



**REQUEST FOR PROPOSALS
FOR THE CONCEPTION AND PRODUCTION OF EXPO-JEU**

RFP No.: DDPINT-310-22-1542

Issue Date: August 24th, 2022

Submission Deadline for Proposals:

Phase 1: September 28th, 2022, 11:00am ETD

Phase 2: October 31st, 2022, 11:00am ETD

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1 Introduction

1.1 Company Description

Old Port of Montreal Corporation Inc. (the “**Company**”) is an agent Crown corporation that owns and operates the Old Port of Montreal and the Montreal Science Centre.

The Company’s mandate consists of developing and promoting the development of the Old Port of Montréal's territory, and of administering, managing, and maintaining the property as an urban recreational, tourism and cultural site.

1.2 Scope of Work

This RFP is issued for the purpose of obtaining Proposals for the creation and the production of a new exposition at the Montreal Science Center (the “**Scope of Work**”).

This is described in more detail in the Scope of Work Schedule.

1.3 Form of Agreement

The Preferred Proponent shall be required to enter into an agreement (the “**Agreement**”) that is substantially in the form of the draft agreement attached in the Form of Agreement Schedule.

No obligation to proceed with the activities contemplated by the Scope of Work shall arise until such time as the Agreement is signed by all parties.

The term of the Agreement is the acceptance of the services.

1.4 RFP Tentative Timetable

The following is a summary of the key dates in the RFP process:

Event	Date
RFP Issue Date	August 24 th , 2022
Questions to be Submitted in Writing – Phase 1 (see Section 2.5.1 (Submission))	September 7 th , 2022, 17h00, EDT (Quebec)
Addenda Deadline – Phase 1 (see Section 2.5.3 (Issued Addenda))	September 14 th , 2022
RFP Submission Deadline – Phase 1	September 28 th , 2022, 11h00 EDT (Quebec)
Final concept Issue date to admissible Proponents - Phase 2	October 10 th , 2022
Questions to be Submitted in Writing – Phase 2 (see Section 2.5.1 (Submission))	October 14 th , 2022, 17h00, EDT (Quebec)

Addenda Deadline – Phase 2 (see Section 2.5.3 (Issued Addenda))	October 18 th , 2022
RFP Submission Deadline - Phase 2	October 31 st , 2022, 11h00 EDT (Quebec)
Anticipated Agreement Start Date	November 17 th , 2022

The Company may change any of the above dates and times, including the RFP Submission Deadline, in its sole discretion and without liability, cost, or penalty. In the event a change is made to any of the above dates, the Company will post any such change on the following websites: <https://achatsetventes.gc.ca/tma/> and <https://www.merx.com/>.

1.5 RFP Coordinator

1.5.1 Restricted Communications

All communications with the Company regarding any aspect of this RFP (up until any contract award notification) should be directed to the RFP Coordinator:

Name: Caroline Pelletier-Lapointe
Title: Procurement analyst
Address: 333 rue de la Commune Ouest,
Montréal (Québec) H2Y 2E2
E-mail address: approvisionnement@vieuxportdemontreal.com

Proponents that fail to comply with the above communication restrictions may be disqualified from the RFP process.

1.5.2 Authorized Amendments, Waivers, Information or Instructions

From the date of issue of the RFP through any award notification, only the RFP Coordinator is authorized to amend or waive the requirements of the RFP pursuant to the terms of this RFP.

Under no circumstances shall a Proponent rely upon any information or instruction regarding the RFP process unless the information or instruction is provided in writing by the RFP Coordinator. No officer, director, employee, agent of the Company or its subsidiaries shall be responsible for any information or instructions provided to the Proponent, with the exception of information or instructions provided in writing by the RFP Coordinator.

2 RFP Terms and Procedures

2.1 Definitions

In this RFP, unless the context otherwise requires, the following defined terms have the meanings indicated below:

“Addendum” means a formal written document issued by the Company and labelled as an “addendum”, which is generally used to modify or supplement this RFP (and **“Addenda”** has a corresponding meaning).

“Agreement” has the meaning ascribed in Section 1.3 (Form of Agreement).

“Applicable Law” and **“Applicable Laws”** means any *Civil Code of Quebec* requirement and all applicable and enforceable statutes, regulations, directives, policies, administrative interpretations, orders, by-laws, rules, guidelines, approvals, and other legal requirements of any government and/or regulatory authority in effect from time to time.

“Business Day” or **“Business Days”** means Monday to Friday between the hours of 9:00 a.m. to 5:00 p.m., except when such a day is a statutory holiday under the laws of Quebec, or as otherwise agreed to by the parties in writing.

“Company” has the meaning ascribed to it in Section 1.1 (Company Description).

“Conflict of Interest” means any situation or circumstance where, in relation to the performance of its obligations under the Agreement, the Proponent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of its obligations under the Agreement.

“Days” means calendar days.

“Eligible Proposal” means a Proposal that meets or exceeds a prescribed requirement, allowing it to proceed to the next phase.

“Evaluation Team” means the individuals who have been selected by the Company to evaluate the Proposals.

“Personal Information” means information about an identifiable individual that is recorded in any form, as prescribed by the *Privacy Act*.

“Preferred Proponent” means the Proponent(s) that the Company has identified as the highest-ranked Proponent(s) in accordance with the evaluation process.

“Proponent” or **“Proponents”** means an entity that submits a Proposal in response to this RFP and, as the context may suggest, refers to a potential Proponent.

“Proposal” or **“Proposals”** means all of the documentation and information submitted by a Proponent in response to the RFP.

“Request for Proposals” or **“RFP”** means this Request for Proposals issued by the Company and all schedules thereto.

“**RFP Submission Deadline**” means the Proposal submission date and time as set out in Section 1.4 (RFP Tentative Timetable) and as may be amended from time to time in accordance with the terms of the RFP.

“**RFP Coordinator**” means the individual identified in Section 1.5 (RFP Coordinator).

“**Schedule**” means one of the schedules to this RFP listed at Section 2.2 (and “**Schedules**” has a corresponding meaning).

“**Unfair Advantage**” means any conduct, direct or indirect, by a Proponent that may result in gaining an unfair advantage over other Proponents, including but not limited to (i) possessing, or having access to, information in the preparation of its Proposal that is confidential to the Company and which is not available to other Proponents, (ii) communicating with any person with a view to influencing, or being conferred preferred treatment in, the RFP process, or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and result in any unfairness.

2.2 Definitions of Schedules

In this RFP, unless the context otherwise requires, the following terms refer to the Schedules indicated below:

“Scope of Work”	Schedule 1
“Receipt Confirmation Schedule”	Schedule 2
“Proposal Checklist Schedule”	Schedule 3
“Declaration and Certification Schedule”	Schedule 4
“Unfair Advantage and Conflict of Interest Statement Schedule”	Schedule 5
“References Schedule”	Schedule 6
“Proponent Consortium Information Schedule”	Schedule 7
“Certificate of Compliance Schedule”	Schedule 8
“Minimum requirements”	Schedule 9
“Corporate Overview Schedule”	Schedule 10
“Pricing Schedule”	Schedule 11
“Form of Agreement Schedule”	Schedule 12

2.3 Rules of Interpretation

This RFP shall be interpreted according to the following provisions, unless the context requires a different meaning:

In construing the RFP, general words introduced or followed by the word “other” or “including” or “in particular” shall not be given a restrictive meaning because they are followed or preceded (as the case may be) by particular examples intended to fall within the meaning of the general words.

The plural includes the singular, the singular includes the plural, and each of the masculine and feminine includes all genders.

2.4 RFP Information

2.4.1 Proponent to Review

Each Proponent should carefully review the RFP to ensure that it has no reason to believe there are any uncertainties, inconsistencies, errors, omissions, or ambiguities in any part of the RFP. Every Proponent is responsible for conducting its own investigations and due diligence necessary for the preparation of its Proposal.

2.4.2 Proponent to Notify

If a Proponent has any reason to believe that there are any uncertainties, inconsistencies, errors, omissions, or ambiguities in any part of the RFP, the Proponent must notify the RFP Coordinator in writing prior to submitting a Proposal. The RFP Coordinator will then clarify the matter for the benefit of all Proponents.

Proponents shall not:

- a. after submission of a Proposal, claim that there was any misunderstanding or that there are any uncertainties, inconsistencies, errors, omissions, or ambiguities in any part of the RFP; or
- b. claim that the Company is responsible for any of the foregoing.

2.5 Clarification and Questions

2.5.1 Submission

Proponents must submit requests for clarification in writing by email to the RFP Coordinator, or as may otherwise be directed by the RFP Coordinator.

In submitting a request for clarification, a Proponent must include its address, telephone number, and email address.

Where a question relates to a specific section of this RFP, reference should be made to the specific section number and page of the RFP.

Requests for clarification must be submitted by the Questions to be Submitted in Writing Deadline as set out in Section 1.4 (RFP Tentative Timetable).

2.5.2 Questions and Answers

The Company shall make reasonable efforts to provide Proponents with written responses to questions that are submitted in accordance with Section 2.5.1 (Submission). Questions and answers will be distributed in numbered Addenda to Proponents by posting such Addenda on buyandsell.gc.ca and on merx.com for Phase 1 of the RFP. The questions and answers will be distributed by email to the admissible Proponents for Phase 2 of the RFP. In answering a Proponent's questions, the Company will set out the question(s), but without identifying the Proponent that submitted the question(s). Also, the Company may, in its sole discretion:

- a. edit the question(s) for clarity;
- b. exclude questions that are either unclear or inappropriate; and
- c. answer similar questions from various Proponents in one Addendum.

2.5.3 Issued Addenda

Before submitting a Proposal, a Proponent shall be responsible to verify that it has received all of the Addenda that have been issued, which shall be posted on buyandsell.gc.ca and on merx.com by the Addenda Deadline as set out in Section 1.4 (RFP Tentative Timetable), unless it is an Addendum that extends the RFP Submission Deadline for Phase 1 of the RFP. The Addenda will be issued by email to the admissible Proponents for Phase 2 of the RFP.

Any amendment or supplement to the RFP made in any other manner will not be binding on the Company.

2.6 Receipt Confirmation

Proponents are requested to complete and return by email the Receipt Confirmation Schedule, in accordance with the specific instructions contained therein.

2.7 Proposal Submission

2.7.1 General

To be considered in the RFP process, a Proponent's Proposal **must be** received by the RFP Submission Deadline, as set out in Section 1.4 (RFP Tentative Timetable), by email to the following email address: approvisionnement@vieuxportdemontreal.com, and the subject of the email should be the Proponent's name, and RFP # **DDPINT-310-22-1542**. The email should be addressed to **OLD PORT OF MONTREAL CORPORATION INC.**, to the attention of the RFP Coordinator. The Proposal should be included as an attachment to the email following the terms and conditions set out in Section 3.2 (Proposal Format).

Proposals received after the RFP Submission Deadline shall not be considered. Each Proponent is responsible for the actual delivery of its Proposal to the email address listed above.

Proposals are to be submitted in English or French only, and any Proposal received by the Company that is not entirely in English and/or French may be disqualified.

2.7.2 Receipt

Every Proposal received will be date/time stamped according to the date/time of the email received by the RFP Coordinator at the email address referred to in Section 2.7.1 (General).

2.8 Withdrawal of Proposal

A Proponent may withdraw its Proposal only by providing written notice to the RFP Coordinator before the RFP Submission Deadline. A Proposal may not be withdrawn after the RFP Submission Deadline. The Company has no obligation to return withdrawn Proposals.

2.9 Amendment of Proposal

A Proponent may amend its Proposal after submission, but only if the Proposal is amended and resubmitted before the RFP Submission Deadline. The Proponent must provide notice to the RFP Coordinator in writing and replace its Proposal with a revised Proposal, in accordance with the requirements of this RFP. The Company has no obligation to return amended Proposals.

2.10 Completeness of Proposal

As of the RFP Submission Deadline, the submission of a Proposal shall constitute a representation by the Proponent that:

- a. it has complied with this RFP;
- b. it is qualified and experienced to perform the Scope of Work in accordance with this RFP and the Form of Agreement Schedule;
- c. the Proposal (including pricing) is based on performing the Scope of Work in accordance with this RFP, without exception; and
- d. the pricing set out in the Proposal addresses all of the Proponent's obligations under the Form of Agreement Schedule necessary for the performance of the Scope of Work in accordance with this RFP.

2.11 Proponent's Proposals

All Proposals submitted by the Submission Deadline shall become the property of the Company and will not be returned to the Proponents.

2.12 Proposal Irrevocability

Subject to a Proponent's right to withdraw a Proposal in accordance with the procedure described in Section 2.8 (Withdrawal of Proposal), a Proposal shall be irrevocable by the Proponent for 120 Days from the RFP Submission Deadline.

Proposals will not be opened publicly.

2.13 Acceptance of RFP

By submitting a Proposal, a Proponent agrees to accept and to be bound by all of the terms and conditions contained in this RFP, and by all of the representations, terms, and conditions contained in its Proposal (to the extent that they do not conflict with the terms and conditions contained in this RFP).

