONSIBILITIES

An Exhibit Advisory Team composed of representatives from the Highland Village Museum will be responsible for the content and approvals for this contract. The Team will meet regularly (in person or virtually) with the selected proponent and will provide the following direction, approvals and monitoring of the contract process. This will include:

- Attend all scheduled progress meetings and will coordinate all communications with content experts.
- Provide access to content for exhibit (concept design, text, images, historical artifacts, audio, etc.)
- Approve logistics involving project and consultation timelines.
- Feedback on specific observations or conclusions emerging from the design and fabrication process.
- Review and approval of all project deliverables. All deliverables will be reviewed to ensure standards and efficiencies are utilized.
- Respond promptly to requests for information, assistance, questions or approvals. Katherine MacLeod will be assigned as the HV point of contact for this project.

5. THE DELIVERABLES

The Project is scheduled to begin on November 8, 2021 and conclude on June 17, 2022. The budget is not to exceed \$150,000. The project deliverables will include the following components:

5.1. Project Management Plan/Schedule

A project management plan that includes a schedule which establishes key approval stages, meeting plans and momentum will be essential to the successful completion of this project.

Work will commence immediately upon award. A close working relationship and access to artifacts, images, ideas and work in progress will be precipitated by an initial meeting between the selected proponent and the Exhibit Advisory Team to review a schedule for all work. A review of the concept design, preliminary recommendations and existing research for incorporation into the physical design will happen at this meeting. Progress review points (milestones) for review and approval of work shall be identified and incorporated into the schedule at that meeting. This initial meeting will also establish and develop a Project Charter to determine lines of authority and accountability of the project scope.

Any work proceeding beyond these inspections points prior to Exhibit Team inspection, shall be totally at the risk and cost of the Selected Proponent. Any changes to previously approved design shall be defined in writing including impact on budget or schedule and signed and approved by a designated member(s) of the Exhibit Advisory Team before any work can proceed.

Upon completing, the proponent will provide finishing recommendations. This will include providing all necessary information about exhibit upkeep and maintenance, including any relevant warranties and back-up files (i.e., av equipment, audio files, etc.). One month after the exhibit opens, they will return for a final product evaluation to review any outstanding concerns.

Proposed Timeline:

- Initial Meeting with Project Team *November 8, 2021*
- Draft Design Plan *December 8, 2021*
- Final Design Plan, Fabrication Plan & Cost Estimates *January 31, 2022*
- Begin Installation *May 30, 2021*
- Installation Complete, Final Recommendations Provided *June 17, 2022*
- Evaluation of Final Product *July 15, 2022*

5.2. Final Design Plan

The Exhibit Advisory Team will work with the selected proponent to develop a final design plan to allow for transition to the final design fabrication. Based on consultation with the Exhibit Advisory Team and the provided concept design and exhibit planning documents (research, storyline, content), the successful vendor will produce an original design plan that illustrates the three exhibits as they will be built in the specified spaces at the Highland Village. (Two interior exhibits at 584 sq ft and 904 sq ft split between two rooms, and one exterior exhibit/kiosk).

The final design plan will be required to provide comprehensive, detailed, and clearly articulated descriptions including drawings of the interpretive spaces, floor plans, and illustrations of how content (text, images, artifacts, audio visual, interactives, etc.) will be arranged with respect to the identified priorities of Highland Village staff as well as visitor traffic patterns and programming requirements. Accessibility must be considered and the standards for accessibility must be reflect throughout the design.

Final design will reflect need to present interpretation in three languages (Gaelic, English, and French* [French is not required on exhibit signage or panels however the content will need to be accessible in French through alternative means such as online.])

5.3. Fabrication/ Exhibit Construction and Installation

The selected proponent will be responsible to fabricate and construct the final exhibit in accordance with the approved Final Design Plan.

Detailed fabrication plans will be provided to the Exhibit Advisory Committee, including fabrication plans for panels, cases, interactives, and all other exhibit components must be provided in addition to providing it to exhibit fabricators.

Fabrication of exhibit components based on design and fabrication plans once approved by Exhibit Advisory Committee. Arrange and lead work with any needed sub-contractors (fabrication and installation specialists). Installation of exhibit to happen in spring 2022. Install exhibit in space as per approved plans. Ensure installation is done in a safe manner for all, including museum staff and visitors who might be in the building/area.

