



Tel: 867-920-3333
Toll Free: 1-877-755-5855
Fax: 867-873-0303
E-Mail: info@aea.nt.ca
Website: www.aea.nt.ca
101-5102 51st Street
Yellowknife NT X1A 1S7

Request for Quote (RFQ)

Energy Wordbook and Wordgames

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

The successful artist(s) will design, create and print language resource tools in English, French and two Indigenous languages:

- **Three separate wordbooks with translations from English to: French, Tli Cho, and Gwich'in**
- **A word game for each language; French, Tli Cho, and Gwich'in**

The completed wordbook and game 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 materials 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 printable materials
- Provide all equipment and supplies required to create and edit the materials
- Complete the materials within the agreed upon timeline
- Provide the materials to AEA in a useable format

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

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.
- Use the materials after completion for educational and promotional purposes

Timeline

- July 31 – RFP submissions due date
- August 2 – Selection of successful proposal submission
- August 7 – AEA and successful artist(s) sign contract
- August 23 – Materials are complete and submitted for approval
- August 30 – 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 Friday, July 19, 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