



STATEMENT OF WORK PS09193

CONSULTANT SERVICES - COLLECTIONS STRATEGY FOR ARTIFACTUAL LEGACY OF THE 2010 OLYMPIC AND PARALYMPIC GAMES

Responses will be received in the Purchasing Services Office, 3rd Floor, Suite #320, East Tower, 555 West 12th Avenue, Vancouver, British Columbia, Canada, V5Z 3X7 prior to the Closing Time: 3:00:00 P.M. Vancouver Time (as defined in Note 2 below), Tuesday, November 17, 2009.

NOTES:

1. Responses shall be in a sealed envelope or package marked with the Proponent's Name, the SOW Title and Number.
2. The Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the clock used by the City's Purchasing Services Office for this purpose.
3. The City's Purchasing Services Office is open on Business Days 8:30 A.M. to 4:30 P.M. Vancouver Time and closed Saturdays, Sundays and holidays.
4. Responses to be submitted: Four (4) copies.
5. DO NOT SUBMIT BY FAX.

Julia Johnston, Buyer
Purchasing Services

FAX: 604.873.7057 E-MAIL: purchasing@vancouver.ca

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1.0 Background and Scope

- 1.1 The City of Vancouver ("City"), with a population of approximately 560,000 lies in a region of more than two (2) million people. Vancouver is the largest city in the province of British Columbia and the third largest in Canada. As the main western terminus of Canada's transcontinental highway and rail routes, as well as home to the Port of Vancouver, Vancouver is the primary city of western Canada and one of the nation's largest industrial centres.
- 1.2 Vancouver is consistently rated as one of the most liveable cities in the world and is host city of the 2010 Olympic and Paralympics Winter Games to be held from February 12, 2010 through February, 28, 2010 and from March 12, 2010 through March 21, 2010, respectively.
- 1.3 As a signatory to the Host City Contract and to the Bid City and Multiparty Agreements, the City of Vancouver has a responsibility to collect, organize and preserve archival materials in respect of the 2010 Olympic and Paralympics Games, maintaining such materials and providing the parties to the Agreements with access to archival and other materials. The City will undertake this responsibility in consultation with the Vancouver Organizing Committee for the 2010 Olympic and Paralympics Winter Games (VANOC).
- 1.4 Working with VANOC, the City is also exploring opportunities to collect, organise and make available for the public, the many stories and artifacts that will become the lasting legacies of the Games.

2.0 Purpose

- 2.1 The City of Vancouver is seeking the services of a Consultant to assist the City in the development of a civic policy to guide the selection, acquisition and management of artifacts with the possibility of their inclusion in a civic collection from the 2010 Olympic and Paralympics Winter Games.
- 2.2 The purpose of the strategy is to develop criteria for the selection of materials, develop a process to select the materials, acquire, document and store the materials and develop a framework for working with potential community partners to provide for the custody, storage, preservation, programming and exhibition of the materials.

3.0 Scope of Work

- 3.1 As part of this process the Consultant will be required to:
 - a) meet and consult with representatives of the City of Vancouver, VANOC, and other stakeholders as required;
 - b) develop criteria for selecting materials such as artifacts, physical items and memorabilia relating to the 2010 Olympic and Paralympics Games;
 - c) develop a process to select, acquire, document and store the materials;
 - d) develop a framework for working with potential community partners to provide for the custody, storage, preservation, programming and exhibition of the materials;

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- e) undertake efforts to determine the operational viability of various options to support the policy;
- f) meet regularly with the City designated representative to report progress and seek direction; and
- g) make presentations to representatives of the City of Vancouver as required.

4.0 Project Deliverables

- 4.1 As part of the steps and activities outlined above, the Consultant will be required to submit both a draft and a final written report to the City, with both reports to be submitted in an eight and one half by eleven inch (8 1/2" x 11") vertical format. At the draft report stage, the Consultant will provide the report in electronic format using MS Word and five (5) unbound reproducible black and white copies. For the final report the Consultant will provide the report to the City in electronic format using MS Word and five (5) bound copies. It is expected that the final report will be supported by graphics such as models, maps, photos or images where necessary.

5.0 Consultancy Coordination

- 5.1 The study will be co-ordinated by the City's Olympic Operations Office through the City's representative who is authorized in writing to deal with the Consultant on behalf of the City in connection with the Statement of Work ("City's Designated Representative"). A committee comprised of representatives of Archives, Cultural Services and the Olympic and Paralympic Operations Offices within the City of Vancouver will be convened to provide guidance and advice to this Consultant team through the City's Designated Representative.