2.14 Amendments to the RFP

Subject to Section 1.4 (RFP Tentative Timetable) and Section 2.5.3 (Issued Addenda), the Company shall have the right to amend or supplement this RFP in writing prior to the RFP Submission Deadline. No other statement, whether written or oral, shall amend this RFP. The Proponent is responsible to ensure it has received all Addenda.

2.15 Clarification of Proponent's Proposal

The Company shall have the right at any time after the RFP Submission Deadline to seek clarification from any Proponent in respect of that Proponent's Proposal, without contacting any other Proponent. The Company shall not be obliged to seek clarification of any aspect of any Proposal.

Any clarification sought shall not be an opportunity for the Proponent to either correct errors or to change the Proponent's Proposal in any substantive manner. Subject to the qualification in this provision, any written information received by the Company from a Proponent in response to a request for clarification from the Company may be considered to form an integral part of the Proponent's Proposal, in the Company's sole discretion.

2.16 Verification of Information

The Company shall have the right, in its sole discretion, to:

- a. verify any Proponent's statement or claim made in the Proponent's Proposal or made subsequently in an interview, site visit, oral presentation, demonstration, or discussion by whatever means the Company may deem appropriate, including contacting persons in addition to those offered as references;
- b. reject any Proponent's statement, claim or Proposal, if such statement, claim or Proposal is patently unwarranted or is questionable; or
- c. access the Proponent's premises where any part of the work is to be carried out to confirm Proposal information, quality of processes, and to obtain assurances of viability, provided that, prior to providing such access, the Proponent and Company shall agree on reasonable access terms, including pre-notification, extent of access, security, confidentiality and the allocation and amount of any costs incurred in connection with such access.

The Proponent shall co-operate in the verification of information and is deemed to consent to the Company verifying such information.

2.17 Proposal Acceptance

The lowest price Proposal or any Proposal shall not necessarily be accepted. While price is an evaluation criterion, other evaluation criteria, as set out in Article 3 – Proposal Evaluation, Format and Contents, will form a part of the evaluation process.

2.18 Substantial Compliance

The Company shall be required to reject Proposals which are not substantially compliant with this RFP.

2.19 No Publicity or Promotion

No Proponent, including the Preferred Proponent, shall make any public announcement or distribute any literature regarding this RFP or otherwise promote itself in connection with this RFP or any arrangement entered into under this RFP without the prior written approval of the Company.

If a Proponent, including the Preferred Proponent, makes a public statement either in the media or otherwise in breach of this requirement, in addition to any other legal remedy it may have in law, in equity or within the context of this RFP, the Company shall be entitled to take all reasonable steps as may be deemed necessary by the Company, including disclosing any information about a Proponent's Proposal, to provide accurate information and/or to rectify any false impression which may have been created.

2.20 Debriefing

Not later than 15 Days following the date of posting of a contract award notification in respect of the RFP, a Proponent may contact the RFP Coordinator to request a debriefing.

Any request that is not received within the foregoing timeframe will not be considered and the Proponent will be notified of same in writing.

Proponents should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until a contract award notification has been posted.

2.21 Confidentiality

2.21.1 Company Confidential Information

All correspondence, documentation, and information of any kind provided by or on behalf of the Company to a Proponent in connection with or arising out of this RFP or the acceptance of any Proposal ("**Company Confidential Information**") constitutes the confidential information of the Company. The foregoing does not apply to any information that is or becomes generally available to the public other than as a result of disclosure by a Proponent.

The Proponent shall protect all Company Confidential Information as confidential, using reasonable measures no less stringent than those that it uses to protect its own confidential information of a like nature. In respect of all Company Confidential Information, the Proponent agrees that:

- a. it must not use that information for any purpose other than for replying to this RFP and for the fulfillment of any related subsequent agreement, if applicable;
- b. it shall prevent any use or disclosure of such information except as provided otherwise in this RFP, as expressly consented to by the Company in writing, or as may be required by Applicable Laws;
- c. it shall only disclose or grant access to such information to its employees or advisors who require access to that information for the purposes of this RFP and who are subject to binding confidentiality obligations substantially similar to those set out in this RFP;
- d. such information remains the property of the Company; and
- e. it shall return such information to the Company upon request.

The foregoing is subject to any other confidentiality agreement required by the Company as part of this RFP.

2.21.2 Proponent Confidential Information

Except as provided otherwise in this RFP, or as may be required by Applicable Laws (including the *Access to Information Act*), the Company shall treat the Proponents' Proposals and any information about the Proponent gathered as part of this RFP process as confidential, and shall neither disclose nor divulge such information (except to its employees or advisors who require access to the information for the purposes of this RFP and who are subject to binding confidentiality obligations substantially similar to those set out in this RFP) without the express written permission and consent of the Proponent; provided that such obligation shall not include any information that is or becomes generally available to the public other than as a result of disclosure by the Company.

2.21.3 Copies of Materials

All correspondence, documentation, and information provided in response to or because of this RFP may be reproduced for the purposes of evaluating the Proponent's Proposal.

2.22 Personal Information

The Proponent should not submit as part of its Proposal any information related to the qualifications or experience of individuals who will be assigned to perform any work unless specifically requested.

Any Personal Information that is requested as part of this RFP process shall only be used (a) to select the qualified individuals to undertake the Scope of Work; (b) to confirm that the work performed is consistent with these qualifications; (c) for any audit of this RFP process; and (d) in the case of the successful Proponent, for contract management purposes. Such Personal Information will be maintained as part of the Personal Information Bank listed in Info Source: Professional Service Contracts - PSU 912.

It is the responsibility of each Proponent to obtain the consent of applicable individuals prior to providing their Personal Information as part of this RFP process. If any Personal Information is disclosed to the Company by a Proponent, the Company will consider that the appropriate consents have been obtained for the disclosure to and use by the Company of the requested information for the purposes described herein.

2.23 Access to Information Act

The Company is subject to the *Access to Information Act*. Any information provided by Proponents in connection with this RFP may be subject to requests for access under that Act, and can only be withheld from disclosure in specific circumstances.

A Proponent should identify any information in its Proposal that, if disclosed to any other person, would harm that Proponent's competitive position. Generally, only specific portions of a Proposal should be identified.

2.24 Reserved Rights (General)

In addition to any other express rights or any other rights which may be implied in the circumstances, the Company reserves the right to:

- a. make public the names of any or all Proponents;
- b. request written clarification or the submission of supplementary written information from any Proponent and to incorporate such clarification or supplementary written information into the Proponent's Proposal, at the Company's discretion, provided that any clarification or submission of supplementary written information shall not be an opportunity for the Proponent to correct errors in its Proposal or to change or enhance the Proponent's Proposal in any material manner;
- c. waive formalities and accept Proposals that substantially comply with the requirements of this RFP, in the Company's sole discretion;
- d. verify with any Proponent or with a third party any information set out in a Proposal, as described in Section 2.16 (Verification of Information);
- e. check references other than those provided by Proponents;
- f. disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any Proponent whose reasonable failure to cooperate with the Company impedes the evaluation process, or whose Proposal is determined to be non-compliant with the requirements of the RFP;
- g. disqualify any Proponent where that Proponent, or one or more principles or key personnel of that Proponent, have (i) previously breached a contract with the Company, (ii) otherwise failed to perform to the reasonable satisfaction of the Company, (iii) engaged in conduct prohibited by this RFP (including where there is any evidence of collusion with any other Proponent, its personnel or agents), (iv) been charged or convicted of an offence in respect of a prior or current contract with the Company or any of its affiliates, (v) breached any law that the Company deems relevant to this RFP or the Agreement, or (vi) a Conflict of Interest or Unfair Advantage, or where reasonable evidence of any Unfair Advantage or Conflict of Interest is brought to the attention of the Company;
- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of Addenda in the manner set out in this RFP;
- i. accept or reject a Proposal if only one Proposal is submitted;
- j. reject a subcontractor proposed by a Proponent within a consortium;
- k. select a Proponent other than the Proponent whose Proposal reflects the lowest cost to the Company;
- l. cancel this RFP process at any stage, do so without providing reasons, and thereafter initiate a new procurement process for the same or similar matters contemplated by this RFP, or take no further action in respect of the matters contemplated by this RFP;
- m. discuss with any Proponent different or additional terms to those contained in this RFP or in any Proponent's Proposal; and

- n. reject any or all Proposals in its absolute discretion, including where a Proponent has launched legal proceedings against the Company and/or its affiliates, or is otherwise engaged in a dispute with the Company and/or its affiliates.

By submitting a Proposal, the Proponent authorizes the collection by the Company of the information identified in this RFP, which the Company may request from any third party.

2.25 Reserved Rights (as to Preferred Proponent)

If the Preferred Proponent fails or refuses to execute the Agreement within 60 Business Days from the date of being notified that it is the Preferred Proponent, the Company may, in its sole discretion:

- a. extend the period for executing the Agreement, provided that if sufficient progress towards executing the Agreement is not achieved within a reasonable period of time, the Company may, in its sole discretion, proceed per (b) below (regardless of whether the extended period to execute the Agreement has elapsed);
- b. exclude the Preferred Proponent's Proposal from further consideration, rescind the invitation to execute the Agreement, and invite the next highest-ranked Proponent to execute the Agreement; and
- c. exercise any other applicable right set out in this RFP, including but not limited to, cancelling the RFP.

2.26 Proponent's Costs

Every Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses relating to the Proponent's participation in:

- a. the preparation, presentation, and submission of its Proposal;
- b. the Proponent's attendance at any meeting in relation to the RFP process, including any oral presentation and/or demonstration;
- c. the conduct of any due diligence on its part, including any information gathering activity;
- d. the preparation of the Proponent's own questions prior to the RFP Submission Deadline; and
- e. any discussion and/or finalization of the Agreement.

2.27 No Liability

The Proponent agrees that:

- a. Any action or proceeding relating to this RFP process shall be brought in any court of competent jurisdiction in the Province of Quebec and for that purpose the Proponent irrevocably and unconditionally attorns and submits to the jurisdiction of that Quebec court.
- b. It irrevocably waives any right to and shall not oppose any Quebec action or proceeding relating to this RFP process on any jurisdictional basis.
- c. It shall not oppose the enforcement against it, in any other jurisdiction, of any judgement or order duly obtained from a Quebec court as contemplated by this RFP.

The Proponent further agrees that if the Company commits a material breach of this RFP, the Company's liability to the Proponent, and the aggregate amount of damages recoverable against the Company for any matter relating to or arising from that material breach, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct, or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the Company, shall be no greater than the Proposal preparation costs that the Proponent seeking damages from the Company can demonstrate.

2.28 Assignment

The Proponent shall not assign any of its rights or obligations hereunder during the RFP process without the prior written consent of the Company.

2.29 Priority of Documents

In the event of any inconsistencies between the terms, conditions, and provisions of the main part of the RFP and the Schedules, the RFP shall prevail over the Schedules during the RFP process.

2.30 Governing Law

The RFP and the Proponent's Proposal shall be governed by the laws of Quebec and the federal laws of Canada applicable therein.

3 Proposal Evaluation, Format and Contents

3.1 General

The evaluation of the Proposals will be conducted by the Evaluation Team in several stages, as described below. The stages and the points allocated to each stage of the evaluation process are as follows:

Phase 1: Selection of Eligible Proponents

Stage	Description	Points	Minimum Score
I	Mandatory Requirements	(Pass/Fail)	Pass
II	Rated information - Minimal Requirements regarding the Scope of Work	(Pass/Fail)	Pass
III	Rated information - Scope of Work Capabilities	70	35
IV	Rated information - Understanding of the Mandate	30	15
V	Bonus	5 bonus points	Not applicable
	Total	100 (with a possibility of 5 bonus points)	70

Proposals that meet or exceed the minimum score for any rated criterion or step will be eligible to proceed to the next step in the evaluation process (an eligible Proposal). And:

- Only Proposals that meet all of the Minimum Requirements in Step II will be considered by the evaluation team for the subsequent steps.
- Only the three (3) Proposals with the highest total scores and a minimum cumulative total score of 70 for this phase 1 will be considered for Phase 2 of the evaluation (eligible Proponents).

The eligible Proponents will receive a \$5,000 honorarium for the development of Phase 2 Proposals. The Company will provide the preliminary concept details package to the admissible Proponents only.

Phase 2: Selection of the selected Proponent

Stage	Description	Points	Minimum Score
I	Exposition concept	70	Not applicable
II	Logistics approach	10	Not applicable
III	Price Breakdown	20	Not applicable
IV	Reference check	(Pass/Fail)	Pass
	Total	100	Non applicable

Every Proponent should refer to the Proposal Checklist Schedule to verify that it has included in its Proposal everything requested by this RFP.

