



# REQUEST FOR PROPOSAL (RFP)

## **Museum and Gallery Expansion Feasibility Study**

Date Issued: June 2<sup>nd</sup>, 2026

### **ISSUED BY:**

Gabriel Dumont Institute of Native Studies and Applied Research Inc.

917 22nd Street West Saskatoon, SK, S7M 0R9

**Proposal Closing Date: June 30<sup>th</sup>, 2026**

GDI Museum and Gallery Expansion Feasibility Study

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## INTRODUCTION

1. The Gabriel Dumont Institute of Native Studies and Applied Research Inc. (“GDI”) is inviting proposals from qualified Proponents to undertake a comprehensive feasibility study to assess the potential expansion of GDI’s Museum and Gallery (the “Services”).
2. The purpose of this Request for Proposal (“RFP”) is to select a qualified Proponent to enter into an agreement with GDI to deliver the Services. The feasibility study will support organizational decision-making by evaluating the technical, cultural, operational, and financial considerations associated with a potential museum expansion.
3. This RFP outlines the requirements, expectations, and evaluation criteria for the selection of a Proponent capable of successfully delivering the Services. Proponents should review all sections and schedules of the RFP carefully to ensure that their submissions are complete, responsive, and aligned with the stated requirements.
4. This RFP is organized into the following sections and schedules:
  - a) Schedule A - Background Information
  - b) Schedule B - Scope of Work
  - c) Schedule C - Proposal Content Requirements
  - d) Appendix 1 - Rate Schedule
5. Proposals will only be considered from Proponents who demonstrate relevant experience and capacity to deliver feasibility studies of similar scope and complexity. Experience in one or more of the following areas will be considered an asset:
  - Cultural facility or museum planning and design
  - Feasibility studies for capital or infrastructure projects
  - Architectural, engineering, and museum standards expertise
6. Proposals must be submitted electronically, in accordance with the instructions in this RFP, by the deadline specified. Late or incomplete submissions will not be considered.
7. This RFP is not a tender and is not subject to the laws of competitive bidding. Submission of a proposal does not create any contractual relationship or obligation between GDI and any Proponent. GDI reserves the right, in its sole discretion, to modify, cancel, or re-issue this RFP at any time, and no Proponent shall have any claim for damages or compensation as a result.

## INQUIRIES

8. Proponents are responsible for carefully reviewing and familiarizing themselves with all provisions of this RFP and any accompanying documents. Proponents should submit any inquiries they consider necessary to clarify the requirements of the RFP prior to submitting a proposal.
9. All inquiries, requests for clarification, or questions regarding this RFP must be submitted in writing to the RFP contact identified below:

David Morin, Director of GDI Culture and Heritage  
Gabriel Dumont Institute  
[david.morin@gdins.org](mailto:david.morin@gdins.org)

917 22<sup>nd</sup> Street West, Saskatoon, SK, S7M 0R9

10. Inquiries must be received by GDI no later than June 23, 2026, at 12:00 CST, prior to the RFP closing date.
11. GDI may, in its sole discretion, respond to inquiries and circulate amendments to all Proponents by issuing a written addendum to this RFP. Such addenda will be distributed electronically and, where applicable, posted to the same location where the RFP was issued. Proponents are solely responsible for ensuring they have received all addenda prior to the closing date.
12. Proponents should refrain from contacting other GDI employees, agents, or members of the GDI Board of Governors in relation to this RFP, including for the purpose of lobbying or attempting to influence the outcome. Any such contact may, at GDI's sole discretion, result in disqualification from the RFP process.

## SUBMISSIONS

13. Proposals will only be accepted in electronic format. Proponents must submit one (1) electronic copy by email, clearly indicating the RFP title and marked "GDI Museum and Gallery Expansion Feasibility Study - CONFIDENTIAL" in the subject line, to the RFP contact identified below no later than June 30<sup>th</sup>, 2026, at 16:30 CST. Late submissions may not be accepted.

