

REQUEST FOR PROPOSAL

Proposal to: Canada Council for the Arts We hereby offer to sell to the Canada Council for the Arts, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.	
Title: Alberta Arts Liaison Consultant	Date: February 12 th , 2025
Solicitation number: CCA010ICP	
Solicitation closes at: 2:00 pm EST (Eastern Standard Time)	On: March 12 th , 2025
Return bids to the following email address: bids-offres@canadacouncil.ca	

PART A - STATEMENT OF WORK

Alberta Arts Liaison Consultants

1.0 Background

The [Canada Council for the Arts](#) (Canada Council) contributes to the vibrancy of a creative and diverse arts and literary scene and supports its presence across Canada and around the world. The Canada Council is Canada's public arts funder.

Its grants, services, initiatives, prizes, and payments support Canadian artists, authors, and arts groups and organizations. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts. The Canada Council supports the vitality and sustainability of the arts in communities from coast to coast to coast, for the benefit of all Canadians.

Canada Council's grants are organized into six programs: [Explore and Create](#) funds Canadian artists, collectives and organizations committed to the creation and Dissemination of innovative and diverse art. [Engage and Sustain](#) fosters a vibrant foundation for the arts in Canada by supporting arts organizations at the heart of Canada's creative communities. [Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples](#) supports Indigenous individuals, groups, Indigenous-led arts organizations and arts/cultural sector development organizations that foster a vital and resilient Indigenous arts ecosystem. [Supporting Artistic Practice](#) encourages a dynamic support system for the arts in Canada by funding Canadian arts professionals, groups, and arts organizations who champion the Canadian arts sector, boost the capacity for artists to realize work and advance the conditions of creation. [Arts Across Canada](#) fosters meaningful relationships and exchanges between artists and the Canadian public. Artists, arts professionals, groups and arts organizations can apply to present and share artistic work with diverse communities across the country, engage more deeply with the public and develop a stronger national profile. [Arts Abroad](#) celebrates the creativity, innovation and excellence of Canadian artists by helping to bring Canadian works to the world. Support to strategic priorities include funds and mechanisms towards [Equity](#) and [Official Language Minority Communities](#).

Through its arts funding, communications, research, and promotion activities, the Canada Council fosters ever-growing engagement of Canadians and international audiences in the

arts. Canada Council is in the process of rolling out [changes to their funding programs and processes](#) that will impact the community beginning in 2025.

The Canada Council's [Public Lending Right \(PLR\) program](#) makes annual payments to creators whose works are held in Canadian public libraries.

The Canada Council's Art Bank provides the broader public with a collection of over 17,000 Canadian contemporary art works to enjoy through its rental, loan, and dissemination programs.

The Canadian Commission for UNESCO operates under the authority of the Canada Council. It shares a common history and future with the Canada Council in terms of sustainable development characterized by the arts, science, culture, equality, and peace.

For more information about the above-mentioned, please refer to the Canada Council's following websites:

- Canada Council for the Arts: <https://canadacouncil.ca/>
- Public Lending Right Program: <https://publiclendingright.ca/>
- Art Bank: <https://artbank.ca/>
- CCUNESCO: <https://en.ccunesco.ca/>

2.0 Requirements

2.1 Pilot description

The Canada Council intends to retain two Alberta-based Arts Liaison Consultants tasked to develop and deliver a pilot-initiative in 2025-2027. Over the next two years, these consultants will establish on-the-ground presence for the Canada Council in Alberta and engage with communities in information sessions and other activities across the province, with the goal to:

- increase awareness of, and access to, the Canada Council funding opportunities for Alberta artists, arts groups, and organizations – including those from Indigenous, Black, racialized, Deaf and disability, and official language minority communities; and
- provide field intelligence that will inform the strategies employed by the Canada Council to ensure a meaningful, lasting impact, in support of Alberta's arts sector.

2.2 Oversight

The Canada Council will oversee this pilot initiative and will evaluate it upon nearing completion of the contract period, with the objective of capturing and understanding lessons learned, concrete impacts and actions, and areas for future consideration.

2.3 Expected Outcome

The key expected outcome of this project is to ensure better access to funding for artists, arts groups, and organizations in Alberta. Key results will include an increase in the number of eligible grant applications submitted by artists and organizations from Alberta to the Canada Council and other arts funders of the province, an increase in their number of successful applications, and an increase in the number of Canada Council's peer assessors coming from Alberta – during and in the years following the initiative.