3.2 Proposal Format

3.2.1 General

Phase 1:

The Proponent's Proposal should be comprised and formatted as follows:

- a. One (1) attachment named "Name of the Proponent – Proposal" to the email containing one (1) electronic copy in PDF format

Phase 2:

The eligible Proponent's Proposal should be comprised and formatted as follows:

- a. One (1) attachment named "Name of the Proponent – Proposal" to the email containing one (1) electronic copy in PDF format, excluding the Pricing Schedule; and
- b. One (1) attachment named "Name of the Proponent – Pricing Schedule" to the same email containing one (1) electronic copy in PDF format of the Pricing Schedule.

3.2.2 Technical Issues

In preparing its Proposal, the Proponent should adhere to the following:

- a. all pages should be numbered;
- b. avoid using symbols in the file name such as &, #, etc.;
- c. avoid using scanned copies of documents, where possible (scanned copies tend to be of greater size than original electronic versions);
- d. no embedded hyperlinks to online literature about the Proponent are permitted unless online literature is specifically requested in this RFP;
- e. completely address, on a point-by-point basis, each rated information identified in section 3.3 and following (*Rated Information and Pricing*); and
- f. as appropriate, incorporate the Schedules in its Proposal.

Proposals should be submitted in accordance with the instructions set out in this RFP and by completing the Schedules referred to below (without delineations, alterations, or erasures).

3.3 Proposal Contents – Mandatory Requirements and Rated Information

Proposals should respond to the requirements and questions listed in the chart below in a written document.

The Phase 1 of the Proposals must contain the information listed under the heading "Mandatory Requirements" below. A failure to do so will result in the Proposal being disqualified. If a "Mandatory

Requirement” refers to a Schedule, then Proponents should provide responses to the “Mandatory Requirements” in the corresponding Schedule.

Proposals should address the information listed under the heading “Rated Information” below. Rated information will be scored and failure by a Proponent to fully address any rated information will affect the Proponent’s evaluation and final score. Proponents should provide responses to the “Rated Information” in the body of their Proposals under corresponding headings, or in a Schedule, if directed.

PHASE 1	
MANDATORY REQUIREMENTS (Stage I)	Evaluation
<p>3.3.1 Declaration and Certification Schedule</p> <p>The Proposal must include a completed Declaration and Certification Schedule, completed by the Proponent in accordance the instructions contained in that schedule.</p>	<i>Pass or Disqualification</i>
<p>3.3.2 Unfair Advantage and Conflict of Interest Statement Schedule</p> <p>The Proposal must include a completed Unfair Advantage and Conflict of Interest Statement Schedule, completed by the Proponent in accordance with the instructions contained in that schedule.</p>	<i>Pass or Disqualification</i>
<p>3.3.3 References Schedule</p> <p>The Proposal must include a completed References Schedule, completed by the Proponent in accordance with the instructions contained in that schedule.</p>	<i>Pass or Disqualification</i>
<p>3.3.4 Proponent Consortium Information Schedule</p> <p>The Proposal must include a completed Proponent Consortium Schedule, completed by the Proponent in accordance with the instructions contained in that schedule. <u>Even if a consortium is not responding to this RFP</u>, this schedule must be completed by the Proponent and included to the Proposal. Where a consortium is responding to this RFP, the following shall apply:</p> <ol style="list-style-type: none"> a. one member of the consortium shall be the Proponent; and b. the Proponent shall confirm that the Proponent shall assume full responsibility and liability for the work and actions of all consortium members (who are subcontractors to the Proponent) with respect to the obligations to be assumed pursuant to this RFP, provided that the Company shall be entitled to reject a subcontractor and may consent to a replacement. 	<i>Pass or Disqualification</i>
<p>3.3.5 Certificate of Compliance Schedule</p> <p>The Proposal must include a completed and signed Certificate of Compliance, completed by the Proponent in accordance with the instructions contained in that schedule. The Proponent does not need to complete a Certificate of Compliance if the Company has received a completed Certificate of Compliance within the previous two (2) years</p>	<i>Pass or Disqualification</i>

<p>and there has been no change of ownership as defined within the Certificate of Compliance, but the Proponent must state that there has been no change in ownership in its Proposal. Failure to indicate in the Proposal that a Certificate of Compliance has been submitted in the previous two (2) years and that no change of ownership has occurred may result in the Proponent being disqualified.</p>		
RATED INFORMATION PHASE 1	Scoring	Evaluation
<p>Part A – Minimal requirements regarding the Scope of Work (Stage II)</p>		<p><i>Available Points: N/A</i> <i>Minimum required: pass</i></p>
<p>3.3.6 Minimal requirements</p> <p>The Proponent should provide proof of all minimal requirements stated in Schedule "Minimal Requirements" to qualify for the next step of the evaluation. Proponents should fill the form in the "Minimal Requirements" Schedule in accordance to the instructions indicated in the Schedule.</p>	<p><i>Pass or Disqualification</i></p>	<p>In order to Pass, the Proponent should use the Schedule "Minimal Requirements" and be able to prove the he meets all Minimal requirements indicated.</p>
<p>Part B – Scope of Work Capabilities and Related Matters (Stage III)</p>		<p><i>Available Points: 70</i></p>
<p>3.3.7 Corporate overview</p> <p>The Proponent must complete the "Company Overview" Schedule according to the instructions in the Schedule.</p> <p>The Proponent must also submit an organizational chart of the project team, including the name, title and role of each member. The proposed team must include all professional and technical personnel necessary to complete this mandate (one (1) 8 ½ x 11 page maximum).</p> <p>Finally, the Proponent must demonstrate the experience of the personnel assigned to the mandate by submitting the curriculum vitae for each member of the proposed team (one (1) 8 ½ x 11 page maximum per CV).</p>	<p>10</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • include with their Proposal the "Company Overview" Schedule duly completed according to the instructions in the Schedule; • present the organizational chart of the project team; • highlight the added value of the team put together for the project.

<p>3.3.8 Firm and associated firm's experience, if applicable</p> <p>The Proponent must demonstrate relevant experience in the specific area of the contract to be awarded (an immersive experience incorporating connected objects and multimedia and hands-on interactive elements), with completed projects of similar scale (size and budget) and complexity, for example, the quantity of elements produced and the incorporation of a variety of technologies.</p> <p>The Proponent must present, as References, three (3) projects of immersive exhibitions or experiences incorporating connected objects, multimedia installations and many hands-on interactive elements. These projects must have been completed within the last ten (10) years.</p> <p>Provide the details below for each project:</p> <ul style="list-style-type: none"> • name of the organization; • name of the person in charge at the client and telephone number (the Corporation reserves the right to verify the information provided); • name, description and visual of the project, nature of the work, area; • services rendered; • composition of the team; • dates and duration of mandate; • value of the project in terms of technological infrastructure, scenography and multimedia in relation to museography; • particularities and similarities with the present mandate. 	<p>15</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • submit projects of a similar nature, in science and technology, with many interactive hands-on and electromechanical elements, and multimedia productions; • submit highly complex projects incorporating technologies, sensors and connected objects, with a large quantity of produced elements, etc.; • submit projects of comparable scale, i.e., a minimum of 500 square meters in size and a budget of more than 1 million Canadian dollars; • submit projects that stand out thanks to their originality; • submit projects of high interactive quality (design, visitor engagement, etc.).
<p>3.3.9 Senior Project Manager</p> <p>The Proponent must demonstrate that the Senior Project Manager has at least seven (7) years of experience as a project manager (managing multidisciplinary teams, incorporating technologies), in exhibition projects of a similar nature, complexity and scale.</p> <p>The Proponent must:</p> <p style="padding-left: 20px;">identify the person who will assume this role and demonstrate that they have met the stated objectives on schedule by describing</p>	<p>10</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • have seven (7) years of experience in managing multidisciplinary teams (including immersive, hands-on, multimedia and digital productions, incorporating a variety of technologies); • have managed more than three (3) projects of a similar nature; • have managed highly complex projects incorporating

<p>three (3) relevant projects completed in the last ten (10) years, of similar scale and complexity, for which they have provided project management, mentioning in particular the name of the company and the dates of the mandate. These three projects should preferably be different from those described above for the firm. (one (1) 8 ½ x 11 page maximum for the cover page);</p> <ul style="list-style-type: none"> • attach a curriculum vitae indicating the number of years of experience, positions held, names of employers with corresponding dates of employment, and a clear description of duties, roles and project experiences. • In addition, include the name and contact information of a reference (client) who can confirm the performance, expertise and quality of services received on said projects (one (1) 8 ½ x 11 page maximum for the CV). 		<p>technologies and sensors, a large quantity of elements to be produced, etc.;</p> <ul style="list-style-type: none"> • have managed comparable scale, i.e., a minimum of 500 square meters in size and a budget of more than 1 million Canadian dollars.
<p>3.3.10 Immersive Experience Designer/ Scenic Artist</p> <p>The Proponent must demonstrate the expertise of their Designer or Scenic Artist (creativity and aesthetics of the projects completed) in projects of a similar nature and scale over the past five (5) years.</p> <p>The Proponent must:</p> <ul style="list-style-type: none"> • identify the person who will assume this role and demonstrate that they have met the stated objectives on schedule by describing three (3) relevant projects completed in the last ten (10) years, of similar scale and complexity, for which they have provided project management, mentioning in particular the name of the company and the dates of the mandate. These three projects should preferably be different from those described above for the firm. (one (1) 8 ½ x 11 page maximum for the cover page); • attach a curriculum vitae indicating the number of years of experience, positions held, names of employers with corresponding dates of employment, and a clear description of duties, roles and project experiences. • In addition, include the name and contact information of a reference (client) who can 	<p style="text-align: center;">10</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • have more than seven (7) years of experience in exhibitions; • have developed the scenography for projects of similar scale and complexity; • have developed projects with a high level of creativity and aestheticism, which have been recognized as such.

<p>confirm the performance, expertise and quality of services received on said projects (one (1) 8 ½ x 11 page maximum for the CV).</p>		
<p>3.3.11 Digital Project Manager</p> <p>The Proponent must demonstrate the expertise of their Digital Project Manager in projects of a similar nature and comparable scope over the past five (5) years, particularly with regard to the complexity of the digital infrastructures used.</p> <p>The Proponent must:</p> <ul style="list-style-type: none"> • identify the person who will assume this role and demonstrate that they have met the stated objectives on schedule by describing three (3) relevant projects completed in the last ten (10) years, of similar scale and complexity, for which they have provided project management, mentioning in particular the name of the company and the dates of the mandate. These three projects should preferably be different from those described above for the firm. (one (1) 8 ½ x 11 page maximum for the cover page); • attach a curriculum vitae indicating the number of years of experience, positions held, names of employers with corresponding dates of employment, and a clear description of duties, roles and project experiences. • In addition, include the name and contact information of a reference (client) who can confirm the performance, expertise and quality of services received on said projects (one (1) 8 ½ x 11 page maximum for the CV). 	<p>10</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • have more than seven (7) years of experience in their field; • have participated in more than five (5) exhibition or immersive experience projects; • have developed numerous immersive digital infrastructures, that have been integrated and harmonized with exhibitions of over 500 square meters in size; • have developed digital infrastructures incorporating connected objects linked to interactive elements.
<p>3.3.12 Multimedia Production Producer</p> <p>The Proponent must demonstrate the Producer's expertise in producing original, high-quality multimedia productions over the past five (5) years, including the complexity of the productions and how they've been incorporated into the intended venues.</p> <p>The Proponent must:</p> <ul style="list-style-type: none"> • identify the person who will assume this role and demonstrate that they have met the stated objectives on schedule by describing 	<p>10</p>	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • have participated in more than five (5) exhibition or immersive experience projects; • have developed numerous, diversified multimedia productions that are harmonized with exhibitions; • have developed high-quality productions (e.g., quality of how

<p>three (3) relevant projects completed in the last ten (10) years, of similar scale and complexity, for which they have provided project management, mentioning in particular the name of the company and the dates of the mandate. These three projects should preferably be different from those described above for the firm. (one (1) 8 ½ x 11 page maximum for the cover page);</p> <ul style="list-style-type: none"> • attach a curriculum vitae indicating the number of years of experience, positions held, names of employers with corresponding dates of employment, and a clear description of duties, roles and project experiences. • In addition, include the name and contact information of a reference (client) who can confirm the performance, expertise and quality of services received on said projects (one (1) 8 ½ x 11 page maximum for the CV). 		<p>a scientific phenomenon is explained);</p> <ul style="list-style-type: none"> • have developed digital infrastructures incorporating connected objects linked to interactive elements.
<p>3.3.13 Presentation of the package</p> <p>The Proponent must submit, on one (1) 8 ½ x 11 page maximum, a summary of the proposed package including the following information:</p> <ul style="list-style-type: none"> • Summarize the strengths of the proposed package; • Present a summary highlighting the key elements of their offer that represent an added value to the quality of the services that will be provided. 	5	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • include with their Proposal the "Company Overview" Schedule duly completed according to the instructions in the Schedule; • present the organizational chart of the project team; • highlight the added value of the team put together for the project.
<p>Part C - Understanding of the Mandate (Stage IV)</p>		<p><i>Available Points: 30</i></p>
<p>3.3.14 Understanding of the Mandate</p> <p>The Proponent must present, in two (2) 8 ½ x 11 pages maximum, a summary of their understanding of the mandate based on the following information:</p> <ul style="list-style-type: none"> • Formulate their interpretation of the needs and issues in the context of the MSC, the nature of the proposed exhibition and its audience (without repeating the call for tenders document); • Describe the work methods recommended for completing the mandate; 	30	<p>To obtain the maximum points for this criterion, the Proponent must:</p> <ul style="list-style-type: none"> • have correctly interpreted the needs and issues in the context of the MSC, the nature of the proposed exhibition and its audience (without repeating the call for tenders document); • have a very clear vision of the qualities of a successful immersive and fun exhibition;