David Morin, Director of GDI Culture and Heritage  
Gabriel Dumont Institute  
[david.morin@gdins.org](mailto:david.morin@gdins.org)  
917 22<sup>nd</sup> Street West, Saskatoon, SK, S7M 0R9

14. All proposals and accompanying documentation submitted to GDI in response to this RFP shall become the property of GDI and will not be returned.

## CONTENT OF PROPOSALS

15. Proposals must address the requirements set out in Schedule "C" - Proposal Content Requirements. Submissions should be complete, clearly organized, and responsive to the structure outlined in Schedule "C".
16. GDI may, at its discretion, request additional information from any Proponents to clarify or support its proposal, including information related to experience, qualifications, or capacity. Proponents shall provide such information within the timeframe specified by GDI.
17. Proposals must clearly identify any assumptions, limitations, exclusions, or conditions. Where these are not identified, GDI may interpret the proposal as fully compliant with the requirements of this RFP.
18. Proponents must identify any subcontractors and describe their role and qualifications. The Proponent remains fully responsible for the performance of all subcontractors.

## **COST OF PROPOSALS**

19. GDI shall not be liable for any costs, expenses, losses, damages, or liabilities incurred by any Proponent in connection with the preparation or submission of a proposal or participation in this RFP process, regardless of the outcome.
20. Submission of a proposal does not create any legal or contractual relationship between GDI and any Proponent. No agreement shall be deemed to exist unless and until a written agreement has been executed by both parties.
21. GDI reserves the right to cancel, suspend, amend, or re-issue this RFP at any time without liability to any Proponent.
22. Proponents are responsible for ensuring the accuracy of all pricing provided. GDI shall not be responsible for errors or omissions in pricing submitted by a Proponent.

## **EVALUATION PROCESS**

23. Proposals will be evaluated in private in accordance with GDI's process and policies.
24. GDI intends to evaluate proposals in accordance with the evaluation criteria set out in this RFP in order to determine the proposal that offers the best overall value to GDI.
25. In assessing proposals, GDI will consider the following evaluation criteria and sub-criteria with relative weightings, as indicated below:
  - a) Cost/Fee Proposal (25%)

In assessing each Proponent's pricing submission, GDI will evaluate the overall reasonableness, competitiveness, and transparency of the proposed fees in relation to the scope and complexity of the proposed project:

    - i. Professional Fees - proposed fees by discipline (e.g., architectural, engineering, museum specialist, financial analysis, etc.) including level of effort and overall pricing structure;
    - ii. Disbursement & Travel - appropriateness, necessity, transparency, and clarity of proposed travel and reimbursable expenses;
    - iii. Other Costs/Pricing Transparency - completeness of pricing breakdown, identification of assumptions, contingencies, limitations, additional fees, administration, or potential hidden fees; and
    - iv. Any other pricing-related factors GDI considers relevant.
  - b) Team & Personnel (15%)

In assessing the proposed team, GDI will evaluate the qualifications, experience, and overall suitability of the individuals proposed to deliver the Services.

    - i. Qualifications & Expertise - relevant credentials and experience in areas such as architecture, engineering, museum planning, and feasibility analysis;
    - ii. Relevant Project Experience - experience delivering feasibility studies, cultural facility planning, or similar multidisciplinary projects;
    - iii. Roles & Level of Involvement - clarity of team structure, roles, and level of senior oversight; and
    - iv. Any other personnel-related factors GDI considers relevant.
  - c) Relevant Experience (25%)

In assessing organizational experience, GDI will evaluate the Proponent's demonstrated track record delivering similar services in comparable sectors.

- i. Cultural & Museum Projects - experience with museums, galleries, or cultural facilities;
- ii. Feasibility Studies & Capital Planning - experience conducting feasibility studies or planning for capital/infrastructure projects;
- iii. Comparable Projects - experience delivering projects of similar scope, size, and complexity; and
- iv. Any other experience-related factors GDI considers relevant.

d) Proposal Quality & Approach (20%)

In assessing the overall quality of the proposal and proposed methodology, GDI will evaluate the Proponent's understanding of the project and the strength of their approach.

