

Subject: Request for Proposals for **the conception and production of ExpoJeu** (the “RFP”)
RFP # DDPINT-310-22-1541

Addendum details

This addendum is being issued to provide answers to some of the questions received during the RFP process. Please see what follows:

QUESTION 1

RFP - SECTION 1.4 (Tentative Timetable)

Could we request an extension to the submission deadline?

Answer to question 1

All Proposals must be received by the date indicated on the RFP. Any Proposal received after 11h00 EDT of the 28th of September 2022 will be disregarded. For the moment, the Tentative Timetable is maintained as is.

QUESTION 2

RFP – SECTION 2.6

"Proponents may complete [...]" So the return of Schedule 2 is not a requirement? If not, what is the deadline for sending in Attachment 2?

Answer to question 2

There is no obligation to submit Schedule 2. Therefore, there is no deadline for the submission of this schedule.

QUESTION 3

RFP – SECTION 3.3.7

Can you give the parameters of "all professional and technical"? Indeed, the latest credit panels show over 40 people, not including the technical staff in the production shops. Various specialists, artistic, professional or technical resources (animation, translation, editing, transcription, subtitling, illustration, photographers, actors, model makers, craftspeople, specialized props, installers) could be chosen at later stages depending on the direction and tone of the experience. If possible, identify the required resumes.

Answer to question 3

Section 3.3.7 is intended to identify all specialized collaborations that could contribute to the development of the concept. Specifically, " all professional and technical personnel necessary to complete this mandate " includes key individuals responsible for the areas of activity involved in developing an exhibit. Example: an illustrator, a sound composer, a graphic designer, etc. We are aware that contributors may be added along the way, as the concept evolves. The idea is to represent, in the form of an organizational chart, the relationships and responsibilities between the various key players.

QUESTION 4

RFP – SECTION 3.3.8

Value budget of 1 million. The budgets of the turnkey exhibition mandates for which we have bid (except for the MEM) are usually closer to 500-750K (pre-covid budgets). The various tasks and associated budgets that are the responsibility of the institutions are usually confidential. Can you revise/clarify this minimum threshold.

Answer to question 4

The minimum threshold cannot be revised/specified. However, you are invited to explain the similarities and compare the project that have been done in the past in order to obtain the higher score possible based on your experience.

QUESTION 5

RFP – SECTION 3.3.8

Can the Proposer present a self-production as a comparable project? A self-production is a project that has been developed and produced by the Submitter. If so, will the Proposer lose part of the points for presenting an in-house production?

Answer to question 5

Yes, he can present an in-house production. No points will be deducted in such case.

QUESTION 6

RFP – SECTION 3.3.8

In terms of comparable projects, can a project that is not yet presented and open to the general public qualify as a comparable project if it fulfills the other criteria such as " an immersive experience incorporating connected objects and multimedia and hands-on interactive elements"?

Answer to question 6

Yes

QUESTION 7

RFP – SECTION 3.3.8

It is mentioned that the referenced projects must have been produced within the last ten (10) years. However, in Schedule 6 for references, it is mentioned that the said works must be carried out during the last five (5) years from the date of issue of this RFP. We understand that comparable projects must have started in the last 10 years and ended in the last 5 years to be admissible as a reference, is that right?

Answer to question 7

There is a typo in Schedule 6. The referenced projects must have been produced within the last ten (10) years.

QUESTION 8

RFP – SECTION 3.3.9

Three projects for the Project Manager " These three projects should preferably be different from those described above for the firm ".

Although our firm's primary business is design and project management, 6 \$1 million projects in 10 years is too much for our team to handle. We usually take on large projects one at a time. Can you revise this minimum threshold and also define the penalty suggested by the term "preferably"?

Answer to question 8

The minimum threshold cannot be revised, but we specify that one point will be awarded for each proposed project that meets the evaluation criteria. Additional points will be awarded based on the quality of the proposed projects.

QUESTION 9

RFP – SECTION 3.3.11

In the case of the Digital Project Manager, the criteria mention “have developed digital infrastructure...”. This could suggest a creative role in the project, which is typically not the case for this function. Could you elaborate?

Answer to question 9

The term "have developed" can be replaced by "have built" digital infrastructure. We are referring here to programming.

QUESTION 10

RFP – SECTION 3.3.11/3.3.12

The RFP identifies six disciplines as minimum requirements (page 59). What is the difference between “digital” (section 3.3.11) and “multimedia” (section 3.3.12)? Sometimes these terms are used interchangeably.

Answer to question 10

The term “Multimedia” includes video and audio content. The term “Digital” represents interactive digital experiences.

QUESTION 11

RFP – BUDGET

In Section 3.3 Budget (page 28) the definition of the maximum budget can be understood that MSC will add costs to the maximum budget of \$920,000 CAD for content, the payment of rights, and the purchase of audiovisual and lighting equipment. Can you confirm this and how much is the overall budget including these costs? Can you also confirm that payment of rights is only for content which is not contained in the multimedia productions?

Answer to question 11

Yes, the MSC commits to pay for all the equipment needed to realize the project. This amount is not included in the \$920,000 envelope. Yes, the payment of the rights by the MSC concerns the content only. This excludes rights related to multimedia productions.

The envelope dedicated to the purchase of audiovisual equipment (excluding lighting equipment) is estimated at \$350,000. This is a suggested budget, and all expense must be approved by the MSC.

QUESTION 12

RFP – SCHEDULE 1

Will the content be French first, translated to English or vice versa?