2.4 The Canada Council will retain two Arts Liaison Consultants respectively based in Northern and Southern Alberta.

The Project Authority will be the Head of International Coordination and Partnerships. Each consultant will have a contract with the Canada Council, reflecting services fees of up to \$130,000 CAD between April 1st, 2025 and March 31st, 2027. This amount includes consulting fee based on an hourly rate of \$55 and the equivalent of 22.5 hours of work per week. The Consultant will provide a quarterly working plan to be approved by the Project Authority, reflecting expected hours of work over three-month periods, for the duration of the contract. The services fees also include pre-approved (by the Project Authority) administration fees related to outreach activities. The costs of travel toward Ottawa and for outreach purposes will be reimbursed to a maximum of \$20,000 CAD over the period of the mandate. All travel must be pre-approved by the Canada Council.

3.0 Responsibilities of the Canada Council for the Arts

- Guidance for the Arts Liaison Consultants will be provided by the Canada Council's employees, with the main contact being the Project Authority. Consultants will be adequately provided with information to acquire a nuanced understanding of the Canada Council's programs, application processes, priorities as well as of Canada Council's change management campaign, in the context of the Canada Council's modernized way of delivering grants and prizes, and portal updates in 2025.
- Arts Liaison Consultants will collaborate with the Canada Council employees to promote funding programs, and organize outreach sessions for artists, arts groups and organizations of Alberta, with consideration of the Canada Council's outreach plans and grant program deadlines in 2025-2027. Staff collaboration will be determined based on Consultants' community engagement plans and on-the-ground needs, and it include access to support material such as presentation templates, granting programs guidelines and forms, outreach calendars, data, key messages, etc.

4.0 Responsibilities of the Consultants

- **Participation in guidance sessions** to acquire deep understanding of Canada Council's funding programs and mechanisms, peer assessment policy and processes, designated priority groups, outreach framework, and suite of prizes.
- **Maintain an ongoing communication with Canada Council**, including via regular online meetings with identified staff (working group), to report on the developments and learnings, adjust approaches and ensure alignment in messaging, exchange updates and knowledge - particularly with the Project Authority and the Outreach, Liaison and Partnerships Advisor, Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples.
- **Connect and coordinate with other Alberta-based Arts Liaison Consultant and Canada Council's Arts Granting Programs Division staff**, to maximize knowledge sharing and learning opportunities, to ensure outreach plans development are integrated to avoid

duplication of tasks and optimize impact of the Canada Council's investments for the arts community.

- **Identify potential peer assessors** and encourage them to self-nominate on the Canada Council's portal.
- **Develop and/or strengthen their knowledge** of a range of funding opportunities available to artists and arts organizations in Alberta, including at the provincial and municipal levels.
- **Ensure on-the-ground assistance** to the arts community in Alberta to refine understanding of varied realities and needs across the province, and adequately equip artists and organizations in navigating funding opportunities and changes in programs and processes at the Canada Council.
- **Liaise with and report back to the Canada Council staff** about what they are hearing on the ground and facilitate contacts between public arts funders and Albertan arts organizations and artists.

5.0 Deliverables for the Consultants

- **Development of a comprehensive outreach plan for Alberta artists, groups and arts organizations**, in collaboration/complementarity with Canada Council staff and other Alberta-based consultant when applicable, to adequately serve diverse arts communities of Alberta, including historically underserved areas and groups, in both rural and urban areas, respectively in Northern and Southern Alberta.
- **Engagement with designated priority groups** – Indigenous, Black and racialized communities, Official Language Minority Communities, Deaf and disability arts communities, taking into account their specific needs and promoting Canada Council's dedicated programs and mechanisms.
- **Delivery of a comprehensive range of outreach and services, respectively across the North and South of the province**, to promote, increase awareness and understanding of, and ability to apply to, all funding opportunities for artists and arts organizations of Alberta – with a focus on the Canada Council's programs and application processes.
- **Connect with and identify potential artists and arts professionals** from Alberta that could serve on Canada Council's peer assessment committees and encourage/support them to self-nominate on the Canada Council's portal, to increase the representation of Alberta peers in Canada Council's juries.
- **Delivery of adequate information and updates to support change management** with regards to upcoming changes to Canada Council processes and programs, in alignment with Canada Council's external communications, messaging and information sharing schedule.