- i. Understanding of Scope - demonstrated understanding of project objectives, requirements, and key considerations;
- ii. Methodology & Work Plan - clarity and appropriateness of the proposed approach, including integration of technical, cultural, and operational components;
- iii. Schedule & Risk Considerations - realism of the proposed timeline and identification of key risks and mitigation strategies; and
- iv. Any other proposal-related factors GDI considers relevant.

e) Métis Business Participation (15%)

In assessing each Proponent's contribution to Métis economic participation, GDI will evaluate the extent to which the proposal demonstrates meaningful involvement of qualified Métis-owned businesses in the delivery of services.

- i. Métis Ownership - whether the Proponent is a Métis-owned business and the extent to which Métis ownership and leadership are reflected within the organization;
- ii. Métis Business Participation - the degree to which the proposal includes participation, subcontracting, or partnerships with qualified Métis-owned businesses in the delivery of the Services; and
- iii. Any other Métis participation related factors that GDI considers relevant.

26. GDI may, in its sole discretion, seek clarification from Proponents regarding any aspect of their proposal. Clarifications will not be used to materially alter or supplement the proposal.

27. GDI reserves the right to conduct reference checks, verify information provided in a proposal, and consider such information in its evaluation.

## **ANTICIPATED SCHEDULE OF EVENTS**

28. The following is the anticipated schedule of events for this RFP. These dates are provided as target dates only and may be changed at the sole discretion of GDI. GDI reserves the

right to modify the schedule at any time and will notify Proponents of any changes by addendum, where appropriate.

- |  |  |
|--|--|
| a) RFP Released                              | June 2 <sup>nd</sup> , 2026                    |
| b) Deadline for Inquiries                    | June 23 <sup>rd</sup> , 2026                   |
| c) RFP Closing Date                          | June 30 <sup>th</sup> , 2026                   |
| d) Evaluation of Proposals                   | July 2 <sup>nd</sup> - 15 <sup>th</sup> , 2026 |
| e) Notice of Intent to Award (if applicable) | July 22 <sup>nd</sup> , 2026                   |
| f) Execution of Service Agreement            | July 31 <sup>st</sup> , 2026                   |

*The anticipated schedule is subject to change. GDI shall not be liable for any costs incurred by Proponents as a result of changes to the schedule.*

## FORM OF SERVICE AGREEMENT

29. The successful Proponent will be required to enter into a Service Agreement with GDI, substantially in the form attached to this RFP (if applicable), or as otherwise contemplated in Schedule "C" - Proposal Content Requirements.
30. GDI anticipates that the Services will be completed within approximately 4 to 6 months from the date of contract execution. The Service Agreement will remain in effect for the duration required to complete all Services and deliverables under this RFP.
31. Any extensions to the project timeline may be considered at GDI's sole discretion and, if applicable, will be confirmed in writing through an amendment to the Service Agreement.

## EFFECT OF RFP

32. This RFP is not a tender and is not subject to the laws of competitive bidding. No contractual relationship will be created between GDI and any Proponent unless and until a written service agreement is executed.
33. Terms such as "requirement," "shall," or "must" are used for convenience only and do not necessarily indicate mandatory requirements unless expressly stated. GDI will evaluate proposals based on overall responsiveness and value and is not required to reject a proposal solely for failing to meet any specific requirement.
34. Submission of a proposal does not obligate GDI to accept any proposal, proceed with the RFP process, or enter into a Service Agreement. All decisions are at GDI's sole discretion.
35. A Proponent may withdraw or amend its proposal by written notice at any time prior to the execution of a Service Agreement.
36. GDI reserves the right, in its sole discretion, to:
  - a) Reject any or all proposals;
  - b) Modify or clarify any aspect of this RFP;
  - c) Extend submission deadlines;
  - d) Accept or waive non-compliant, irregular, or conditional proposals;
  - e) Seek clarification from, or enter into discussions or negotiations with, any Proponent;
  - f) Permit Proponents to modify their proposals;
  - g) Verify information and allow correction of minor errors or irregularities;

- h) Negotiate any aspect of a proposal or Service Agreement, including scope and pricing; and
  - i) Cancel this RFP and proceed in any manner GDI considers appropriate, including issuing a new RFP or entering into direct negotiations.
37. Nothing in this RFP creates any duty of care or contractual obligation on the part of GDI toward any Proponent, except as expressly stated.
38. GDI may waive minor informalities, irregularities, or technical non-compliance where it considers it appropriate to do so.