Answer to question 12

The content will be in French first, translated to English and Inuktitut.

QUESTION 13

RFP – SCHEDULE 1 – PARAGRAPH 4.4

Does the MSC take care of the purchase/management of rights for archival visual content (photo, infographics, video)?

Answer to question 13

Yes, MSC takes care of the purchase/management of rights for archival visual content (photo, computer graphics, video). This excludes rights related to multimedia productions.

QUESTION 14

RFP – SCHEDULE 1 – PARAGRAPH 4.4

In phase 1 (final concept), will the Proponent only have at his disposal what is in Schedule 1B - Potential contents to develop the concept? Or will they have access to more content (perhaps even already at the stage of presenting their proposal in Phase 2)? The concept (journey, visitor experience, technologies, outline of museographic means and atmospheres) would benefit from being developed on the basis of more content or a large narrative framework, not to mention the 2 weeks allocated to date to develop the Final concept (see question #2 above).

Answer to question 14

Yes, a detailed preliminary scenario will be given to the 3 selected proponents during the announcement to suppliers on October 10, 2022. The final concept is the big idea of the proposed experience, supported by key means.

QUESTION 15

RFP – SCHEDULE 1

When you mention immersion do you anticipate it to be digital (i.e., screen/device/active projection), visual (lighting, passive projections), environmental (sound, physical surroundings)? If it is a combination of all - what is the balance that you would like?

Answer to question 15

Yes, it's a combination of all. The balance between them will be proposed by the firm. We are open for different possibilities to optimize the experience.

QUESTION 16

RFP – SCHEDULE 1 – PARAGRAPH 2.2 e

Will this exhibition eventually travel?

Answer to question 16

No, it will be a permanent exhibition only.

QUESTION 17

RFP – SCHEDULE 1 – PARAGRAPH 2.2 e

What is the expected level of accessibility? (Accessible to blind and hearing impaired people?)

Answer to question 17

We would like a level of accessibility between 30% and 40%.

QUESTION 18

RFP – SCHEDULE 1 – PARAGRAPH 4.4

Does MSC commit to providing all written content and translations in all 3 languages?

Answer to question 18

Yes, MSC is committed to providing all written content and translations in all 3 languages

QUESTION 19

RFP - SCHEDULE 7

By consortium, do you mean a legally constituted joint venture, as architects do?

Answer to question 19

A legally incorporated consortium is eligible. A contractual agreement with a single signatory (the Proposer) is also possible.

QUESTION 20

RFP - SCHEDULE 9

We would like to confirm that there is a definite requirement that the Proponent "must be able to perform the services, produce the requested documents and work with the Corporation's employees in French" referenced on page 59, Schedule 9?

Answer to question 20

We confirm this specific requirement in order to ensure smooth communications between the various stakeholders throughout each phase of the project.

QUESTION 21

RFP – MINIMUM REQUIREMENTS (LANGUAGE)

The RFP minimum requirements (page 59) require confirmation to work in French whereas in the other documents there is no contract language identified. Is every communication required to be in French and is it possible to include one French speaking employee to ensure French communication with the Corporation if required and translation of documents?

Answer to question 21

Yes, we wish to maintain discussions in French in order to facilitate communications between the various stakeholders throughout the project. It is possible to use a French-speaking employee within the organization to ensure communications. Translations of documents may slow down and complicate communications and deliveries.

QUESTION 22

RFP – MINIMUM REQUIREMENTS (Origin of the Proponent)

Could you let us know if you are open to an east coast agency to do this work as we have for numerous other clients across the country for similar engagements or do you have a local preference?



Answer to question 22

The origin of the Proponent will not be a criterion to the selection of the Proponent. However, as mentioned in paragraphs 4.1 and 4.2, the Project manager must be able to be in our Montreal offices for all necessary meetings and for the monitoring of the execution of the mandate. The Proponent must also be fluent in French in order to have adequate conversation with the OPMC team and other Stakeholders.

QUESTION 23

RFP – MINIMUM REQUIREMENTS (TIME ZONE)

In the RFP on page 59, minimum requirements require confirmation to operate and in the same time zone as the Company. Could you please detail this? E.g., is it possible to work outside Quebec in a different time zone while overlapping working hours are ensured?

Answer to question 23

Yes, it is possible for a firm located outside the Quebec time zone to collaborate with the MSC if the firm can ensure communications during the working hours of the MSC. Please note that several phases require face-to-face meetings.

QUESTION 24

RFP – MINIMUM REQUIREMENTS (PROPONENT'S TEAM)

Would it be possible to clarify and specify the roles of the stakeholders mentioned in points 3.3.11. Digital project manager and 3.3.12. Director of multimedia productions? Do these roles necessarily have to be held by an individual? Can a partner firm, via its guarantor, fulfill either of these roles?

Answer to question 24

Yes, these roles can be held by a partner firm.

QUESTION 25

RFP – SCHEDULE 10

It is mentioned in Schedule 9 that “The Proponent must be able to perform the services, produce the requested documents and work with the Corporation's employees in French.” In the event that a person occupying a key position is English-speaking (does not speak French), will the Proposer meet all the minimum requirements or his RFP will be rejected?

Answer to question 25

A person occupying a key position can be English-speaking. We only want someone with an advanced level of French to ensure communications with the CSM and that to insure that the documents produced are in French.

This concludes Addendum #01. The RFP remains unchanged and in effect, except to the extent that it is modified by this Addendum #01.
