

Request for Proposals (RFP)	
Scope of Service	Professional services to design and help install a Michif Languages exhibition at the Amelia Douglas Institute.
RFP#	227809
RFP Issued By	Métis Nation British Columbia
Issue Date	April 10, 2026
Closing Date/Time	April 24, 2026
MNBC Contact Information and Questions	All enquiries related to this RFP, including any requests for information, questions, and clarification, are to be directed to Tom Long, Manager of Amelia Douglas Institute 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 April 27.
Expected Interview Dates	Interviews with short listed proponents may be held April 27-29.
Successful Proponent Notified	Successful proponent will be notified by email/telephone by May 6, 2026.
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 31,000 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.

The Amelia Douglas Institute (ADI) is the centre of Métis culture and language resources and programming in British Columbia. Its province-wide network is dedicated to educating Métis people and the public about Métis culture and way of life.

MNBC's Ministry of Culture, Heritage and Language is developing an exhibition for display at the Amelia Douglas

Institute on the topic of the Michif languages in Fall of 2026, based on its existing collection of materials. The Ministry is seeking professional services to design, build, and install this exhibition.

2. PROJECT PURPOSE AND SCOPE

MNBC's Ministry of Culture, Heritage and Language ('the Ministry') is seeking to contract services to support the development of a Michif Language Exhibition, which will allow Métis citizens and the public to explore our unique Michif languages and learn about this distinct aspect of Métis culture.

Project Details:

- ADI's feature gallery is 62 square metres (667 square feet) with about 50 running feet of exhibition space.
- Exhibition assets include MILA walls, shadow boxes, display plinths, poster and sign stands, an electronic standing kiosk, and a smartTV.
- The primary resource for developing the exhibition is a 30 page booklet produced by MNBC entitled "The Words of Our Ancestors: An Introduction to Michif and Indigenous Language Revitalization" [available online](#). In addition, MNBC will provide written, audio, and video assets to support the exhibition and an exhibition committee with Michif language work experts. Interested parties are encouraged to explore the languages section on the Amelia Douglas Institute's website.
- The exhibition is set to run from September 7 to December 31, 2026 in the ADI showroom in Surrey. Installation will occur between August 23 to September 5.
- Budget range for the entire project, including production costs, is between \$30,000 to \$40,000.
- ADI's audience is composed of Métis citizens and allies, as well as members of the general public curious about Métis languages, art, and culture. Visitor demographics are primarily adult and based in the Lower Mainland. Very few fluent speakers of the Michif languages exist, so visitors should not be expected to have more than a beginner's understanding of Michif.

The contractor will:

- Manage the exhibition project, including meeting regularly with the MNBC staff, design schedule, installation schedule, with input into marketing and communications, including posters, swag, and other elements.
- Develop the exhibition content including an exhibition plan with key goals and objectives based off existing materials and resources provided by the Ministry of Culture, Heritage, and Language.
- Design the exhibition, identifying interpretive strategies and a schematic design utilizing existing gallery assets and proposing the purchase, rental, or development of others.
- Develop the exhibition content including panels, labels, captions, credits, as well as design and cost of any infrastructure needs. Create a plan for a small digital exhibition based on these materials.
- Produce the exhibition, including print-ready package of all graphic materials, proofed and edited, and all materials procured.
- Help install the exhibition, working with Amelia Douglas Institute staff for evaluation, condition report, mounting, and set-up of all exhibits.
- Coordinate graphic design of the exhibition, either by the proponent or by a sub-contractor built into the project team and budget.

Proposal Guidelines

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

a) Team

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

b) Qualifications

The successful proponent must have:

- Minimum 3–5 years of related experience in exhibition design and development.
- Please provide a portfolio of past exhibitions of a similar scope.
- Ability to effectively communicate exhibition concepts and design ideas (both written and oral)
- Exceptional creativity and aesthetic.
- Experience working with Indigenous and/or nonprofit organizations, especially with cultural or historical content, is a strong asset.
- Experience working with languages, especially blended languages or Indigenous languages, is a strong asset.
- Being based in the lower mainland is preferred, as participation in exhibition install is expected.

c) Fee schedule & Work Plan:

Please include in your proposal the following:

- Total cost of the project, with hourly rates and hours of everyone on the project team
- A workplan that details the exhibition design and production process, up until installation
- A brief initial design concept that includes any initial thoughts or inspiration that you are envisioning for the exhibition.

d) References:

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

3. 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	40%
Workplan	30%
Concept pitch	30%
Pricing	10%

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.