<ul style="list-style-type: none"> Describe the qualities of a successful immersive and playful exhibition; Explain what parts of the context pique their high level of interest in the project and their contribution to the quality of the services to be rendered within the framework of this mandate. 		<ul style="list-style-type: none"> have demonstrated the reasons for their interest in the project.
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Part D – Bonus (Stage V) *Available Points: 5*

<p>3.3.15 Sustainable development</p> <p>It is possible for the Proponent to present their policies and/or action plan and/or present in one (1) page the actions taken by the company taking into account the three (3) spheres of sustainable development:</p> <ul style="list-style-type: none"> Societal component Environmental component Economic component 	<p>5 bonus points</p>	<p>To obtain maximum bonus points for this criterion, the Proponent must include in their Proposal one of the following:</p> <ul style="list-style-type: none"> Their sustainable development action plan; Their sustainable development policy. <p>If they do not have any of these documents, the Proponent can obtain 1 to 4 points by detailing their internal and external actions in relation to the 17 United Nations Sustainable Development Goals in the last two (2) years.</p>
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PHASE 2

RATED INFORMATION PHASE 2	Score	Evaluation
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Part A – Exposition Concept (Stage I) *Available points : 70*

<p>3.3.16 Understanding of the context</p> <p>The eligible Proponent must submit a text including their understanding of the context, the target audience, the parameters, and explaining the recommended visitor experience (area, capacity, length of visit), the objectives as well as the messages to be highlighted; may be accompanied by images.</p>	<p>10</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must:</p> <ol style="list-style-type: none"> have distilled the preliminary vision of the MSC by presenting: an innovative, inspiring and original visitor experience while showcasing a contemporary and timeless immersive exhibition highlighting the scientific process in a way that appeals to the targeted audience, especially 8-to-12-year-olds and people accompanying them; have considered the information in the Preliminary Concept document distributed at the beginning of Phase 2 of the RFP.
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<p>3.3.17 Museographic communication</p> <p>The eligible Proponent must submit a text defining the recommended museographical and multimedia communication approach.</p>	<p>5</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must have submitted a museographical and multimedia approach highlighting:</p> <ul style="list-style-type: none"> a. the originality; b. the rigour and quality of the proposed museographical; c. the relevance with the targeted audience; d. the relevance with the Preliminary Concept document distributed at the beginning of Phase 2 of the RFP.
<p>3.3.18 Technologies</p> <p>The eligible Proponent must submit a text with sketches describing the digital infrastructure and the recommended technologies.</p>	<p>10</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must have produced a quality, clear and inspiring plan that summarizes the recommended museographical approach and visitor experience.</p>
<p>3.3.19 Moodboard</p> <p>The eligible Proponent must submit a visual inspiration selection of a maximum of 2 pages 11*17, communicating the graphical identity and general atmosphere of the exhibition.</p> <p>The eligible Proponent must include sketches and/or reference images to illustrate the inspiration for the Proposal. 2D, 3D views or any other material deemed relevant to the proposal.</p>	<p>15</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must produce one (1) moodboard of two (2) pages communicating the graphical identity and general atmosphere of the exhibition:</p> <ul style="list-style-type: none"> a. high quality, innovative and inspiring; b. original in the development of the immersive experience, in a contemporary and timeless way; c. attractive for the target audience, especially 8-to-12-year-olds and people accompanying them.
<p>3.3.20 Museographical approach</p> <p>The eligible Proponent must submit two (2) 11 x 17 colour pages maximum communicating the design approach and potential methods.</p> <p>The eligible proponent must include sketches and/or reference images to illustrate the inspiration for the Proposal in 2D, 3D views or any other material deemed relevant to the Proposal</p>	<p>20</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must produce one (1) document of two (2) pages communicating the design approach and potential production methods:</p> <ul style="list-style-type: none"> a. high quality, innovative and inspiring; b. original in the development of the immersive experience, in a contemporary and timeless way; c. attractive for the target audience, especially 8-to-12-year-olds and people accompanying them.

<p>3.3.21 Zoning</p> <p>The eligible Proponent must submit a colour plan, one (1) 11 x 17 page maximum, showing the zoning of the exhibition and the visitor experience described in (3.3.16); plus an explanatory text describing the potential themes and zoning of the exhibition.</p>	<p>10</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must propose a Zoning Plan that is:</p> <ul style="list-style-type: none"> a. high quality, innovative and inspiring; b. original in the development of the immersive experience, in a contemporary and timeless way; c. adapted to the target audience; d. consistent with the museographical approach described in (3.3.20) and the visitor experience described in (3.3.16).
<p>Partie B – Logistical approach (Stage II)</p>		<p><i>Available points : 10</i></p>
<p>3.3.22 Schedule</p> <p>The eligible Proponent must submit a schedule detailing the project steps that are justified based on projects completed in the last ten (10) years.</p>	<p>5</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must be able to justify the different steps of the proposed schedule with clarity, precision and coherence, with tangible examples.</p>
<p>3.3.23 Sustainable development</p> <p>The eligible Proponent must submit a one (1) page text, 8 ½ x 11 page maximum, explaining the measures they intend to undertake in order to incorporate the principles of sustainable development into the completion of the Mandate.</p>	<p>5</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must have formulated a clear, realistic and innovative vision of the measures to be taken in order to incorporate the principles of sustainable development into the completion of the Mandate.</p>
<p>Partie C – Price (Stage III)</p>		<p><i>Points disponibles : 20</i></p>
<p>3.3.24 Price Breakdown</p> <p>The eligible Proponent must use Schedule 10 to indicate which portion of the allocated budget (CAD 920,000) will be allocated to the professional fees of their Firm and their subcontractors and how much will be allocated to the museographical production.</p> <p>The eligible Proponent must also present a short explanatory text supporting their choices.</p>	<p>20</p>	<p>To obtain the maximum points for this criterion, the eligible Proponent must have</p> <ul style="list-style-type: none"> • demonstrated that most of the budget will be allocated to the realisation an museological production; • demonstrated the appropriateness of the budget envelopes allocated to each discipline in relation to the proposed concept.

3.4 Reference Verification

At this stage, the Evaluation Team will verify as many references provided by the Preferred Proponent in the References Schedule as the Evaluation Team may deem appropriate, and such references may be conducted in-person, as the Evaluation Team may determine in its sole discretion. References will be assessed on a pass/fail basis as to their satisfaction with the project, and will serve to validate (or not, as the case may be) the evaluation conducted by the Evaluation Team.

3.5 Tie Break Process

Where two or more Proposals achieve a tie score on completion of the evaluation process, the Company may select any or all of those tied Proponents in its sole discretion.

3.6 Preferred Proponent

After the references have been successfully verified, the Company will notify the Preferred Proponent of its position as the Preferred Proponent and provide the Preferred Proponent with the Agreement for execution.

The Company shall at all times be entitled to exercise its rights under Section 2.25 (Reserved Rights (as to Preferred Proponent)).

For certainty, the Company makes no commitment to the Preferred Proponent that the Company will execute the Agreement.

Schedule 1 Scope of Work

1. Introduction

The Old Port of Montreal Corporation Inc. (the Corporation), wishes to retain the services of a firm for the creation of a new immersive, interactive permanent exhibition at the Montréal Science Centre (MSC).

The Montréal Science Centre is in operation twelve months a year and has become a favourite destination for school groups and young families seeking interactive, fun experiences involving science and technology. The MSC is dedicated to scientific, technical and industrial culture and its mission is to help enable every individual to be able to appropriate science and technology in building their future. It is a place to learn while having fun. A place where we play with science to make it more accessible and appealing. A place where we can get a better understanding of the contribution of science and technology to our world.

The MSC receives more than 600,000 visitors a year.

2. Mandate

2.1 General

In close collaboration with the representatives of the MSC, the selected team will be given a mandate to provide the services listed below, including whatever is necessary for their execution.

This mandate includes:

- Development of an interactive, immersive museum concept
- Design of the concept components and interactions
- Participation in the development of the interactive framework
- Design of the steps and programming required for the game
- Production of the museographic and digital components
- Graphic production
- Installation
- Breaking-in

2.2 Initial Concept

The MSC has obtained a mandate to create an exhibition imbued with mystery that offers visitors a unique opportunity to immerse themselves in a memorable interactive, sensory quest where they discover the science behind our planet's strange and mysterious phenomena. A fragile region at the forefront of the emerging upheavals brought on by climate change, the Far North presents a topic that combines science with the magical realism at the heart of this fantastic territory, guarded by the Inuit people for millennia.

This immersive exhibition will highlight the scientific approach of researchers in this still little-known region, intriguing for the majority of Canadians, while allowing visitors to explore in an atmosphere imbued with mystery. It also provides an opportunity to reconnect with the essence of our highly successful *Indigenous Ingenuity* exhibition. This temporary exhibition, produced by the MSC in 2017, enabled visitors to discover, via a playful quest based on listening, observation, experimentation and transmission, that evidence of the ingenuity of the first peoples of North America

is all around us. The MSC is honoured once again to share with the general public a permanent exhibition space dedicated to the Inuit people.

The MSC wishes to develop the project and wants it to reflect the creativity of the tenderer while supporting the proposed preliminary concept.

The new exhibition on the Far North will be presented to the MSC's general public (families, school groups) from November 2024, for a period of at least 7 years. This exhibition will add a new innovative exhibition space, complementary to the current offer, combining escape games, science, immersion, interactivity and mystery, and giving visitors an opportunity to return for a different experience with multiple possibilities.

a. Exhibition Messages

The whole is greater than the sum of its parts – Aristotle

During the experience, the visitor will come to understand that all planetary phenomena and living species are interconnected – a reflection of the Inuit worldview. The answers and the solutions to adapting to climate change are encrypted in the mysterious phenomena caused by natural elements in the Arctic zone.

b. Parameters

- Visitor capacity: 100 people per hour
- Visit duration: 60 minutes
- The exhibition can be visited independently
- Available in French, English and Inuktitut

c. Clientele

Visitors come to the MSC mainly in small groups (family or friends) or in organized groups with or without an MSC guide. The MSC exhibitions are mainly aimed at 8-12 year-olds, while still allowing the younger children and the adults who accompany them to enjoy the experience.

d. Orientation of the experience

The visitor experience is based mainly on immersive, interactive journeys “motivated” by an investigation involving connected objects. The experience will include science experiment stations accompanied by several interactive devices integrated into an immersive setting dedicated to data collection and operated by the visitor's connected object. The exhibition will also contain an introduction section and a section designed for the resolution of the quest. The experience will ultimately need to be renewable in order to enable the visitor to enjoy a different experience on each visit.

e. Objectives of the exhibition

- Presenting an accessible permanent exhibition with technological interactives and activities inviting the participation of visitors, young and old, to energize the experience and bring content to life
- The exhibition will have to embody and evoke several specific atmospheres reflecting the subjects and objects
- Plan an exhibition with the objective of multiple experiences that are personalized from one participant to another, according to the chosen quest
- Integrate sound and light to intensify the visitor's immersive experience
- Offer a grand finale, with a particularly rich and striking moment.

The Corporation also wants the experience and how it unfolds to be presented with a view to synthesis in order to facilitate accessibility to allophone clientele, foreign tourists or people with learning challenges.

2.3 Technical Details

The MSC is located in the former hangars of the King-Edward Pier on the Old Port of Montreal site. The building envelope is largely glazed and has a contemporary, sober appearance. Inside, the existing steel columns and beams are still visible, as are the ventilation ducts. The floors are concrete and the exhibition halls have a raised concrete-slab floor. The height varies from 2.5 to 4.3 meters.

The Far North Exhibition will be installed on the 2nd floor, in the space currently dedicated to the Fabrik exhibition. The available area is approximately 500 square meters (see plan Schedule 1A).

The physical layout of the spaces should feature universal access and allow visitors with reduced mobility to take full advantage of the facilities. In addition, special care must be taken by the selected Proponent to facilitate the operation and maintenance of the exhibition by the MSC technical team and to ensure that it can withstand repeated, and sometimes excessive, use by visitors. Attention should also be paid to integrating a wide variety of sensory interactions in order to appeal to different audiences.