- **Identification of opportunities for Canada Council to engage with Alberta arts communities**, including special events or partnership opportunities, and in addition to community engagement opportunities.
- **Participate in / attend regular working group meetings** to ensure clear communications and exchanges with Canada Council’s staff and other stakeholders, to ensure alignment of plans and timely sharing of relevant information and updates.
- **Written interim and final reports** on activities undertaken, as well as analysis and lessons learned about the various aspects of the initiative, that will inform Canada Council’s ability to better serve the arts community in Alberta in the long run.

PART B - EVALUATION CRITERIA

1.0 Mandatory Criteria

Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

The mandatory criteria are as follows:

Table 1 – Alberta Arts Liaison Consultant		
Criterion #	Mandatory Criterion:	How will the Bidder meet this criterion:
M1	The Consultant must confirm that they reside and operate in Northern or Southern Alberta.	Confirmation: Yes or no
M2	The Consultant must confirm that they have the ability to travel within respective regions of Northern or Southern Alberta.	Confirmation: Yes or no
M3	The Consultant must have experience in the arts sector in Alberta.	Submission of a C.V. demonstrating experience.

2.0 Point-rated Criteria

Each bid will be rated by assigning a score to the rated requirements. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

The point-rated criteria are as follows:

Table 2 - Alberta Arts Liaison Consultant			
Criterion #	Point-rated criterion:	How the Bidder will meet this criterion	Rating Scale
R1	The Consultant should have connections /experience in Northern or Southern Alberta arts ecosystem.	demonstrated by a list of references with contact — name, role of that person, e-mail and/or phone number—who can verify the Offeror’s experience related to the project	5 points per reference, up to a maximum of 30 points
R2	The Consultant should have experience with Alberta provincial and municipal arts funders.	demonstrated by a description of the experience and references provided	5 points per reference, up to a maximum of 10 points
R3	The Consultant should have experience with Canada Council for the Arts’ programs	Demonstrated by a description of the experience and reference provided	5 points
R4	The Consultant should have recent experience (since 2017) organizing workshops, training, community engagement, and/or outreach.	demonstrated by list of projects and references particularly in Alberta. For each project, the Offeror must provide a reference – name, role of that person, e-mail and / or phone number – who can validate the Offeror’s experience related to that project.	5 points per project, up to a maximum of 20 points

R5	The Consultant should have experience outside of urban centers (i.e. Calgary & Edmonton) in Alberta.	demonstrated by list of projects and references. For each project, the Offeror must provide a reference – name, role of that person, e-mail and / or phone number – who can validate the Offeror’s experience related to that project.	5 points per project, up to a maximum of 20 points
R6	The Consultant should have experience in community engagement with underserved and marginalized communities in Alberta-(Indigenous, Black and other racialized communities of Alberta, Official Language Minority Communities, Deaf and disability arts communities).	demonstrated by list of projects and references. For each project, the Offeror must provide a reference – name, role of that person, e-mail and / or phone number – who can validate the Offeror’s experience related to that project.	5 points per project up to a maximum of 15 points
R7	Confirmation of proficiency in both of Canada’s Official Languages (French and English) in reading comprehension, written and oral expression.	Demonstrated by an attestation.	5 points
R8	The Consultant’s proposal for the work demonstrates an understanding of the project requirements		Per rating grid below, up to a maximum of 10 points
Maximum Technical Points			115

Table 3 – Rating Grid for point-rated criterion R8

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses in the proposal cannot be corrected	Generally doubtful that weaknesses in the proposal can be corrected	Weaknesses in the proposal can be corrected	No significant weaknesses in the proposal	No apparent weaknesses in the proposal
	Extremely poor capability, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

PART C – BASIS OF PAYMENT

The Bidder must complete one of the two pricing tables and include it in its financial bid. The total amount of Applicable Taxes must be shown separately, if applicable. Bidders must include a single, fixed, all-inclusive hourly rate quoted in Canadian dollars in the cell requiring an entry in the pricing table for the resource category they are bidding on, i.e. either Table 1 or Table 2.