6.0 Timeline

- 6.1 The intent is for the draft report to be completed and submitted to the City's Designated Representative prior to December 15, 2009 and the final report completed and submitted to the City's Designated Representative by January 4, 2010. Respondents are to indicate their availability to start work and the project timeline required to complete the work.

7.0 Schedule of Rates

- 7.1 Proponent shall include in the schedule of rates:
 - a) rate per hour (in CDN funds); and
 - b) estimated consultancy hours based on Statement of Work.
- 7.2 All anticipated direct cost expenses if the Consultant proposes reimbursement from the City. Please itemize the types of expenses and cost basis for each.
- 7.3 Please indicate the anticipated project budget and estimated breakdown of the costs based on the proposed work schedule.

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8.0 Review Process

- 8.1 In order to select a qualified Consultant(s), the City will review each response on the basis of, but not limited to the following:
- a) The ability to meet the requirements of the scope of work;
 - b) The ability to meet requisite Consultant qualifications;
 - c) The Proponent's business reputation and capabilities and where applicable, the experience of the personnel that will be assigned to this project;
 - d) Project approach and methodology, including a project schedule and work program;
 - e) The Proponent's proposed work scheduling in relation to the City's schedule and availability to complete the work within the specified time required by the City;
 - f) Proposed fee schedule inclusive of all disbursements;
 - g) The best value to the City based on, but not limited to, quality, service and price; and
 - h) Any other criteria that the City deems, in its sole discretion, required to determine the likely success of the project.
- 8.2 After the proposals are reviewed short listed Proponents may be invited to meet with City staff.

9.0 Requisite Consultant(s) Qualifications

- 9.1 Proponent shall include in their proposal:
- a) a minimum of five (5) years of demonstrated experience in museum collections management activities, with an emphasis on strategic and operational planning;
 - b) knowledge of Olympic activities, artifacts and legacies;
 - c) knowledge of collections policies and complex collections management agreements;
 - d) past experience(s) in working with non-profit collecting institutions;
 - e) excellent written and oral skills;
 - e) a minimum of three (3) client references are required; and
 - f) experience in working with City of Vancouver departments, or alternatively, with other municipalities and organizations, on similar projects.

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10.0 Environmental Responsibility

- 10.1 The City of Vancouver's Mission Statement is to create a great city of communities which cares about its people, its environment and the opportunities to live, work and prosper.
- 10.2 The City is committed to preserving the environment. Proponent(s) should provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent(s) supplies materials, and where such materials may cause adverse effects, the Proponent(s) shall indicate the nature of the hazard in its Proposal.

11.0 Contract Requirements

- 11.1 The successful Consultant will be required to enter into an Agreement with the City of Vancouver and may be requested to provide the following:
 - a) Certificate of Insurance (General Liability)
 - b) Certificate of Insurance (Professional Liability)
 - c) A Business Number or an article of incorporation

For more information, please visit: www.fin.gov.bc.ca/registries/default.htm

12.0 Dun & Bradstreet

- 12.1 The Consultant should provide the City with the Consultant's D-U-N-S registration number.

13.0 References

- 13.1 The Proponent is to describe the Proponent's relevant experience with similar engagements for similar work over the last two (2) years as well as references for same by completing the table below. The Proponent may, at its own discretion, expand on the number of references and information that it deems necessary to support its Proposal. By submitting a Proposal, the Proponent consents to the City contacting these references, and consents to the City also contacting any other organization for the purposes of evaluating the Proponent's company and Proposal.

Name and Address of Company	Contact Name and Telephone Number	Brief Description of Work and Date Performed

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14.0 Response Format

Proponents are requested to organize its response according to the following format:

Title Page: The title page will show the SOW title and number, Closing Time and Date, Proponent name, address, telephone number, and the name and title of the contact person.

Table of Contents: Page numbers are to be indicated.

Proponent Profile:

1. **General**
Provide a brief overview of your company or organization including information on previous or present collaborations with other companies or organizations.
2. **Resources**
Describe in general, your organizational capabilities including resources available to you, or your team such as access to information, personnel with specialized knowledge and expertise in the applicable fields.
3. **Letter of Approach**
Provide a brief overview of the survey methodology proposed.
4. **Examples of Past Work:**
The proponent is to attach in printed form examples of relevant past work.