3. Minimum Requirements

3.1 Team

To carry out the project, the selected Proponent must form a multidisciplinary team with the following expertise:

- Project manager
- Designer or scenographer experienced with immersives
- Digital project manager
- Interactive designer (digital, mechanical, electromechanical); Director of multimedia productions
- Graphic designer

3.2 Stakeholders

During the provision of services, the selected Proponent undertakes to collaborate with the MSC on the execution of the contract, taking into account all MSC instructions and recommendations relating to the execution of the contract.

The selected Proponent also undertakes to collaborate with the scientific committee, the Boîte Rouge Vif, and the Inuk author appointed by the MSC. Collaboration between the different stakeholders will be carried out via meetings and communications led by the MSC.

3.3 Budget

The maximum budget for this mandate is: nine hundred and twenty thousand Canadian dollars (CAD \$920,000), including the design, manufacture and installation of all elements of the exhibition as well as multimedia productions and any digital program. The MSC will directly assume the costs relating to content, the payment of rights, and the purchase of audiovisual and lighting equipment.

3.4 Initial schedule

The major stages of the project are planned for the following periods:

- Pre-project – Final concept September to November 2022
- Granting of mandate October 31, 2022
- Preliminary scenario November 2022 to March 2023
- Final scenario March to June 2023
- Preliminary design January to June 2023
- Final design June to September 2023
- Design production September 2023 to March 2024
- Multimedia production January to June 2024
- Manufacture January to June 2024
- Hall installation July to November 2024
- Opening November 2024: date to be confirmed
- Break-in period November 2024 to August 2025
- Final approval September 2025

4. Mandate Procedure

4.1 Meetings between the client and the selected Proponent

At the start of the mandate, the planning of the work, including the use of the human resources involved in the project, must be established according to the recommended approach and the expected duration of the mandate.

The identification of deliverables as well as the monitoring mechanisms must be submitted to the MSC for prior approval.

There will be a review after each stage of the project in accordance with the initial planning of the work.

4.2 Monitoring the execution of the mandate

Throughout the mandate, the Firm's project manager will meet with the MSC project manager once (1) a month or as needed to report on the progress of the work. The selected Proponent is expected to give a presentation to an extended MSC team at the key phases of the project.

Among other thing, these meetings will allow:

- Identification of deviations from planning
- Identification of decision points
- Presentation of summaries

Within each of the planned project stages, the selected Proponent must provide reports presenting the state of the work, including progress and delays and, if necessary, catch-up plans.

A project monitoring report should be produced for this monthly meeting. The project monitoring report must contain:

- the number of person-days planned, performed, to be performed, percentages achieved, percentages spent and variances
- planned and actual start and end dates

- amounts authorized, committed and spent
- the main achievements of the previous period
- the main achievements planned for the following period
- summary of potential problems, outstanding issues and requests for changes
- status of the project, including any request deemed useful for project monitoring purposes

The selected Proponent must submit to the MSC, for control and approval, the plans and specifications, accompanied by revised budgets and recommendations for optimizing solutions that will provide the best value for money.

The selected Proponent must prepare the preliminary budget for the work while respecting the project’s budget envelope in collaboration with the Corporation's project manager.

4.3 Process for receiving and approving deliverables

At each stage of the project, the selected Proponent will present and submit the expected deliverables (scenario, plans, specifications, etc.) to the MSC project manager for approval. A period of from 48 hours to 5 working days will be granted at each stage for the MSC to validate, comment on, approve or refuse each deliverable or section of a deliverable.

Even if the selected Proponent has already been remunerated for work performed, it undertakes to redo, at its own expense, any work in which errors or omissions have been noted, whether these were indicated during the execution of the contract or after acceptance of the work by the Corporation.

4.4 Table of tasks

Phase 1 – Final Concept

As soon as the mandate is granted, the selected selected Proponent will have to collaborate with the MSC in order to finalize this concept. This will involve defining the visitor's path and the experience as a whole, proposing the technologies and digital tools envisaged, illustrating the main lines of the museographic means and atmospheres; as well as providing a preliminary layout.

The selected Proponent	The Corporation
<p>The selected Proponent will work with the MSC to develop the preliminary and final scenarios for the exhibition.</p> <p>During this period, the selected Proponent will work simultaneously on the development of the preliminary design.</p> <p>A more complete list of deliverables is available in the Preliminary Design phase, presented in the next section</p>	<p>The MSC will be responsible for the design of the preliminary and final exhibition scenarios.</p> <p>Its specific mandate will be:</p> <ul style="list-style-type: none"> • Content research: • Development of the narrative framework in collaboration with the Inuk author • Validation with the Inuk community, in collaboration with Boîte Rouge Vif • Scientific validation with the scientific committee • Drafting the preliminary script and the final script including: <ul style="list-style-type: none"> ○ Codes ○ Messages

	<ul style="list-style-type: none"> ○ Visitor experience ○ Means ○ Requirements – photos ○ Requirements – illustration ○ Requirements – objects ○ Text plan • Scripting of the interactives <ul style="list-style-type: none"> ○ Message ○ Desired experience ○ Scientific principle ○ Inspiration • Scripting of the illustrations <ul style="list-style-type: none"> ○ Messages ○ Content ○ Inspiration
Deliverables	
<ul style="list-style-type: none"> • A presentation to the MSC of the elements to be included in the final scenario including: <ul style="list-style-type: none"> ○ A review of the experience and the visit path ○ Proposal of potential interactives ○ A revised general ambiance sketch ○ A revision of the development plan ○ A revised budget ○ An updated timeline 	

Phase 2 – Scripting (preliminary and final)

This phase includes the development and completion of the narrative framework of the experience, the consolidation of the means and content presented, as well as the design of all the museographic means that will be used to communicate the messages to visitors. This phase is carried out simultaneously with the preliminary design phase.

The selected Proponent	The Corporation
<p>The Firm will work with the MSC to develop the preliminary and final scenarios for the exhibition.</p> <p>During this period, the Firm will work simultaneously on the development of the preliminary design.</p> <p>A more complete list of deliverables is available in the Preliminary Design phase, presented in the next section.</p>	<p>The MSC will be responsible for the design of the preliminary and final exhibition scenarios. Its specific mandate will be the content research, including:</p> <ul style="list-style-type: none"> • Development of the narrative framework in collaboration with the Inuk author • Validation with the Inuk community, in collaboration with Boîte Rouge Vif • Scientific validation with the scientific committee • Drafting the preliminary script and the final script including: <ul style="list-style-type: none"> ○ Codes ○ Messages ○ Visitor experience ○ Means ○ Requirements – photos

	<ul style="list-style-type: none"> ○ Requirements illustration – ○ Requirements – objects ○ Text plan • Scripting of the interactives <ul style="list-style-type: none"> ○ Message ○ Desired experience ○ Scientific principle ○ Inspiration • Scripting of the illustrations <ul style="list-style-type: none"> ○ Messages ○ Content ○ Inspiration
Deliverables	
<ul style="list-style-type: none"> • A presentation to the MSC of the elements to be included in the final scenario including: <ul style="list-style-type: none"> ○ A review of the experience and the visit path ○ Proposal of potential interactives ○ A revised general ambiance sketch ○ A revision of the development plan ○ A revised budget ○ An updated timeline 	

Phase 3 – Preliminary Design

This phase encompasses the development of the preliminary design of the exhibition, including concrete proposals for technological means and digital tools and the visitor experience. This phase is carried out simultaneously with the scripting phase.

The selected Proponent	The Corporation
<p>The selected Proponent will collaborate on the script and will be responsible for the preliminary implementation of the museographic concept, the artistic design, the graphic production, and the production of the interactives and audiovisuals.</p> <p>This phase includes the following services:</p> <ul style="list-style-type: none"> • Advancement and revision of the museographic concept following the submission of the final concept. • Advancing the scenario and developing the preliminary design in collaboration with the MSC production team: <ul style="list-style-type: none"> ○ Development of the preliminary design of the exhibition ○ Developing the means related to the scenography ○ Consolidating preferred digital technologies and tools ○ Developing the visual identity of the museographic concept 	<p>During this phase, the MSC will have a mandate to collaborate with the selected Proponent on the development of the preliminary design.</p> <p>A more detailed list of deliverables can be found above in the Scripting phase.</p>

- Defining the different pathway options by identifying the highlights of each. The suggested pathway experiences must be equally rich and offer a multitude of interactions ensuring options for replay.
- Developing the deployment of the museographic structure in space.
- Communicating the proposed feeling of the spaces with the help of 2D and 3D renderings or sketches.
- Working in collaboration with the other stakeholders: the author, the expert committee, the consultants and the MSC.
- Creating the preliminary design of the exhibition, including furniture, interactives, environments, signage, graphic panels and other elements, respecting the following criteria:
 - quality of the experience for the expected number of visitors (100 simultaneously, up to 120 at peak times) and the established visit duration (60 minutes)
 - appeal to young people, especially 8-12 year-olds
 - distinctive atmosphere related to the exhibition subject
 - durability of style
 - sustainability of interactives
 - user-friendliness of visitor interaction with elements
 - visitor safety
 - fluidity of traffic, ease of welcoming groups including the establishment of animation locations, if applicable
 - ease of maintenance and durability of finishes
 - facilitating the harmonious integration of multimedia equipment
 - ease of access for maintenance and repair of components, equipment and mechanisms, by MSC teams
 - protection against breakage and theft
 - security and adequate conservation of objects, especially collection objects, if applicable
 - Collaboration with the Inuk community (Boîte Rouge Vif)
 - Eco-responsibility:
 - Rethinking the product according to its adaptability

<ul style="list-style-type: none"> and its uses; multiple at end of exposition <ul style="list-style-type: none"> ○ Reducing energy and resource consumption ○ Replacing environmentally harmful substances ○ Reusing over renewing ○ Recycling what is not reusable ○ Easily removable for repair • Developing a general tone for all multimedia productions that must harmonize with the proposed museography. • Based on the final exhibition scenario, defining the course of the quest and each of the interactives (digital, mechanical, electromechanical) and multimedia productions (video, audio, computer game). In collaboration with the MSC, preparing a descriptive sheet for each of these (subject, objective, operating principle, duration, etc.). • Providing preliminary plans including layout, elevations of main elements, and proposed colours and materials. 	
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Deliverables

<ul style="list-style-type: none"> • Preliminary design – the document should include the following: <ul style="list-style-type: none"> ○ Preliminary proposal for the visit experience (lighting and audiovisuals, soundtrack) ○ Model, sketches or perspectives of the space ○ Plan (layout) of the museographic facilities in the space ○ Graphics proposal for all scales of sizes and panels ○ Concept for 3D elements (types of materials, etc.) ○ List of museographic devices ○ Updated budget ○ Updated timeline • Presentation to the MSC for approval 	
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Phase 4 – Final Design

This phase encompasses creation of the final design of the 2D and 3D elements as well as the interpretation materials and ambience presented in the previous phases. This phase is accompanied by the finalization of the scenario.

The selected Proponent	The Corporation
<p>The selected Proponent must finalize the museographic concept, as well as concrete proposals presented during the previous stage.</p> <p>This phase includes the following services:</p>	<p>During this phase, the MSC will have the mandate to collaborate with the selected Proponent on the development of the final design of the experience and to validate any specific approach or content with its scientific authorities, as needed.</p>

<ul style="list-style-type: none"> • Revise the preliminary design in accordance with the client's recommendations and decisions. • Develop the final design in collaboration with the MSC team. • Develop the final visit experience (lighting and audiovisuals). • Final selection of means. • Final selection of technologies. • Develop the final visual signature including the design of the exhibition entrance. • Specify the visitor experience, emphasizing the atmosphere, by describing the means envisaged. • Produce the graphic grid for the entire exhibition • Develop the final layout of the environment of the mandate. • Produce 3D renderings or perspectives of the environment to clearly demonstrate intentions and atmosphere. • Coordinate the work of the mandate with that of other stakeholders. • Update and detail the budget of the mandate. • Update the timeline of the mandate. • Plan and carry out functional tests with real components to validate, as deemed necessary, the operating principles of the interactives. • Provide the list of desired equipment, specifying the required characteristics as well as the cost. • Provide the graphic concept and graphic grids for each type of text, whether printed, presented on screen or projected in space. Define the style of the pictograms and explanatory diagrams, and have them approved by the MSC. 	<p>The MSC team will be available to support, facilitate and validate the final choices proposed.</p>
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Deliverables

- 1- The final design – the document should include the following:
 - A final proposal for the visit experience (lighting and audiovisuals, including the soundtrack).
 - A model, sketches or perspectives of each zone.
 - A final plan (layout) of the museographic installations (including wall elevations and visitor circulation).
 - The final design of the 2D and 3D elements revised in response to comments received in the previous phase.
 - The final graphic design of all types of panels (with samples of text (actual size), materials and colours).
 - List of museographic devices, connected objects, etc.
- 2- Full-scale prototypes may be required, as needed.
- 3- Updated budget.
- 4- Updated timeline.
- 5- A presentation to the MSC for approval.