All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

For travel toward Ottawa and for outreach purposes only, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Consultant will not be paid for actual time spent travelling. All travel must have the prior authorization of the Project Authority.

Travel requests will only be considered for a work location which is located more than 100 kilometers from the Consultant's place of business. All payments are subject to Canada Council audit.

Blank Prices: If the Bidder leaves any price blank, Canada Council will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Bidders' proposed all-inclusive fixed hourly rate (s) must not exceed \$55.

The Bidder must complete either Table 1 or Table 2.

Table 1 – Pricing Table for the Alberta Arts Liaison Consultant – Northern Alberta	
ROLE:	Bidder's Contract Period Rate
Alberta Arts Liaison Consultant – Northern Alberta	\$

Table 2 – Pricing Table for the Alberta Arts Liaison Consultant – Southern Alberta	
ROLE:	Bidder's Contract Period Rate
Alberta Arts Liaison Consultant – Southern Alberta	\$

RFP SECTION 1 - BIDDER INSTRUCTIONS

1.1 Submission of Bids

- 1.1.1 Bids must be submitted only to the Canada Council procurement e-mail address: bids-offres@canadacouncil.ca by the date, time and place indicated in the bid solicitation.
- 1.1.2 Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation. The Canada Council reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive Bidders, the Canada Council will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, the Canada Council will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
- 1.1.3 Bids received on or before the stipulated bid solicitation closing date and time will become the property of the Canada Council and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).

Unless specified otherwise in the bid solicitation, the Canada Council will evaluate only the documentation provided with a Bidder's bid. The Canada Council will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

A bid cannot be assigned or transferred in whole or in part.

1.2 Enquiries - Bid Solicitation

- 1.2.1 All enquiries must be submitted in writing to the Canada Council procurement e-mail address: bids-offres@canadacouncil.ca. Failure to comply with this requirement may result in the bid being declared non-responsive. Enquiries must be received no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

The Canada Council will post all solicitation amendments on the Canada Council's website with the bid solicitation document.

- 1.2.2 Debriefings:
Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Canada Council within 15 working days from receipt of the results of the bid solicitation process. At the Canada Council's discretion, the debriefing may be in writing, or by telephone.

1.3 Rejection of bid

1.3.1 The Canada Council may reject a bid where any of the following circumstances is present:

- a) The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
- b) Evidence, satisfactory to the Canada Council, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
- c) Evidence satisfactory to the Canada Council that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
- d) With respect to current or prior transactions with the Canada Council:
 - The Canada Council has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - The Canada Council determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- e) Where the Canada Council intends to reject a bid pursuant to a provision of subsection 1.3.1 (d), the Contracting Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.
- f) The Canada Council reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single Bidder. The Canada Council reserves the right to:
 - reject any or all of the bids submitted by a single Bidder if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
 - reject any or all of the bids submitted by a single Bidder if their inclusion in the procurement process would distort the solicitation evaluation and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada Council.

1.4 Code of Conduct for Procurement

1.4.1 The Code of Conduct for Procurement provides that Bidders must respond to bid solicitations in an honest, fair, and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for

Procurement may render the bid non-responsive. The Code of Conduct can be found here: [Code of Conduct for Procurement - Publications and Procurement Documents - Buying and Selling - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/code-of-conduct).

1.5 Rights of the Canada Council for the Arts

1.5.1 The Canada Council reserves the right to:

- a) reject any or all bids received in response to the bid solicitation;
- b) enter into negotiations with Bidders on any or all aspects of their bids;
- c) accept any bid in whole or in part without negotiations;
- d) cancel the bid solicitation at any time;
- e) reissue the bid solicitation;
- f) If no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the Bidders who bid to resubmit bids within a period designated by Canada Council.

1.6 Conflict of interest—unfair advantage

1.6.1 In order to protect the integrity of the procurement process, Bidders are advised that the Canada Council may reject a bid in the following circumstances:

- a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
- b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Bidders and that would, in Canada Council 's opinion, give or appear to give the Bidder an unfair advantage.

1.6.2 Where the Canada Council intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada Council 's sole discretion to determine whether a conflict of interest, unfair advantage, or an appearance of conflict of interest or unfair advantage exists.

