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101-5102 51st Street
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Request for Quote (RFQ)

Terminology Development Workshop Video - Inuvik

Background

The Arctic Energy Alliance (AEA) is the lead not-for-profit organization helping residents of the Northwest Territories (NWT) work together to reduce their cost and environmental impacts of energy usage. Delivering information in a meaningful way requires good communication tools. As such, the AEA supports the development of energy-related terminology in Indigenous languages.

Scope of work

AEA is conducting a workshop for language experts to develop or confirm select energy related terminology in NWT Indigenous languages. The workshop will take place over two days, five hours each day. The successful artist(s) will shoot during part of the terminology development workshops hosted in Yellowknife to create two different videos from the footage:

- **A video of the terminology workshop process and developed energy terms: about 3-4 minutes finished length**
- **An interview-style video of the developed terminology: about 1 minute finished length**

The completed videos will be used as essential resources for interpreters, translators, and other Indigenous language professionals, as well as a teaching aids for Indigenous language teachers. The videos will also be used by AEA as resources for various events, such as Community Energy Planning Workshops.

Responsibilities of the successful artist(s)

- Sign a contract with the AEA
- Collaborate on transforming the concept into video

***Arctic Energy Alliance: Taking action on high heating and power bills,
high transportation costs, and climate change!***

- Provide all equipment and supplies required to create and edit the videos
- Provide transportation of artist(s) and equipment to the location of the video shoot
- Complete the videos within the agreed-upon timeline
- Provide both videos to AEA in a useable format

Responsibilities of the AEA

- Provide funding to the artist(s), through a written and signed contract based on the artist's RFP submission. Payment will be made for the contract amount upon completion of the project, once approved by AEA.
- Provide the subject and location of video
- Attend the shooting of the video
- Use the videos after completion for educational and promotional purposes

Timeline

- July 10 – RFP submissions due date
- July 12 – Selection of successful proposal submission
- July 15 – AEA and successful artist(s) sign contract
- July 31 – Filming is complete
- August 16 – Videos complete for approval
- August 23 – Artist(s) submission of invoice

Required proposal content

All proposal submissions should contain the following information:

- Artist(s) name(s), organization name (if applicable)
- Address and contact information
- A description of the proposed work
- A quote for the proposed work
- A description of previous experience

Proposal submission

All interested artists, art organizations and/or associations are invited to respond to this RFP by submitting a proposal to the AEA.

The AEA is not bound to accept any proposal, and reserves the right to accept the proposal which, in the opinion of the AEA, best meets their established criteria providing the best overall value. The AEA reserves the right not to choose any of the proposals submitted and not to award if, in the opinion of the AEA, it is in their best interest. The AEA reserves the right to

enter negotiations with one or more of the top-ranked proponents. The proponent(s) will receive an invitation to enter direct contract negotiations with the AEA. These negotiations may include increasing the scope of the contract.

For any inquiries, please contact Michelle Leger, Program Coordinator at:

- email: michelle.leger@aea.nt.ca
- phone: 867-920-3026 or 867-920-3333

Proposals must be received by the AEA no later than noon (MST) on Monday, July 10, 2024. Please submit your proposal to the AEA by:

- e-mail: info@aea.nt.ca
- mail: #101 5102 51st Street, Yellowknife, NT X1A 1S7
- fax: (867) 873-0303