The completed exhibit will be installed on or before 5 pm on June 17, 2022 at the Highland Village Museum, 4119 NS – 223, Iona, Nova Scotia, B2C 1A3.

6. MATERIAL DISCLOSURES

6.1. Covid-19 Pandemic

The parties acknowledge that the obligations of each party from time to time to meet certain terms and conditions of this RFP may be impeded by the COVID-19 pandemic (the "Pandemic") and related challenges. The successful proponent and the NSHVS agree to act in good faith by making all reasonable accommodations as the circumstances of the Pandemic may require, and each party agrees to exercise reasonable efforts to comply with the terms of this RFP notwithstanding the effects of the Pandemic.

No party will require or encourage any person acting on its behalf to violate the terms of any order made pursuant to the Health Protection Act (Nova Scotia), the Emergency Management Act (Nova Scotia) or any other order or directive made pursuant to applicable provincial or Federal legislation in relation to the Pandemic ("Pandemic Orders"), or to perform any act which would place such person at a material risk of contracting the COVID-19 virus.

The NSHVS and successful proponent acknowledge that any costs associated with compliance with any Pandemic Order for the duration of this agreement shall be included in the proposal response.

6.2. Payment Schedule

Installment	Timeline	Milestone Achieved
Installment #1 (30 %)	November 8, 2021	Contract Awarded
Installment #2 (30 %)	January 31, 2022	Design Presentation
Installment #3 (30 %)	March 25, 2022	Update
Installment #4 (10 %)	June 17, 2022	Final Presentation

7. MANDATORY TECHNICAL REQUIREMENTS

- The proponent will provide a brief resume of all personnel that will be engaged in the project.
- A portfolio of similar work undertaken by the proponent within the last 10 years including references and contact information will be required. All submissions will be e-mailed electronically to Highland Village Museum.

8. RATED CRITERIA

8.1. Experience and Qualifications – Total Points = **[**30 points**]**

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of the goods and services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise;
- (d) its knowledge, skills and expertise in the following areas:
 - Exhibit Design
 - Project Management in Museums, Heritage or Cultural Institutions
 - Interior Exhibits
 - Exterior Exhibits/Interpretive Panels
 - Exhibit Fabrication and Installation
- (e) its demonstrated knowledge, skills and experience working with, and interpreting, stories of minority language based cultural communities,
- (f) its demonstrated knowledge, skills and experience working with, and interpreting, stories of the Gaelic Nova Scotia community,
- (g) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the NSHVS.
- (h) list all warranties and guarantees for products received as part of exhibit Installation

8.2. Approach – Total Points = **[**25 points**]**

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent's creative approach to this project,
- (b) a brief description of how the proponent will work with NSHVS to incorporate and interpret its concept design and vision for the exhibit spaces,
- (c) its knowledge, skills and expertise in the following areas:
 - Creating Visitor-Centered Experiences
 - Incorporating Interactive Components in their Work
 - Incorporating Video and Soundscapes
 - Incorporating Multi Languages into Experiences (i.e. Gaelic)

- Maximizing spaces to provide visitor experiences within the constraints of existing infrastructure and outdoor features

8.3. Ability to Meet Project Timeline – Total Points = [15 points**]**

Each proponent should provide the following in its proposal:

- (a) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the NSHVS.

8.4. Proven Performance (References) – Total Points = [15 points**]**

Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last 10 years.

Provide the name of each project reference, along with his/her phone number and email address. The project reference information provided should identify the size of the projects conducted, as well as demonstrate the extent of your previous experience, the clients' overall satisfaction with your services and the results achieved, clients' satisfaction with ability to bring the clients vision to fruition and incorporate feedback, including your adherence to interim and final deadlines.

The NSHVS will only evaluate three (3) references. If more than three (3) references are provided by the proponent only the first three (3) listed in the proposal will be evaluated.

8.5. Sustainability - Total Points = [5 points**]**

Each proponent is requested to provide a brief statement, to a maximum of one (1) page, describing how the goods and services being proposed will be provided in a sustainable manner (e.g., considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety, and economic and workforce development.)