

Request for Proposals (RFP)	
Scope of Service	Collection and Exhibition Photography
RFP #	
RFP Issued By	Métis Nation British Columbia
Issue Date	
Closing Date/Time	Proposals must be received before 4:30pm, September 25, 2025
MNBC Contact Information and Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the Manager of the Amelia Douglas Institute Tom Long at tlong@mnbc.ca. MNBC will respond if time permits. Information obtained from any other source is not official and should not be relied on. Inquiries and responses will be recorded and may be distributed to all Proponents at MNBC's option.
Delivery of proposals	Proponents may submit one (1) electronic copy of the proposal in PDF to Tom Long at tlong@mnbc.ca. Please include the RFP # within the email subject line. MNBC will reply acknowledging receipt and it is the proponent's responsibility to ensure that MNBC has received their proposal. Please do not submit anything larger than 5MB by email
Short Listed Proponents	When multiple proponents are being considered, those who have been short listed will be contacted by
Expected Interview Dates	Interviews with short listed proponents may be held Sept 26 to 30, 2025
Successful Proponent Notified	Successful proponent will be notified by email/telephone by Sept 30, 2025
Proponent's Submission	A person authorized to sign on behalf of the proponent must complete and sign the Proponent Section (below) leaving the rest of this page otherwise unaltered and include the originally signed and completed page with the first copy of the proposal.
Notice of Financial Reporting for Consultants	<i>Please note that it is MNBC policy to publish on our website the name and total funds paid to all our vendors who have received in excess of \$5,000 per calendar year. All vendors must agree to this condition as part of their contractual agreement with MNBC</i>

1. SUMMARY AND BACKGROUND

Métis Nation British Columbia (MNBC) is the Métis government in British Columbia. With over 25,000 registered citizens, MNBC's mission is to develop and enhance opportunities for Métis people and communities by implementing culturally relevant, social and economic programs and services

MNBC's Ministry of Culture, Heritage and Language is the current secretariat for the Amelia Douglas Institute (ADI) and is currently support the Institute's operations. The Amelia Douglas Institute is the centre of Métis culture and language resources and programming in British Columbia. The institute's province-wide network is dedicated to educating Métis people and the public about Métis culture and way of life, through educational and interactive exhibitions, programs, and research. We have a collection of over 30 material art objects, including modern pieces in traditional styles and grandmother items.

2. PROJECT PURPOSE AND SCOPE

MNBC's Ministry of Culture, Heritage and Language is seeking professional services to photograph the ADI collection for documentation and research purposes, as well as capture a record of our exhibitions. The photography project will comprise 40 hours and end, with a possibility of renewal, March 27th, 2026.

MNBC is seeking professional services to support the Amelia Douglas Institute by:

- Visually documenting a small permanent collection of Métis art (approx. 30 objects) at high resolution at the ADI space in Surrey, BC.
- Measuring the objects in the collection for a record of height, width, and depth.
- Visual documenting of exhibitions both for internal records and for marketing and promotions).
- Visual documenting any exhibit openings or other events.
- Providing most or all of their own equipment (ie. Camera, lighting, backdrops, shadowboxes).
- Advising, supporting, and collaborating with MNBC staff on visual media, collections documentation, and equipment purchase.
- Meeting monthly with MNBC staff to coordinate the contract and scheduling.

3. PROPOSAL GUIDELINES

Reply to this request for a proposal that addresses the following:

a) Project Consultant/Team

- a. Provide the name, role and qualifications of each person on the project team.

b) Qualifications

- The successful proponent must have experience in fine art photography and/or commercial photography, as well as photographing museums, gallery, and exhibition spaces.
- Knowledge of the Indigenous arts, heritage, and language sector in British Columbia and/or Canada is considered an asset.
- Knowledge of cultural institutes, museums, or galleries is considered an asset.

c) Fee schedule:

Please provide an hourly rate.

d) References:

Provide contact information for professional references related to the job qualifications listed above.

4. PROPOSAL EVALUATION CRITERIA

The contract for work will be awarded by MNBC based on the quality of the proposal, including but not limited to the qualifications and experience of the consultant, cost estimate submitted to MNBC for its consideration. The contract award is not necessarily based on the lowest bid.

Qualifications and experience	70%
Pricing	30%



The MNBC reserves the right to contact any or all bidders to clarify their proposal and may require an interview prior to final selection during the dates noted on page 1 of this RFP. The successful consultant will be required to enter into a written agreement with MNBC for the services provided.

5. INQUIRIES AND DISTRIBUTION

Inquiries shall be submitted in written form up to five (5) days prior to the closing date and addressed to: Tom Long at tlong@mNBC.ca. All questions and answers that MNBC determine to be relevant will be sent to all applicants.