



## **REQUEST FOR QUALIFICATIONS**

Edmonton Heritage Experiences Survey Project

**CLIENT:** Edmonton Heritage Council

## **INCORPORATION**

The Edmonton Heritage Council (EHC) was established in 2009 as a charitable not-for-profit organization incorporated under the Societies Act of Alberta and a recognized Registered Charity under the Federal Income Tax Act. We act as an agency of the City of Edmonton, who is our primary funder and service recipient.

## **MISSION**

The EHC connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for our heritage.

The Edmonton City as Museum Project (ECAMP) is an initiative of the EHC that explores the history and cultural heritage of our city through story. ECAMP manages an [online collection](#) of stories and offers a variety of interpretive programming throughout the city. Past programs included walking tours, bus tours, river tours, lecture nights, panels, and pop-up museums.

## **CONTACT:**

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## PURPOSE OF THE RFQ

EHC is seeking an external research and consulting provider for a report and research-based recommendations to provide baseline insights to inform development of future work.

ECAMP initially operated between 2013 to 2017 and was re-launched in 2019 as mandated by *Connections & Exchanges (C&E)*- the City of Edmonton's ten-year plan to transform arts and heritage in Edmonton. In preparation for the development of ECAMP programming that addresses the actions laid out in C&E, an inventory of current & recent heritage experiences and in situ markers available in the Edmonton area is required. This inventory would include both digital and in-person heritage interpretive experiences.

Examples of digital heritage interpretive experiences include apps such as [On This Spot](#) and the [Commonwealth Walkway](#). Examples of in-person heritage interpretive experiences include organized & self-guided tours, and interpretive signage & markers.

In addition to an inventory of Edmonton's heritage programming, this project also involves an analysis of how similar heritage organizations manage or support heritage interpretive experiences offered in their community; what models can the EHC and ECAMP use as reference points as we develop operational plans to carry out *Connections & Exchanges*? What are the lessons that can be learned from other jurisdictions as we look ahead to what can and must be developed over the next ten years?

## BID AND PROJECT SCHEDULE

This information is current at the time of writing and may be adjusted by EHC if warranted.

RFP Release Date	March 23, 2020
Proposal Submission Deadline	April 6, 2020 (4:00 pm MDST)
Presentations by top proponents to Administration	April 9, 2020 (afternoon)
Notification of proposal acceptance	April 14, 2020
Project Kickoff Meeting	April 17, 2020
Midpoint Check-in	May 13, 2020
Initial Draft submitted for review	June 3, 2020
Draft Feedback Deadline	June 17, 2020
Final Report Deadline	June 30, 2020

## **RESEARCH AND REPORTING SERVICES**

The proposal is expected to cover the following research services, including but not limited to:

### **1. Inventory of:**

- a) digital heritage interpretive experiences in the Edmonton area;
- b) in situ heritage interpretive experiences in the Edmonton area;
- c) Heritage and cultural infrastructure;
- d) Tours that feature major historical events and culturally significant spaces from diverse communities;
- e) Indigenous peoples' works of art, heritage, or culture presented in community settings;
- f) Number of cultural activities or experiences recognized locally and outside of Edmonton.

### **2. Map interface that notes:**

- a) spatial distribution of heritage and cultural assets and experiences across the city (including public art installations and heritage interpretive installations);
- b) asset/experience density by neighbourhood;
- c) Number of heritage and cultural experiences available at no cost to the public, mapped by neighbourhood.

## **PROPOSAL INSTRUCTIONS**

Proposals are to be clearly written and concise. We request that you state your qualifications to conduct this research, rather than a detailed proposed schedule of how and when you will conduct the work. Where appropriate, use of point-form format is welcome.

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The EHC shall not be responsible for any costs, expenses, losses, damages or liability incurred by Proponents in responding to this RFQ.

Proposals will be received until 4:00 pm (MDST) April 6, 2020. Proposals received after this time will not be considered.

Packages with the proposals should be clearly identified and must be submitted to Danielle Dolgoy via electronic PDF at the address provided on the Cover Page. Electronic submissions are not considered to be received until a reply email is sent from EHC confirming receipt.

Proposals shall be valid until April 16, 2020, or such other period as may be agreed by the Proponent and the EHC.

### **PROPOSAL FORMAT**

Proposals should be organized in the following format. Materials should be sequenced in the order listed below and include the information as specified to facilitate evaluation, and to ensure each proposal receives full consideration:

Letter of Introduction

Part 1: Qualifications

Part 2: Proposed Methodology

Part 3: Proposed Fees and Costs

## **PROPOSAL CONTENT**

### **Letter of Introduction**

The letter of introduction must be signed by an authorized representative of the Proponent and be placed as the first page of the Proposal. The letter should also provide a Proponent contact including the person's name, title, address, telephone number and email address for all questions and clarifications arising from the Proposal.

### **PART 1 — Qualifications and Experience**

- Confirm your experience conducting research of this kind/scale/scope;
- Provide a summary of the resources and organization of your research practice;
- Your experience conducting contract research for nonprofit charitable organizations of a size similar to the EHC. Include the name and contact information for at least three (3) nonprofit charitable organizations for whom you have conducted within the last five years;
- Demonstrated knowledge and expertise related to Edmonton's heritage sector.

### **PART 2 — Proposed Methodology**

- The process you will follow to acquire an understanding of EHC's programs and services to support understanding and add organizational context;
- Description of how you will approach the research project, including the use of technology and the areas that will receive primary emphasis;
- Information and documentation the EHC will be expected to provide to you;
- Heritage Experiences survey-related activities proposed to be carried out with support/assistance from EHC;
- The communication process you will use to discuss issues and/or changes in project scope with management;
- List of individuals that will be directly responsible for supporting the project, their qualifications and experience working with the heritage sector;

- Presentation of research findings to EHC management or Board of Directors, as necessary;
- Presentation of research findings at EHC's annual general meeting (held in May);
- The researcher shall serve as a resource and be available for consultation on program development and communications and related issues throughout the program year;
- If applicable, information on relevant education sessions and/or resources you may provide to the heritage sector.

### **PART 3 — Proposed Fees and Costs**

Fee structure for research and writing services, with whatever guarantees can be given regarding increases during the term of the contract;

Anticipated person hours needed to deliver outputs; number of hours available to the management for consultation;

Any other costs anticipated to be incurred through the course of conducting this research.

### **PROPOSAL EVALUATION**

All aspects of the submissions will be taken into consideration when evaluating the proposals.

This includes the following:

- Proposed fees and costs;
- Your understanding of the scope of the proposed services as evidenced by the qualifications submitted, including your standards and research approach;
- Your background and experience in providing similar services as well as specific background, education, qualifications and relevant experience;
- The completeness and timeliness of your submission in its response to the EHC;

- Your ability to commit time to the account and provide other value-added services;
- Information obtained from your references or other clients;
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- The overall best interests of the EHC.

## **ADDITIONAL INFORMATION**

Edmonton Heritage Council website: [www.edmontonheritage.ca](http://www.edmontonheritage.ca)

Information about our [programs](#) and [services](#)

[Annual reports](#)

[Connections & Exchanges: a 10 Year Plan to Transform Arts and Heritage in Edmonton](#)