## **CONFIDENTIALITY**

39. This proposal and project may contain personal and company sensitive data. Proponents shall keep confidential all documents, data, information, and other materials of GDI that are provided to, obtained by, or accessed by the Proponent in connection with this RFP, except for information that is publicly available. Proponents shall not make any public announcement, news release, or other public disclosure regarding this RFP or any resulting Service Agreement without the prior written consent of GDI.
40. Proponents are advised that GDI is subject to the provisions of The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) (“LAFOIP”), which provides a right of access to information in records under the control of publicly funded institutions. As such, GDI may be required to disclose all or part of this RFP and any proposal submitted in response to it in accordance with LAFOIP.
41. LAFOIP provides limited protection for confidential and proprietary business information. Proponents are therefore responsible for clearly identifying any information in their proposal that they consider confidential or proprietary. GDI does not guarantee that information marked as confidential will be exempt from disclosure and encourages Proponents to seek independent legal advice regarding the marking of confidential or proprietary information.

## **INTELLECTUAL PROPERTY**

42. All documents, reports, materials, analyses, configurations, process documentation, recommendations, and other deliverables developed specifically for GDI in connection with this RFP or any resulting agreement shall become the property of GDI upon full payment, unless otherwise agreed to in writing.
43. Proponents shall clearly identify any pre-existing intellectual property, proprietary tools, templates, or methodologies included in their proposal or incorporated into any deliverables.
44. Ownership of a Proponent’s pre-existing intellectual property shall remain with the Proponent; however, the successful Proponent shall grant GDI a perpetual, non-exclusive, royalty-free license to use, reproduce, and modify such materials to the extent they are incorporated into the deliverables.

45. The successful Proponent warrants that the work performed and deliverables provided shall not infringe upon the intellectual property rights of any third party and agrees to indemnify GDI against any claims arising from such infringement.

## **CONFLICT OF INTEREST**

46. Proponents must disclose any actual, potential, or perceived conflict of interest that may arise in connection with the preparation or submission of a proposal, or the performance of any Services under a resulting Service Agreement. This includes, but is not limited to:
- a) Financial interests, relationships, or arrangements with GDI employees, Board members, contractors, or consultants that could influence the Proponent's objectivity;
  - b) Prior, current, or anticipated engagements with other institutions or entities that could interfere with impartial performance; and
  - c) Any personal, professional, or business relationships that could create the appearance of preferential treatment.
47. Proponents shall immediately disclose in writing to GDI any actual, potential, or perceived conflict of interest that arises during the RFP process or the term of the Service Agreement. GDI reserves the right to determine, in its sole discretion, whether such conflict constitutes grounds for disqualification, termination, or other action.
48. Failure to disclose a conflict of interest to GDI may result in disqualification from the RFP process or termination of any resulting Service Agreement. GDI may, at its sole discretion, consider the nature, timing, and impact of any conflict in evaluating proposals and awarding the Service Agreement.
49. Proponents must not attempt to influence the RFP process, the evaluation of proposals, or the decision-making of GDI employees, Board members, or consultants involved in this procurement. Any such attempt may, at GDI's sole discretion, result in disqualification.

## **SCHEDULE "A" - BACKGROUND INFORMATION**

Gabriel Dumont Institute of Native Studies and Applied Research Inc. ("GDI") was founded in 1980 to help meet the educational and cultural needs of Saskatchewan's Métis community.

GDI's mission is:

*"To promote the renewal and development of Métis culture through research; materials development, collection, and distribution; and the design, development, and delivery of Métis-specific educational programs and services."*

GDI has a physical gallery, museum, and archives available to the public and maintains the Virtual Museum of Métis History and Culture ([www.metismuseum.ca](http://www.metismuseum.ca)). The Museum and Archives and its online adjunct showcases the Institute's cultural works and archival collection while ensuring that scarce Métis cultural works are preserved and available for future generations and for those unable to visit the Institute.

