



Ktunaxa Nation Council
 7825 Mission Road
 Cranbrook, BC V1C 7E5
 tel: 250-489-2464
 fax: 250-489-2438

visit us at:
www.ktunaxa.org

Request for Proposals

Scope of Service	Call for Artists - Ktunaxa Nation Traditional Knowledge and Language Book Illustrations
RFP Issued By	Ktunaxa Nation Council Society (the KNC)
Issue Date	January 05, 2021
Closing Date & Time	January 21, 2021 at 4:30pm Mountain Standard Time

KNC Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: Tkl@ktunaxa.org . KNC will respond if time permits. Information obtained from any other source is not official and should not be relied upon.	
Delivery of Proposals	Submissions will be accepted in the following formats: Proposals must be in MSWord or PDF format and must be submitted electronically to Tkl@ktunaxa.org	
Short Listed Proponents	For those proponents which have not been contacted by end of business day on January 29, 2021 , will serve as notice that their proposal submission was unsuccessful.	
Successful Proponents Notified	Expected Proposal Acceptance Date: January 29, 2021	Expected Proposal End Date: (Delivery) March 26, 2021
Proponent's Submissions	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the Proponent Section below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.	

Proponent Section

To be completed by proponent and include as the "cover page" of the proponents response.

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:		
Printed Name of Authorized Representative:	Address of Proponent:		
Title:	City:	Province:	Postal Code:
Date:	Phone:		
Authorized Representative Email Address:	Fax:		



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CALL FOR ARTISTS

Requests for Proposals (RFP) for Ktunaxa Nation Traditional Knowledge and Language Book Illustrations

Deadline for response January 21, 2021

1. Project Description

The Ktunaxa Nation Traditional Knowledge and Language sector is seeking an artist(s) to illustrate 5 Ktunaxa short story/legend books, that have been transcribed and translated.

Upon completion of the books they will be published, printed and distributed to Ktunaxa Nation citizens.

2. Eligibility

This artist call is open to all Ktunaxa Nation citizens professional or accomplished visual artists.

3. Compensation

The successful artists chosen to deliver and illustrate the books will receive an artist's fee of ½ the contracted amount upfront and the remainder upon completion. Book layouts will be provided to the successful artists. Delivery requirements will include draft illustrations of books and revisions to the initial illustrations or new illustrations if requested.

4. Selection Process and Criteria

Selection criteria will include:

- The applicant's professional qualifications and experience;
- Proven ability to undertake and complete projects of a similar scope;
- Artistic merit as shown by the submitted materials;

The Ktunaxa Nation Council reserves the right to decline any applications. The final designs will be the commissioned property of the Ktunaxa Nation Traditional Knowledge and Language sector. Individual artist contracts will be administered through the Ktunaxa Nation.



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5. Project Timeline

*The schedule may be revised at any time.

January 21, 2021	Deadline for response by interested artists (by 4:30pm MST)
January 26, 2021	Review of proposals
January 28, 2021	Selected artists notified. Artist contracts, including final graphic design specifications and deadlines, signed by February 1, 2021.
February 2, 2021	Artists to start illustration of books.
March 26, 2021	Illustration of 5 books to be completed

6. Online Entry Requirements

Entries must be submitted through email (address below) and include the following:

- ▶ A proposal with full contact information;
- ▶ Artist biography or summary of experience;
- ▶ Rates and fees for illustrations;
- ▶ Examples of previous work: photos, digital image files and/or online links.

8. Deadline: 4:30pm January 21, 2021

Please send your entry by email by the deadline to:

Tkl@ktunaxa.org

Artists are also welcome to send any questions care of this same email address, before the deadline.

9. RFP Terms and Conditions

- a. The proponent's response to this RFP must be sent to the KNC via email, as specified above.
- b. Proponents may provide additional information beyond that requested in the RFP, which KNC may consider in its sole discretion.
- c. Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that the KNC might reasonably require.



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- d. All responses and materials submitted in response to the RFP will become the property of the KNC.
- e. The KNC may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- f. Proposals and accompanying documentation provided to KNC in response to this RFP will not be returned.
- g. Prices are in Canadian dollars.
- h. GST and PST are applicable and should be included in any quotes. We are not tax exempt.
- i. Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- j. Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- k. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- l. No contract or agreement is created by the submissions of a proposal.
- m. The KNC has the right to refuse any and all submissions, in its sole discretion.