

Request for Proposal (RFP) for Design Services by Aboriginal Artist (ABHF)

Issue Date:
30 April 2010

DUE Date:
All proposals must be received by the end of day on Monday June 07, 2010

PROPOSAL SUBMITTAL :
1 Proposal Copy
1 Resume and Portfolio package

DELIVERY ADDRESS :
Canadian Council for Aboriginal Business
250 The Esplanade, Suite 204
Toronto ON M5A 1J2
Attn: Senior Manager, Programs
(416).859.0389 or (416)-859-0389
jswanson@ccab.com

Questions may also be directed to the above address.

Aboriginal Business Hall of Fame Award Trophy Request for Proposal (RFP) for Design Services

REQUIREMENT

The Canadian Council for Aboriginal Business (CCAB) is looking for an Aboriginal Artist to create the design for a trophy or similar *objet d'art* for annual presentation to winners in our Aboriginal Business Hall of Fame recognition program.

BACKGROUND

The CCAB is a non-partisan organization dedicated to facilitating sustainable relations between the Canadian Business sector and Inuit, Metis and First Nations people across Canada.

The Aboriginal Business Hall of Fame program pays tribute to outstanding business leaders of the past and present, who serve as an example of excellence to aboriginal communities, entrepreneurs, and youth aspiring to successful business careers.

OBJECTIVE

The objective of this RFP is to find an Aboriginal artist to produce a unique and memorable trophy design for our annual ABHF program. The design should reflect Canada's aboriginal heritage but be stylish and unique as the awards will likely be displayed in public places, and photographs of the trophy used in CCAB promotional material. It is essential that spatial allowance be made on the trophy for the CCAB

program logo (available upon request) but the size and prominence of the logo is flexible depending on the trophy design.

WORK STATEMENT

The successful artist will be asked to create a trophy suitable for the use described above. A prototype of the award along with design specifications (including description of medium, cost estimates for replication, etc) must be provided. Acceptance of the design and prototype does not imply an on-going relationship to produce the trophies annually, but this may be negotiated at CCAB's discretion.

REQUIREMENTS and QUALIFICATIONS

The selected artist must meet the following requirements and qualifications.

- a) The artist must be of Canadian Aboriginal descent. The successful designer may be asked to provide documentation in support of Aboriginal ancestry.
- b) The artist must affirm that s/he will be involved in 100% of the trophy creation.
- c) In the case of a submission by a firm or a partnership, it must be affirmed that the Trophy design will be the creation of an Aboriginal artist and that they will be responsible for creating 100% of the work.
- d) The artist must have at least some demonstrable experience in creating commissioned pieces.

SUBMITTAL REQUIREMENTS

The proposal must follow the outline below. All information requested must be submitted. Proposal documents must be submitted as a print document or via email.

Cover Letter: The cover letter must include the designer's complete contact information including address, phone number, email and website (if available). The cover letter must be signed by the designer or in the case of a partnership or design firm, the person who is legally authorized to do so. Facsimiles and emailed versions of scanned copies of the cover letter are acceptable.

The Cover Letter must include the following affirmations:

- In submitting this Proposal, all of the Requirements and the Terms and conditions of the Request for Proposal are agreed to
- Confirm that the artist is of Canadian Aboriginal descent.
- In the case of a partnership or firm: Confirmation that the artist is of Canadian Aboriginal descent and will be responsible for creating 100% of the trophy.

Artist's Resume and Portfolio

The artist's resume should include academic qualifications if applicable, and work experience related to the requirements outlined in this RFP. The artist's portfolio should illustrate where possible examples of work in a similar capacity or work which could be transferable to a medium appropriate to a trophy.

The portfolio should only include work completed by the designer. Works should focus on client commissioned projects but they may also include personal works (e.g. self-promotion pieces). If provided electronically, the portfolio should be accompanied by an information sheet (added to Proposal document) with the following information: 1) file name; 2) physical description (e.g. medium, size, format, etc); and 3) details of the work.

Costing Sheet

Submit a fixed cost for developing a design and prototype trophy for CCAB. Detail what is covered under your fixed cost e.g. number of designs to be submitted for client approval, number of client requested revisions before incurring additional design charges, taxes, overhead/admin, etc.

Include a statement affirming that: "Design fees and costing are guaranteed for 120 days following the closing of the RFP."

TERMS AND CONDITIONS

RESERVING RIGHTS

CCAB reserves the right to reject any and all proposals received as a result of this RFP, at its sole discretion, and to re-advertise for new proposals. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the artist's qualifications and other factors which CCAB might choose to consider. CCAB reserves the right to consider proposals for modifications at any time before a final contract is awarded to the selected artist, and negotiations would be undertaken with the party whose proposal is deemed to best meet CCAB's specifications and needs, as determined by CCAB.

OWNERSHIP

All samples and digital portfolio materials submitted for review under this RFP remain the property of the designer/design firm.

All design work developed under contract for CCAB becomes the property of CCAB and may be used or modified in any way deemed appropriate.

EVALUATION AND AWARD

EVALUATION

Proposals will be evaluated on the following criteria: 1) Quality and creativity of the samples of work; 2) Level of experience and training of the artist; and 3) Pricing structure. No single objective will constitute the basis for selection. During the selection process, CCAB may wish to interview bidders. Interviews will be for clarification purposes only. No new material will be permitted at this time.

AWARD OF CONTRACT

CCAB will establish an internal evaluation panel to evaluate all proposals to determine responsiveness to the conditions outlined in this RFP. The panel will recommend or not recommend the selection of a candidate for final approval and the negotiation of a contract.