

Clarifications on the RFP for the Annual Report:

The \$30,000 budget includes all printing costs except tax and French translation. Also, potential cost for photo shoots should also be taken into consideration in the same budget. The Museum will not expend any additional costs.

We are looking for a vendor to create, develop and produce our 2013-2014 Annual Report. This will include account management, project management, production management, concept management, proofreading, layout and design, creative direction, photography art direction and location scouting if needed, electronic file preparation for output, press checks, and printing. CMHR will arrange for copy writing and French translation.

The selection process will be based on relevant experience and affordability.

We are not looking for a bilingual document rather one English version and one French version.

The Board will review the final draft of the Annual Report during their June meeting. Once approved, the report goes for printing. Printed copies of the Annual report should be ready in both official languages by July 1, 2014.