The Institute has collected a variety of unique and valued acquisitions which have become part of the publicly accessible holdings of GDI's Museum and Gallery. The Institute must continue to acquire Métis cultural works as they are extremely rare, and are more meaningful and precious as they become more difficult to obtain. Having them held in the public trust at the Institute will ensure they are available for viewing by future generations. Acquiring them also builds public trust and will result in additional cultural works and archival document donations as evidenced by the Dennis and Jean Fisher Collection, the Paul Chartrand Collection, and the Senator John Boucher Collection.

It has been identified that a larger space is required to showcase many of the pieces currently in storage, as well as a dedicated space to provide educational programming such as Métis material art workshops (beading, finger weaving, capote making, etc.); Métis history presentations; and gatherings.

The 8400ft<sup>2</sup> Métis Centre of Excellence (MCE) was constructed as an addition to our existing Dumont Technical Institute administration facility for a total of 18,000 ft<sup>2</sup> in 2019. The new construction consists of three levels, a public elevator that serves each, a feature lobby and grand entrance. The space is served by a hydronic heating system as well as forced air roof top units. We also have environmental controls installed as well as security and fire alarm systems.

The main floor houses GDI Press, a sales centre, GDI Culture and Heritage staff, and the Métis cabin diorama, Kohkum's Cabin. We also have a climate-controlled rare book room with many books from the 1800s, out-of-print books, and rare genealogical community histories, and other museum displays. The basement floor is more office space and storage. The museum and gallery are the entire second floor, housing the Gabriel Dumont Art Collection, hundreds of cultural works, the Dennis and Jean Fisher Collection (1885 Resistance and Batoche artefacts), and cutting-edge technology.

## **SCHEDULE "B" - SERVICE REQUIREMENTS**

### 1. Project Overview

The Gabriel Dumont Institute of Native Studies and Applied Research Inc. (GDI) is seeking to undertake a feasibility study to assess the potential expansion of its GDI Museum and Gallery, including the existing facility and/or development of a new museum facility at an alternate location.

The goal of this project is to explore opportunities to increase the size, capacity, and long-term sustainability of the GDI Museum and Gallery in order to:

- Showcase a greater number of Métis cultural materials and artworks
- Improve access to items currently held in storage
- Support future acquisitions and repatriation of Métis cultural items
- Enhance programming opportunities
- Strengthen GDI's presence in Indigenous tourism and cultural education

The final building size has not yet been determined. Proponents are expected to assess the functional requirements outlined in this RFP and recommend an appropriate building size, layout, and configuration that meets current operational needs while allowing for future growth. The facility is anticipated to include, at a minimum, office space, workshop space, storage and collections preservation space, programming and educational space, community gathering space, and gallery/exhibition space.

Proponents are encouraged to recommend the appropriate allocation, sizing, and configuration of these spaces, as well as any additional spaces they consider necessary to support the intended use, long-term sustainability, and future growth of the Museum and Gallery.

### 2. Scope of Work

The Proponent will complete a comprehensive feasibility study, including the following components:

#### A. Structural Assessment

- Conduct a structural engineering assessment of the existing facility and evaluate considerations relevant to potential expansion and/or development of a new facility
- Identify and evaluate feasibility options for expansion of the existing facility and/or development of a new museum facility
- Outline constraints, risks, and requirements associated with expansion with each proposed option

#### B. Architectural Concepts

- Develop preliminary architectural concepts for potential expansion and/or development of a new facility
- Ensure alignment with cultural, functional, and aesthetic objectives of the GDI Museum and Gallery