Phase 5 – Design Production

This phase includes the production of plans and specifications and the development of exhibition content.

The selected Proponent	The Corporation
<p>This phase includes the following services:</p> <ul style="list-style-type: none"> ● Revise the final design in accordance with the client's recommendations and decisions. ● Prepare execution plans for all exhibition elements. These plans include: general plan, elevations, sections, details necessary for production as well as finishes and colours for approval by the MSC. Provide samples if needed. These include all elements and spaces required for the installation of audiovisual equipment, lighting and museum security. ● Draft all specifications related to manufacture. ● Draft instructions, when required. ● Submit the final layout plan. ● Present drawings of the interactives (plans and elevations) in a modifiable digital file (e.g. Sketchup or Vectorworks) for all the devices. ● Design the lighting from the list of equipment available at the MSC. Provide a detailed lighting plan as well as a purchase list for additional lighting equipment if required. ● Provide diagrams and technical drawings of interactives, including triggering devices for connected objects and audiovisual and multimedia productions. ● Provide final images and graphic proposal necessary to create the setting and scenographic elements. Have the selection approved beforehand. ● In accordance with information provided by the MSC, create the illustrations and diagrams necessary for the interpretation panels and the interactives. The style must harmonize with the museographic design and be approved beforehand. For each of these, provide three (3) versions for approval: the preliminary version, the version for scientific approval and a final version. ● Provide all the usual objects and accessories required for creating the environments and scenographic elements. Have their selection approved as well as the plans for their installation. ● Produce the layout of all graphic elements and have it approved. ● Provide "image" files (pdf) in a format that allows them to be read when printed and annotations to be 	<p>During this phase, the MSC will be responsible for:</p> <ul style="list-style-type: none"> ● Writing, editing and translating texts (except those intended for the multimedia productions). ● Finding collection items as well as information, images, and videos from lenders and associated rights. ● Proofreading (except for multimedia productions). ● Scientific information used to produce the illustrations.

<p>added directly in the file. This is to facilitate proofreading of all graphic elements.</p> <ul style="list-style-type: none"> • Produce and provide graphic files: source files, editable to allow the MSC to make corrections, modifications and language changes, if required. • Design the architecture of the communication and information networks of the immersive and interconnected experience. • Provide preliminary production specifications. • Collaborate on the integration of multimedia elements. • Coordinate the work of the mandate with that of the other stakeholders. • Update and detail the budget of the mandate, • Update mandate timeline. 	
Deliverables	
<ul style="list-style-type: none"> • Production workbook: plans and specifications for all display and presentation elements. • Plan (layout) of the museographic facilities in the space. • Final graphic files. • Revised schedule. • Revised budget. • Presentation to the client for approval. 	

Phase 6 – Multimedia Production

This is the design and testing period for all elements of the digital infrastructure, the interactives and the multimedia content.

The selected Proponent	The Corporation
<p>This phase includes the following services:</p> <ul style="list-style-type: none"> • Create the architecture of the communication and information networks of the immersive and interconnected experience. • Draft content and scripting for digital productions associated with the immersive experience. • Develop scenarios or identify archival images (stock-shots) when required. For animations and computer games, provide an illustrated storyboard. • Develop the design of connected objects as well as their interaction with the physical elements of the exhibition. • Select and use the most efficient technologies in the production of this project. Provide the MSC with lists of technologies and processes being considered for discussion and approval. • Write the narrated or written texts (including navigation texts, instructions and results), and have them validated by the MSC. Subsequently, 	<p>During this phase, the MSC will be responsible for:</p> <ul style="list-style-type: none"> • Purchase of equipment, namely: lighting equipment, speakers, projectors, servers, digital infrastructure, screens and computers. • Evaluation of prototypes.

translate them into English and have this translation validated.

- Perform the correction of the screen pages by linguistic revision professionals (French and English) for all texts appearing on screen.
- Add the required visual elements and visual effects based on the chosen approach, as well as sound effects when appropriate.
- Filming and casting, if required: Plan and carry out the filming and casting required for all productions in order to optimize the use of teams, participants and sets.
- Be responsible for all stages of image postproduction, including editing, computer graphics and visual effects.
- Be responsible for the programming and beta-testing of digital infrastructures and multimedia productions. Develop any special configuration (software or other) that may be necessary for their proper functioning. Some of these prototypes will have to be made available to the MSC for the purposes of complementary formative evaluations with the target clientele.
- Be responsible for all sound post-production, including recording, editing, mixing, sound effects, ambient sound and soundtracks, as needed.
- Create screensavers for the productions. These serve as a hook and usually present the title of the production, in a bilingual version.
- Carry out functional tests from the start of production of targeted interactives (those requiring complex integration, using new technologies, etc.) These interactives will be identified in concert with the MSC team and the Firm. These tests could be run with visitors to the MSC.
- Create the programming of the selection menus.
- Deliver the productions in a format compatible with the selected equipment, in accordance with the recommendations of the MSC team.
- Provide a backup copy in addition to the number of copies necessary for the running of the exhibition.
- Establish a list of equipment required for running each production. This list will indicate the main technical characteristics as well as a budget evaluation for each item. The final selection and purchase of equipment will be made by the MSC.
- Negotiate, release and pay all usage rights for the visual, sound or other material intended for the project, as judiciously as possible given the usage context. Provide the MSC with a copy of the contracts for the negotiated rights.

Deliverables

- Mandate suppliers.
- Submit a list of required equipment to the MSC.
- Purchase of software licenses related to the digital equipment used for the exhibition.
- Revised budget.
- Three follow-up presentations to the client for approval.

Phase 7 – Manufacture and Installation

This phase includes a test period in the workshop, the validation of prototypes and all exhibition elements, and the manufacture, delivery and installation of the structures in the hall.

The selected Proponent	The Corporation
<p>The selected Proponent will work on the fabrication, installation (including the assembly and positioning of the display cases in the hall and the ambient lighting), as well as the breaking-in of the exhibition.</p> <ul style="list-style-type: none"> • Select and obtain approval of the list of manufacturers and the distribution of batches, if applicable. Manufacturers must be qualified and experienced. Upon request, provide a CV of the selected firms. • Manufacture and obtain workshop approval of functional prototypes for the more complex interactives. Some of these prototypes will have to be made available to the MSC, or even delivered to the MSC, for formative evaluations with the target clientele. • Fabricate all exhibition items. The works must be of superior quality, fully fulfill the function for which they were designed, and have a lifespan of 7 years. • Promote the use of ecological, local and recyclable materials as well as a manufacturing method that limits energy costs. • As much as possible, manufacture the elements in shop rather than in the exhibition hall. • Ensure in advance the proper functioning of multimedia productions and final media on MSC equipment. • Pack, deliver and install all exhibition elements. Comply with MSC installation procedures. • At a time agreed on with the MSC, the selected Proponent must install the equipment on site in accordance with MSC specifications. The installation includes preparation and testing of the equipment on the MSC premises. The supplier is responsible for the proper functioning of the installed equipment. The correction of any deficiencies found during the 	<p>During this phase, the MSC will be responsible for:</p> <ul style="list-style-type: none"> • Installation of collection objects (if applicable). • Electrical connections. • Installation of lighting fixtures and their adjustments, which will be carried out by MSC technicians under the supervision of the Firm. • Painting the walls, one colour per wall. • Prototype evaluation.

testing of the material is the responsibility of the supplier.

- Provide all tools and devices required for assembly and installation.
- The selected Proponent must communicate to the MSC its installation schedule for the complete installation of the product within the assembly period specified by the MSC. In addition to the installation of all components of the exhibition, the selected Proponent is required to carry out the summary list of the following activities:
 - verification of the conformity of the equipment
 - installation and configuration of the software, databases and utilities required by the software and ensuring their proper functioning
 - analysis of the system rules and settings
 - manager training (submission of all required training and user documentation)
 - operator training
- The selected Proponent must file a document detailing:
 - the installation phases
 - the deliverables
 - the delivery schedule
- Inspection and reception must take place at the point of delivery, to the satisfaction of the Corporation. All goods must be free from defects of workmanship, selected materials or installation, if applicable. The material will not be deemed "delivered" if it is not in good condition. The Corporation reserves all remedies provided in this document, including the right to terminate the contract.
- The purpose of the visual inspection is to ensure the quality of the installation, assembly and general appearance. This visual inspection must include at least:
 - verification of component attachment
 - the use of components in accordance with approved models
 - no apparent damage
 - components installed in the appropriate places
 - compatibility of the components with the environment
 - no missing parts
 - verification of cable identification, installation and connection of components

<ul style="list-style-type: none"> • The purpose of the tests is to fully verify each function of the system. This operational inspection must include at least: <ul style="list-style-type: none"> ○ testing of all operating sequences ○ verification of the content of signage ○ operator comprehension of the training received • The premises must be kept clean and free of all debris. Ensure the elimination of waste as the assembly progresses. • Carry out the final cleaning of the supplied elements. • After delivery, the MSC will have a period of four (4) weeks to test the exhibition with groups of visitors. The selected Proponent shall correct any malfunction identified during this period. Final approval will be made following the correction of these deficiencies. • Guarantee all elements for nine (9) months from the date of final approval of the work against any manufacturing defect and operating problem, taking into account the context of use. • During the warranty period, repair defective display elements on site or in shop within 48 hours of the call. Daily maintenance and preventive maintenance will be carried out by the MSC team. In the event that the repair work cannot be carried out within 48 hours, the mandated team must notify the MSC in writing of the reason why the work cannot be done and must specify a date when it will be. If this latter deadline is not respected, the MSC may carry out the repairs and invoice the Firm. 	
Deliverables	
<ul style="list-style-type: none"> • Production of the exhibition including multimedia (lighting and audiovisuals) completed and ready for running by the MSC • The exhibition experience environment set up and ready to open to the public • A production schedule (scenography, furniture, interactives, graphic elements) • A flash drive of all the elements used in the production of the exhibition in PDF form and source files (Indesign, Illustrator, Sketchup or other) 	

5. Other services

The selected Proponent must also provide the exhibition signature (logo). In addition, the selected Proponent could receive a mandate to design and produce a 3d version of the signature to make it an appealing element.

The selected Proponent shall also provide the services of a competent instructor to ensure the training of MSC personnel on the maintenance, adjustment and operation of the equipment.

Instruction must be given during normal working hours, before the systems have been accepted and delivered to the Corporation. The training must take place on the Corporation's premises. The operation and maintenance manual should be used for personnel training.

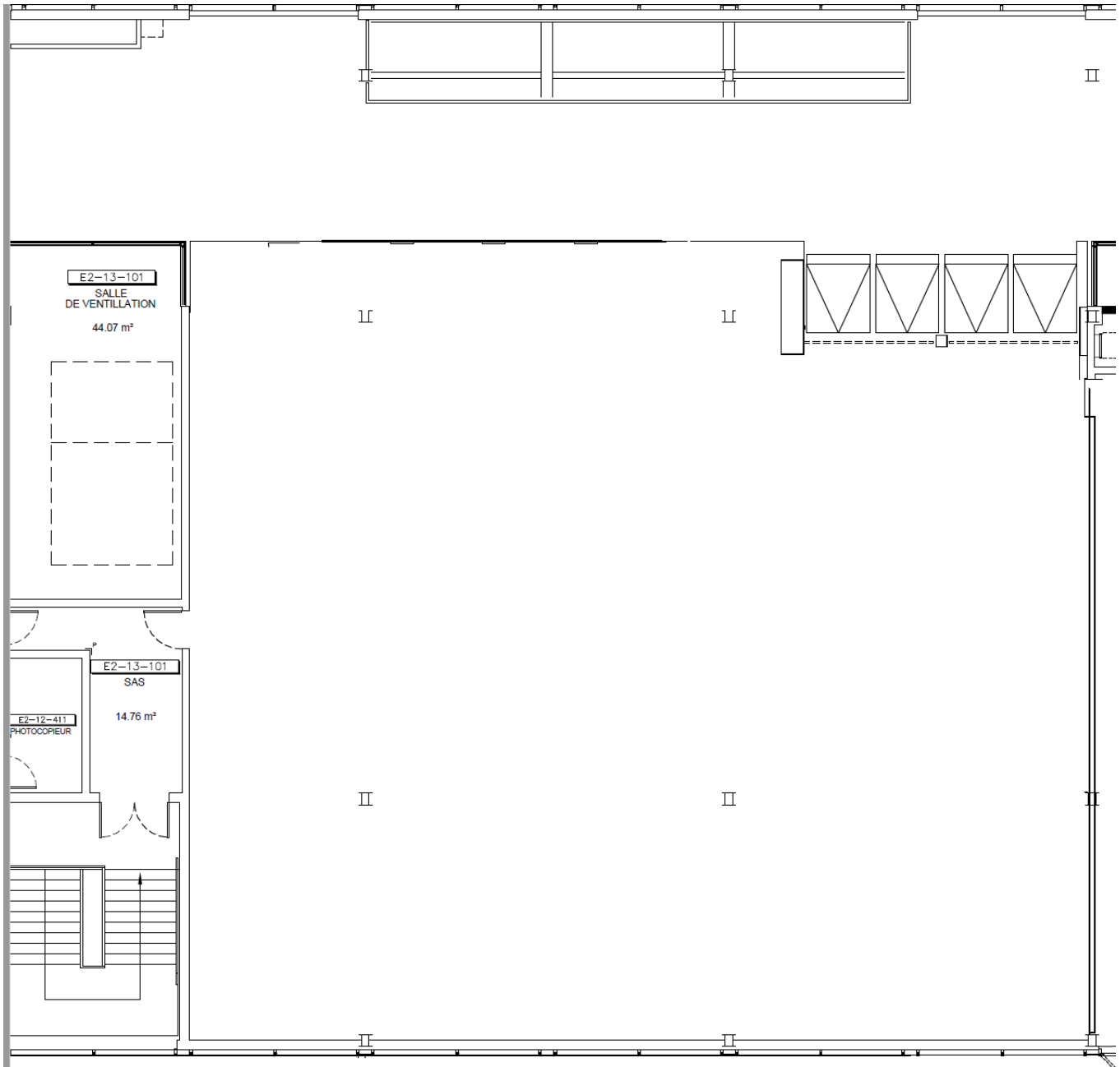
Upon delivery of the exhibition, provide the following items:

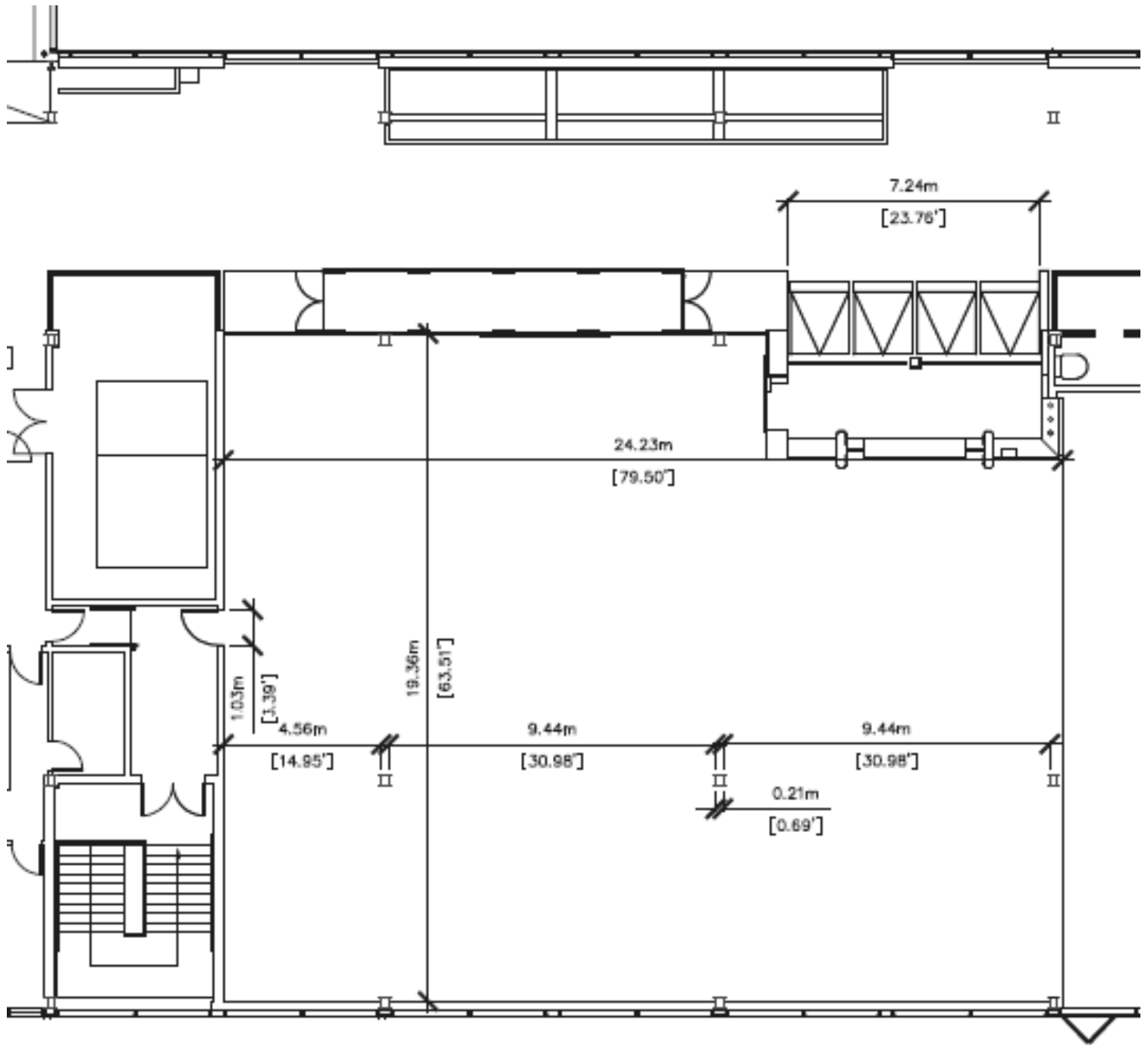
- a maintenance manual in the form of technical data sheets of use for the operation, renewal and maintenance of the elements
- spare parts required for normal operation
- three copies of each type of flash drive
- material and paint samples for touch-ups and minor maintenance repairs

Within a maximum period of one (1) month following delivery, provide the following elements:

- the final specifications including the as-built plans (two hard copies and computer files)
- list of materials, hardware codes, colour chart
- the final graphic files on digital media, identified according to the MSC procedure
- "Completed Documents" files identifying all the details of each multimedia production. These documents must specify, in particular, the type and duration of the rights released, both for visual and sound archives and for the actors and participants, with their contact details.
- Final cuts before compression, as well as the masters and all the elements used in the production of the multimedia productions. Masters and other elements should not be locked in order to allow future modifications if necessary.
- Editable source graphic files to allow the MSC to make corrections, modifications and changes, if required

Schedule 1A
Exhibition space





Schedule 1B Potential content

Mysteries

Each mystery to be solved could be linked to a natural element: air, water, earth or fire. Here are a few examples:



AIR: MYSTERIOUS LIGHTNING – What causes the mysterious lightning in the Arctic?

“The frequency of lightning has increased sharply in the North Pole region. Scientists believe that this phenomenon is directly linked to the climate crisis affecting the planet. As the American news channel CNN reported on their website this week, the Arctic is experiencing a significant increase in lightning, which is generally extremely rare in northern latitudes. Moreover, Vaisala, a Finnish environmental watchdog, reported that 7,278 lightning strikes occurred last year north of the 80th parallel (latitude 80 degrees north), nearly twice as many as in the previous nine years combined. Scientists believe that lightning in the Arctic indicates warming temperatures in this mostly frozen region. As such, many researchers are studying it to understand the manifestations of climate change.” [Radio Canada](#)



WATER: THE DISAPPEARING NARWHAL – Why did this narwhal seek out a new family?

“In the summer of 2016, a narwhal joined the belugas in the St. Lawrence River, and it is still there. Today, this marine mammal is in the process of reaching sexual maturity. Will it also have an opportunity to mate? It's a mystery! As a close cousin of the belugas, he has found his distant family. Somehow he was welcomed, despite their differences. This narwhal could theoretically mate with a female beluga. At any rate, that possibility has been documented by Danish researchers. Mikkel Skovrind, a postdoctoral researcher in genomics at the University of Copenhagen, says Denmark's natural history museum had a strange skull for decades, recovered by a hunter in Greenland. This skull had both narwhal-like and beluga-like elements. ‘If this young narwhal reproduced in the beluga population, we have the genetic signature of the foundation of this new hybrid.’ – Robert Michaud, President of the Groupe de recherche et d'éducation sur les mammifères marins.” [Radio Canada](#)



EARTH: RESURRECTED FOREST – What is the origin of this vegetation reviving under the glaciers?

“The Bernard-Pelletier Arctic Fossil Forest at the Bedford Institute of Oceanography (BIO): Most people know that trees don't grow in the Canadian High Arctic in our times. What many may not know is that not so

long ago, geologically speaking, the polar regions were covered in lush forests for a long period during the Mesozoic and Cenozoic eras." [Government of Canada](#)

"Plants are re-emerging from the ice: Last August, the specialist and his team collected samples of 48 plants, mosses and lichens from 30 different sites on Baffin Island. By conducting laboratory analyses and radiocarbon dating, they discovered that these ancient plants likely had been buried under the ice for at least 40,000 years before being revealed by retreating glaciers. According to their study published in the journal *Nature Communications*, quartz samples taken from each site yielded similar estimates. And specialists believe that Baffin Island has been covered in ice for much longer than that. The retreat of the glaciers could thus have exposed landscapes that had not seen the light of day for 120,000 years." [GEO](#)



FIRE: ZOMBIE FIRES – What is causing mysterious zombie fires in the Arctic?

"The glacial cold of the Arctic winter generally smothers the forest fires that break out in summer in this polar region. But now, some fires are refusing to die. These "zombie fires", as scientists call them because they seem to rise from the dead, smolder under the snow all winter long, even when the temperature drops to -40°C . They return to the surface the following spring, when the weather is again warm and dry. According to a study published Wednesday, May 19 in *Nature*, global warming is promoting this surprising phenomenon in boreal forests, threatening the climate and the fight against fires." [Le Monde](#)

Scientific experiments:

Throughout their exploration, players will have to adopt a scientific approach: formulate hypotheses, carry out experiments, study data from different angles and points of view... to try to draw a conclusion within the allotted time. Here are some examples of scientific data that can be integrated into the immersive experience:

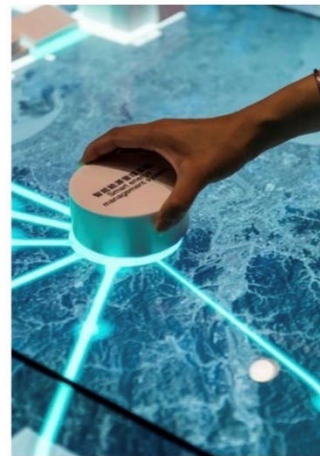
Data Quest	AIR	WATER	EARTH	FIRE
Life	<ul style="list-style-type: none"> • Composition of air • Traces of migratory routes 	<ul style="list-style-type: none"> • Mammalian diet • Composition of water – phytoplankton • Acoustic identification 	<ul style="list-style-type: none"> • Analysis of lichen • Analysis of plant height • Location of plants in real time 	<ul style="list-style-type: none"> • Identification of plant cover • Organic composition of the soil • Thermal Imaging
Territory	<ul style="list-style-type: none"> • Composition of snowflakes • Air mass movements • Electromagnetism 	<ul style="list-style-type: none"> • Water temperature • Salinity • Water mass movements 	<ul style="list-style-type: none"> • Composition of permafrost • Soil composition • Analysis of geological strata 	<ul style="list-style-type: none"> • Emanations from the permafrost • Ice thickness • Air temperature
History	<ul style="list-style-type: none"> • Legend analysis • Interrogation of the local population • Analysis of buried fossils 	<ul style="list-style-type: none"> • Legend analysis • Interrogation of the local population • Analysis of buried fossils 	<ul style="list-style-type: none"> • Legend analysis • Interrogation of the local population • Analysis of buried fossils 	<ul style="list-style-type: none"> • Legend analysis • Interrogation of the local population • Analysis of buried fossils
Spirit	<ul style="list-style-type: none"> • Consult helper spirits to discover the cause of the phenomenon 	<ul style="list-style-type: none"> • Consult helper spirits to discover the cause of the phenomenon 	<ul style="list-style-type: none"> • Consult helper spirits to discover the cause of the phenomenon 	<ul style="list-style-type: none"> • Consult helper spirits to discover the cause of the phenomenon

Schedule 1C
Inspiration

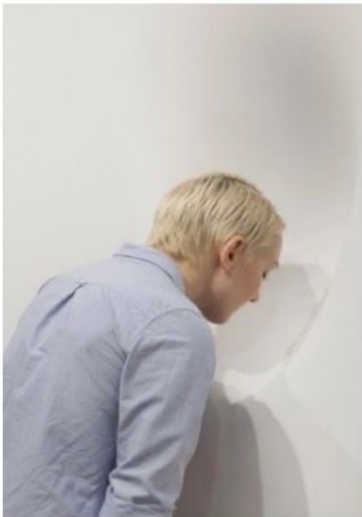
Atmosphere: Magical Realism



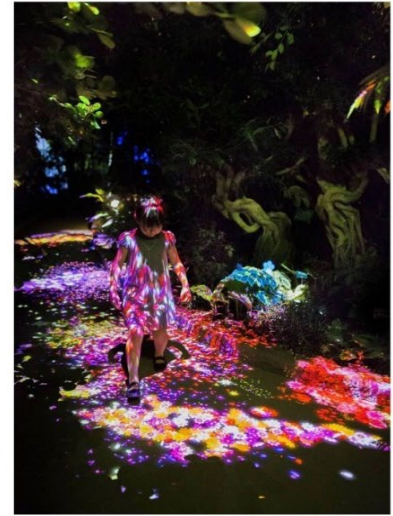
Connected Object



Olfactive immersion



Visual immersion



Kinesthetic immersion



Body immersion



**Schedule 2
Receipt Confirmation Schedule**

To: **Old Port of Montreal Corporation**
Email: **approvisionnement@vieuxportdemontreal.com**
Re: RFP No. **DDPINT-310-22-1542**

Proponents are requested to acknowledge receipt of the above-referenced RFP and their intent to submit a Proposal by sending this receipt confirmation by email to the attention of the RFP Coordinator. Proponents submitting this receipt confirmation will be notified of any addendum issued to that RFP, which will be forwarded to the person whose name is identified.