1.7 Entire requirement

1.7.1 The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

RFP SECTION 2 - BID PREPARATION INSTRUCTIONS

2.1 Bid Preparation Instructions

2.1.1 The Canada Council requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid - One soft copy (PDF) sent by electronic mail

Section II: Financial Bid - One soft copy (PDF) sent by electronic mail

***Optional – Section III:** Additional Information – One soft copy (PDF) sent by electronic mail

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

2.1.2 The Canada Council email attachment size limit is 10MB. Emails exceeding 10MB will not be received. Bidders may split their submitted content into multiple emails by identifying, for example, 1 of 3, 2 of 3, etc. Please note the Canada Council IT security protocols sometimes view .zip files as possible viruses, so that file format should not be used.

2.1.3 It is the sole responsibility of the Bidder to ensure a timely submission of their bid. The Canada Council will not be responsible for late bids received at destination after the closing time, even if it was submitted before.

2.2 Section I: Technical Bid

2.2.1 **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Part B – Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s) but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where the Canada Council determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified.

2.2.2 **Point-Rated Technical Criteria:** In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders should demonstrate their capability in a thorough, concise, and clear manner for carrying out the work.

2.2.3 The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

For proposed resources' work experience to be considered by the Canada Council, the technical bid must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that

position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained.

In order to facilitate the evaluation of the bid, the Canada Council requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section 3 - Evaluation Procedures and Basis of Selection contains additional instructions that Bidders should consider when preparing their technical bid.

2.3 Section II: Financial Bid

- 2.3.1 Bidders must submit their financial bid in accordance with Part C – Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable. The Bidder must not propose any hourly rate that is in excess to \$55.

RFP SECTION 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

3.1 Evaluation Procedures

- 3.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical and financial evaluation criteria.
- 3.1.2 An evaluation team composed of representatives of the Canada Council will evaluate the bids.

3.2 Technical Evaluation

3.2.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The mandatory technical criteria are described in Part B – Evaluation Criteria.

3.2.2 Reference Checks

- 3.2.2.1 The Canada Council may, but will not have the obligation to, contact client references representatives to validate the information provided in this

proposal. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed.

- 3.2.2.2 The Canada Council will not award any points and/or a Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within five (5) working days of the date that the Canada Council's email is sent.
- 3.2.2.3 References will be given five (5) working days to respond to the Canada Council. If a reference cannot be located or is unable to respond to the Canada Council, the Bidder will have one (1) opportunity to swap that reference with another reference who can confirm the Bidder's experience for that particular project.
- 3.2.2.4 It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services it provided to its customer and who is willing to act as a customer reference. Canada Council references will be accepted.

3.2.3 Point-Rated Technical Criteria:

- 3.2.3.1 Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Part B – Evaluation Criteria.

3.3 Financial Evaluation

- 3.3.1 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

3.4 Basis of Selection

- 3.4.1 A bid must comply with the requirements of the bid solicitation, meet the financial requirements of Part C and meet all mandatory technical evaluation criteria of Part B to be declared responsive.
- 3.4.2 The following selection process will be followed for each of the category of resources, i.e. the Arts Liaison Consultant – Southern Alberta and the Arts Liaison Consultant – Northern Alberta.
 - a) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 75 while the greatest possible Total Financial Score is 25. Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$\frac{\text{Technical Score}}{\text{Maximum Technical Points}} \times 75 = \text{Total Technical Score}$

Maximum Technical Points (Bidders, please refer to the Maximum Technical Points in Part B – Evaluation Criteria).

- b) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$\frac{\text{Lowest Bidder's Proposed Hourly Rate}}{\text{The Bidder's Proposed Hourly Rate}} \times 25 = \text{Total Financial Score}$

- c) Calculation of the Total Bidder Score:
The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$

- d) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Technical Score will become the top-ranked Bidder.

- 3.4.3 One (1) contract may be awarded for the Arts Liaison Consultant – Southern Alberta and another contract may be awarded for the Arts Liaison Consultant – Northern Alberta. Bidders should note that all contract awards are subject to the Canada Council's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Even though the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Canada Council's internal policies. If approval is not granted, no contract will be awarded.

3.5 Requests for Clarifications

- 3.5.1 If the Canada Council seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to the Canada Council. Failure to meet this deadline will result in the bid being declared non-responsive.