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- Identify potential layouts for:
  - Exhibition space
  - Storage and collections
  - Programming and community use
- C. Museum Standards Assessment
  - Assess current and proposed spaces against museum standards, including:
    - Heating and cooling systems
    - Environmental controls required for preservation
  - Identify upgrades required to meet standards
- D. Operational Impact Assessment
  - Assess the operational impacts associated with renovation, expansions, and/or relocation to a new facility
  - Identify:
    - Staff disruption
    - Temporary relocation requirements/needs (if applicable)
  - Mitigation strategies (if applicable)
- E. Collections and Exhibits Analysis
  - Review current collections, including items in storage
  - Identify opportunities to increase public display of:
    - Wall-based artwork
    - Material and cultural works
  - Provide recommendations for exhibit development and space use
- F. Storage and Furnishings
  - Identify requirements for museum standard storage solutions
  - Recommend or design cabinetry and storage systems appropriate to the proposed option(s) (if applicable)
- G. Mobile Museum
  - Assess the feasibility of developing a mobile museum program to increase access to Métis cultural materials, exhibits, and educational programming throughout Saskatchewan.
  - Evaluate potential delivery models, which may include:
    - Travelling exhibits and display systems;
    - Portable museum and educational programming;
    - Mobile display trailers or transportable exhibit units;
    - Dedicated mobile museum vehicles; and
    - Other innovative approaches identified by the Proponent.
  - Identify operational, logistical, collections management, conservation, and staffing considerations associated with a mobile museum.
  - Assess risks, benefits, opportunities, and limitations of the various models.
  - Provide high-level capital and operating cost estimates for viable options.

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- Identify any museum standards, environmental controls, security requirements, insurance considerations, or transportation requirements necessary to support a mobile museum initiative.

### H. Financial Analysis and Budgeting

- Develop high-level cost estimates for proposed expansion and/or new facility options, including:
  - Structural and engineering costs
  - Architectural design costs
  - Museum standards and environmental upgrades
  - Construction costs
  - Furnishings (e.g., cabinetry, seating)
  - Audio/visual equipment (if applicable)
  - Mobile museum development and operating costs (if applicable)
- Provide:
  - Assumptions used in cost development
  - Order-of-magnitude estimates appropriate to a feasibility study

### 3. Deliverables

The Proponent will provide the following deliverables:

- A comprehensive feasibility study report, including all findings and recommendations
- Preliminary architectural concepts and layouts
- Collections and exhibit recommendations
- Financial analysis and cost estimates for expansion options
- A clear recommendation on preferred option(s) and next steps

## **SCHEDULE "C" - PROPOSAL CONTENT REQUIREMENTS**

### **Company Details & Ownership Information**

1. Provide a description of your company, including qualifications, experience, or other attributes relevant to the successful delivery of this project.
  - a. Identify whether the Proponent is a Métis-owned business. If applicable, provide a brief description of Métis ownership, leadership or governance within the organization and identify any certification or registration with a recognized Métis business registry.

### **Relevant Experience**

2. Describe your company's experience in performing similar work including:
  - Feasibility studies or capital planning projects
  - Museum, gallery, or cultural facility projects
  - Work involving Indigenous organizations

Include any relevant project examples and outcomes.

### **Lead Personnel**

3. Identify the lead personnel who will be responsible for managing and delivering the Services, including their expected level of involvement.
4. Describe the relevant experience of the lead personnel, including professional designations, and any certifications that support their qualifications.

### **Capacity**

5. Demonstrate that your company has sufficient resources available to meet the service requirements of GDI in a timely and efficient manner. Include a brief description of your company's staffing resources that will be allocated to this project.
6. Identify and provide a brief description of any subcontractors you propose to engage in the delivery of the Services.
  - a. Where applicable, identify any partnerships, subcontractors, or collaborators that are Métis-owned businesses and describe their anticipated role in the delivery of the Services.

### **Schedule**

7. The Services are expected to commence in August 2026 and be completed within approximately 4-6 months. Provide a detailed schedule outlining:
  - Key tasks and milestones
  - Timeline for each phase of the work

- Any dependencies or constraints
8. Proponents should outline any assumptions related to schedule and identify any factors that may impact timely delivery.

### **Fee Proposal**

9. Proponents must provide a detailed fee proposal supported by Appendix "1" - Rate Schedule.

GDI expects pricing to reflect the full scope of the Services and to be clear, transparent, and aligned with the proposed approach.