I hereby acknowledge receipt of the above-noted RFP.

(Please check your answer)

I / We DO DO NOT Intend to submit a Proposal to this RFP .

Representative's contact information:

Insert Legal Name of Proponent

Representative's Signature

Address

Full Name of the Representative - Please Print

City, Province, Postal Code

Title

Phone

Date

Email

**Schedule 3
Proposal Checklist Schedule**

This checklist is provided for convenient reference, and is intended to set out the key elements that must be included as part of a Proposal. Proponents must carefully review the RFP to ensure that it has met all RFP requirements – this checklist may not include all details.

Proponents are not required to include this checklist as part of their Proposal.

Yes / No?	Checklist
	Does your Proposal comply with the format requirements at Section 3.2.1 (General)?
	Does your Proposal comply with the technical requirements at Section 3.2.2 (Technical Issues)?
	Does your Proposal include completed versions of the forms set out at Section 3.3 (<i>Proposal Contents – Mandatory Requirements and Rated Information</i>)?

**Schedule 4
Declaration and Certification Schedule**

RE: Proposal dated _____, in response to RFP No. DDPINT-310-22-1542

I am duly authorized by the Proponent, including the persons, firms, corporations, and advisors joining in the submission of this Proposal, to execute this declaration and certification. I solemnly declare and certify as follows:

1. Proponent Information

(a) The full legal name of the Proponent is:

(b) Any other registered business name under which the Proponent carries on business is:

(c) The jurisdiction under which the Proponent is formed is:

(d) The name, address, telephone, and e-mail address of the contact person for the Proponent:

2. Offer

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of what is required under the RFP. By submitting its Proposal, the Proponent agrees and consents to the terms, conditions, and provisions of the RFP, including the Form of Agreement Schedule, except as otherwise noted, and offers to fully perform the Scope of Work in accordance therewith at the rates set out in the form of the Pricing Schedule submitted as part of its Proposal.

3. Addenda

The Proponent is deemed to have read and accepted all Addenda issued by the Company prior to the RFP Submission Deadline. The Proponent acknowledges that it is solely responsible to make any necessary amendment to its Proposal based upon the Addenda. The Proponent hereby confirms that it has received all Addenda by listing the Addenda numbers, or if no Addenda were issued, by noting "None":

4. Proposal Irrevocable

The Proponent agrees that its Proposal shall be irrevocable for 120 Days following the Proposal RFP Submission Deadline.

5. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of its Proposal to the Company’s advisors retained for the purpose of evaluating or participating in the evaluation of this Proposal.

6. Execution of Agreement

If its Proposal is selected by the Company, the Proponent agrees to finalize and execute the Agreement substantially in the form set out in the Form of Agreement Schedule in accordance with the terms of the RFP.

All capitalized terms herein shall have the meaning ascribed to them in the RFP.

INSERT LEGAL NAME OF PROPONENT

Signature of Witness

Signature of Proponent representative

Name of Witness

Name and Title

Date:

I have authority to bind the Proponent.

Schedule 5
Unfair Advantage and Conflict of Interest Statement Schedule

Prior to completing this Statement, the Proponent is advised to review the definitions of Unfair Advantage and Conflict of Interest set out in Section 2.1 (Definitions) of the RFP.

Check the appropriate box(es) based on which statements below apply:

- The Proponent declares that there is an actual or potential Unfair Advantage relating to the preparation of its Proposal.
- The Proponent declares that there is an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.
- The Proponent declares that it has had **no** actual or potential Unfair Advantage relating to the preparation of its Proposal.
- The Proponent declares that there are **no** foreseeable actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

In the event the Proponent declares an actual or potential Unfair Advantage and/or an actual or potential Conflict of Interest (by marking either of the boxes above), the Proponent shall provide all relevant detailed information below.

The Proponent agrees to provide any additional information which may be requested by the RFP Coordinator, in the form prescribed by the RFP Coordinator. Where, in its sole discretion, the Company concludes that an Unfair Advantage and/or Conflict of Interest arises, it may, in addition to any other remedy available to it at law or in equity, disqualify the Proponent's Proposal, or terminate any Agreement awarded to the Proponent under the RFP.

INSERT LEGAL NAME OF PROPONENT

Signature of Witness

Signature of Proponent representative

Name of Witness

Name and Title

Date:

I have authority to bind the Proponent.

**Schedule 6
References Schedule**

Proponent Name: _____

The Proponent should identify a minimum of three (3) references with respect to its ability to perform the activities contemplated by the Scope of Work, and using the table below. All references should be in connection with work comparable to the activities contemplated by the Scope of Work, and that was completed within the last five (5) years from the issuance date of this RFP.

Reference 1	Proponent Response
Name	
Contact Person	
Address	
Telephone	
Email	
Description of the comparable work	
Date of completion	

Reference 2	Proponent Response
Name	
Contact Person	
Address	
Telephone	
Email	
Description of the comparable work	
Date of completion	

Reference 3	Proponent Response
Name	
Contact Person	
Address	
Telephone	
Email	
Description of the comparable work	
Date of completion	

**Schedule 7
Proponent Consortium Schedule**

(Check the box corresponding to your answer)

The Proponent, _____, declares that it is responding:
(insert full legal name of Proponent)

alone to this Request for Proposal # **DDPINT-310-22-1542**.

OR

as a member of a consortium, and that it shall assume full responsibility and liability for the work and actions of all consortium members (who are subcontractors to the Proponent) with respect to the obligations to be assumed pursuant to this RFP, provided that the Company shall be entitled to reject a subcontractor and may consent to a replacement.

Information about the consortium, if applicable.

The members of the consortium are: _____

[INSERT LEGAL NAME OF PROPONENT]

Signature of Witness

Signature of Proponent representative

Name of Witness

Name and Title

Date:

I have authority to bind the Proponent.

Schedule 8 Certificate of Compliance

On behalf of _____ **[insert name of Business Entity]** (“Business Entity”), I confirm that:

1. within the past five (5) years, the Business Entity has not been convicted of any offence under any of the following acts (the “Acts”), which has been tried on indictment:

Criminal Code of Canada, RSC 1985, c C-46
Competition Act, RSC 1985, c C-34
Income Tax Act, RSC 1985, c 1 (5th Supp)
Corruption of Foreign Public Officials Act, SC 1998, c 34
Controlled Drugs and Substances Act, SC 1996, c 19
Financial Administration Act, RSC 1985, c F-11
Lobbying Act, RSC 1985, c 44 (4th Supp);

2. all Owners¹ of the Business Entity are set out in the following list:

Full Name	Type of Ownership	Percentage of Ownership

If an Owner of the Business Entity is an individual, please provide the corresponding email address of each of those Owners:

Full Name	Email Address

3. within the past five (5) years, no Owner has been convicted of any offence under any of the Acts, which has been tried on indictment;
4. OLD PORT OF MONTREAL CORPORATION INC. (“OPMC”) is hereby authorized to conduct criminal background checks and other verifications conducted by third-party providers with respect to each of the Business Entity and its Owner(s);
5. the Business Entity will advise OPMC of any change in the Owner(s) of the Business Entity that occurs within two (2) years of the date of this Certificate; and
6. the Business Entity acknowledges and agrees that the provision of a false or misleading certification may lead to an immediate termination of the Business Entity’s relationship with OPMC and possible disqualification from future business opportunities with OPMC.

 Name:
 Title:
 Date:
 I have authority to bind the Company.

¹ “Owner” means: (a) for a corporation, all shareholders with a minimum 25% legal or beneficial ownership of the corporation’s shares; (b) for a partnership, all general partners and those limited partners with at least a 25% interest in the partnership; and (c) for a sole proprietorship, the individual(s) owning the business.

Schedule 9
Minimum requirements

The Proponent must use the following table to attest his ability to meet all minimum requirements. By checking the Yes box, the Proponent declares that he is able to respect in its integrity the minimum requirement demanded by the Corporation. The Proponent must be able to provide the proof required in the Proof column of the table, for all items. The omission to include the required proof for an item could cause the disqualification of the Proponent.

Name of the Proponent _____

Item	Minimum requirements	Yes	No	Proof
1	The Proponent must have been in business for at least three (3) years.			Certificate of incorporation of the Company, or any other document that proves the existence of the company for the last three (3) years
2	The Proponent must suggest a team that meets all project requirements. This team must therefore be composed of a minimum of six (6) people with the following distribution of positions, or their equivalents: <ul style="list-style-type: none"> • 1 Project Manager (Senior Project Manager) • 1 Immersive Experience Designer or Scenic Artist • 1 Digital Project Manager • 1 Interactive Designer (digital, hands-on, electromechanical) • 1 Multimedia Production Producer • 1 Graphic Designer 			Organisational chart requested at 3.3.7
3	The Proponent must be able to perform the services, produce the requested documents and work with the Corporation's employees in French.			Confirmation only
4	The Proponent must be able to operate and offer their services to the Corporation in the same time zone as the Company: Eastern Time (Province of Québec).			Confirmation only

**Schedule 10
Corporate Overview Schedule**

For any Proponent consortium, including joint ventures or partnerships, each member of the consortium should complete a separate Corporate Overview Schedule.

Please list any assumptions made when answering the questions below, on a total of 1 page.

Proponent Name: _____

Consortium Member Name (if applicable): _____

Item	Proponent Response
Brief Company Overview.	Maximum of one (1) page.
Listing of the different services offered.	
Location of the Company's head office.	
Location of "satellite offices" in Québec, if any (if none, please specify).	

**Schedule 11
Pricing Schedule**

The Proponent should use the following charts to set out its pricing. Where an item is irrelevant, indicate “N/A” in the space provided. The information listed below is not a complete description. All Proponents should refer to and review the applicable sections in the RFP before responding. In addition:

- a. all prices shall be provided in Canadian funds and shall include all applicable customs duties, tariffs, overhead, profit, permits, licenses, labour, carriage insurance, and warranties, and further shall not be subject to adjustment for fluctuation in foreign exchange rates. All prices shall be quoted exclusive of the harmonized sales taxes or other similar taxes, each of which, if applicable, should be stated separately;
- b. all prices quoted, unless otherwise instructed in this RFP, shall remain firm for the period set out in the RFP;
- c. in the event of any discrepancy in the pricing, the lowest unit price submitted shall prevail.

Proponent Name _____

Part A - Pricing

Proponents should use the grey boxes in the table below to report the breakdown of costs associated with the Project.

Amounts quoted must be in Canadian dollars, and must include all costs related to the performance of the services and tasks identified in Schedule 1 - RFP Scope of Work.

In the event that amounts are entered in lines B4, D and H, the Proponent must explain the nature of the amounts and the reason for them in the explanatory text requested in point 3.3.24 of the RFP. The total amount of costs indicated in the grey boxes must not exceed \$920,000 Canadian dollars.

Item	Description	Costs
Museological Production		
A	<i>Development</i>	-
A.1	Concept and design	
B	<i>Production of the Experience</i>	-
B.1	Graphism	
B.2	Multimedia Production	
B.3	Creation of the digital infrastructure	
B.4	External Professional Services: <i>please provide a breakdown</i>	
B.5	Manufacturing and Equipment Budget	
B.6	Decorative Elements and Furnishings	
C	<i>Installation and Delivery</i>	
D	<i>Other Costs: please provide a breakdown</i>	
Professional Fees and General Expenses		
E	<i>Project Contingency (10% of lines A to D inclusive)</i>	-
F	<i>Project Management Costs</i>	
G	<i>General Expenses, Administration and Profit</i>	
H	<i>Other Costs: please provide a breakdown</i>	
Total before taxes¹		920,000.00 CAD

¹ The total amount before taxes is the total amount allocated to the Project. It is the responsibility of the successful Proponent to ensure that this budget is adhered to when performing the services and work.

Schedule 12
Form of Agreement Schedule

Please refer to the "OPMC_DDPINT-310-22-1542_Agreement template" file.