The fee proposal must include:

- a) A total proposed cost for completion of the Services
  - b) A breakdown of fees by project component and/or discipline
  - c) Applicable hourly labour rates (as set out in Appendix "1")
  - d) Identification of any disbursements, expenses, or markups
  - e) A description of any assumptions, contingencies, or limitations
  - f) A proposed payment schedule tied to project milestones
10. Describe any reimbursable expense categories and other charges and indicate when they would apply.
11. All prices and rates should be quoted in Canadian Dollars, exclusive of any applicable GST.

### **Services Agreement Terms**

12. Proposals should include a proposed form of Services Agreement for consideration by GDI.

### **Liability Insurance**

13. Provide certificates of insurance outlining the amounts and types of liability insurance your company carries that are applicable to this project.

### **Conflict of Interest Disclosure**

14. Disclose any actual, potential, or perceived conflicts of interest that may exist between your company and its management and GDI, its directors, or employees, and describe the nature of such conflicts. If no conflicts exist, include a statement to that effect. GDI employees are ineligible to participate, directly or indirectly, with any Proponent.

## **Confidentiality**

15. Proponents are advised that The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) provides protection for confidential and proprietary business information. Proponents should clearly identify any information in their proposals that they consider confidential or proprietary. Proponents are strongly encouraged to seek independent legal advice regarding how best to mark confidential or proprietary information in their proposal.

## APPENDIX "1" - RATE SCHEDULE

Proponents must complete the following rate schedule. All rates are to be provided in Canadian Dollars, exclusive of applicable taxes.

Each resource should be listed in either Hourly Labour Rates or Subconsultants, but not both.

### 1. Hourly Labour Rates

The following roles are provided as a guideline. Proponents may adjust titles or include additional roles as appropriate to their proposed team structure. Include hourly rates for all personnel directly employed by the Proponent who will be involved in delivering the Services. This may include project management, technical specialists, and support staff.

| Role/Position                       | Name (if known) | Hourly Rate (\$) |
|-------------------------------------|-----------------|------------------|
| Principal/Project Director          |                 |                  |
| Project Manager/Lead Consultant     |                 |                  |
| Architect (or equivalent)           |                 |                  |
| Structural Engineer (or equivalent) |                 |                  |
| Museum Specialist                   |                 |                  |
| Financial/Cost Estimator            |                 |                  |
| Other (please specify)              |                 |                  |

*Note: Credentials for all listed personnel must be provided in Schedule "C" - Proposal Content Requirements.*

### 2. Subconsultants

Include any external firms or individuals not directly employed by the Proponent who will support delivery of the Services (e.g., specialized consultants or technical experts).

| Firm | Role | Hourly Rate (\$) or Basis of Fee |
|------|------|----------------------------------|
|      |      |                                  |
|      |      |                                  |
|      |      |                                  |
|      |      |                                  |

*Note: Proponents should not duplicate personnel listed under Hourly Labour Rates.*

**3. Disbursements and Expenses**

Include anticipated reimbursable expenses necessary to complete the Services. These should be reasonable, clearly described, and aligned with the proposed approach.

| Expense Type           | Description | Rate/Basis |
|------------------------|-------------|------------|
| Travel                 |             |            |
| Accommodation          |             |            |
| Meals/Per Diem         |             |            |
| Printing/Materials     |             |            |
| Other (please specify) |             |            |

**4. Markups and Administrative Fees (if applicable)**

Identify any markups applied to subcontractor costs or reimbursable expenses.

| Expense Type                       | Rate/Basis |
|------------------------------------|------------|
| Subconsultants                     |            |
| Disbursements                      |            |
| Administrative Fee (if applicable) |            |

**5. Additional Information**

Include any additional pricing details or conditions relevant to the proposal (e.g., billing increments, overtime rates, or other considerations).

**6. Equipment and Materials (if applicable)**

Include any equipment or materials required to support delivery of the Services, if applicable. This section is optional and should only be completed where relevant. Where applicable, provide a brief description and associated cost basis.

| Item | Description | Unit/Basis | Rate (\$) |
|------|-------------|------------|-----------|
|      |             |            |           |
|      |             |            |           |
|      |             |            |           |