

Request for Proposals for Photography & Videography Services: Niitsitapi/Blackfoot Exhibition

Sept 22, 2025

Invitation

Glenbow-Alberta Institute (“Glenbow”) is seeking proposals from qualified Niitsitapi/Blackfoot creators (see Eligibility Criteria below) to provide professional photography and/or videography services. The assets resulting from this scope of work will be on display in Glenbow’s new Niitsitapi/Blackfoot Exhibition. The assets will accompany stories and themes identified by the exhibition curators: a community of Blackfoot Elders.

- **Date Issued:** Sept 22, 2025
- **Proposal Deadline:** Oct 31, 2025
- **Expected Deliverables:** Edited digital photographs/videos and raw files, capturing significant sites and skies around Alberta and northern Montana, portraits, and events.
- **Dates:** A schedule of phased deliverables will be submitted quarterly throughout the year: Fall 2025, Winter 2026, Spring 2026, and Summer 2026.
- **Content:** Landscape photography of specific sites, some of which must be taken in all four seasons. Other photography includes: the Blackfoot phases of the moon; community at specific Indigenous events; portraits of storytellers, Elders, and young people; and other documentation as requested.

Proposals for photography services only, videography services only, and combined photography/videography services will be considered.

Introduction and Background

Glenbow is one of Canada’s leading art museums – a nationally recognized innovator in arts, culture, and education, with a deep commitment to reconciliation and decolonizing museum practices. For nearly 60 years, Glenbow has played a vital role in Calgary’s arts and culture landscape. The museum’s diverse and expansive collection of over 250,000 artworks, objects, and cultural belongings – including the largest public art collection in Western Canada – sets it apart from other museums and galleries in the country.

Since 2021, Glenbow has been closed to the public as it undergoes a complete reimagination, renovating its 1970s building in downtown Calgary to create an open, accessible, and dynamic community hub. This transformation marks an exciting new chapter for the museum, driven by a mandate for radical accessibility. Thanks to the Shaw Family Foundation’s \$35 million donation, Glenbow will become the first major museum in Canada to offer free general admission – permanently removing financial barriers to access. In recognition of this transformative support, Glenbow’s revitalized building will be renamed the JR Shaw Centre for Arts & Culture.

Glenbow has engaged **Event Experience Design Agency** to provide exhibition design services for the opening suite of exhibitions. The exhibition program will include a reimagined version of the original *Niitsitapiisini: Our Way of Life* exhibit exploring Blackfoot history and culture, curated by Blackfoot Elders with Gerald McMaster.

Scope of Work

This project is divided into 5 zones, each with essential requirements. Additional details and specifics will be shared at the contract phase of work:

- Zone 1A
 - 20 landscape sites across Blackfoot territory (central and southern Alberta, and northern Montana), each photographed in all four seasons.
- Zone 1B
 - 9 evening/night photographs capturing the Blackfoot phases of the moon
- Zone 2
 - 1 panoramic feature of a landscape captured at multiple times of day
 - 8 photographs of community (to be determined)
 - Documentation of Buffalo Harvest (photography and/or film, to be determined)
- Zone 3
 - 5 portraits of storytellers (to be determined)
- Zone 4
 - Photographs of events: Indian Relay, Pow Wow gathering, hand games, traditional craft-making, bison (close-ups, running, herds, throughout various seasons)
- Zone 5
 - 8 portraits of Blackfoot Elders
 - 15 portraits of youth

Project Timeline

Timeline	Milestone
Sept 22, 2025	RFP issued
Oct 31, 2025	Submission deadline
Nov 3, 2025	Candidate interviews begin
Nov 17, 2025	Consultant selected and onboarding starts
TBD with Photographer	Fall / Winter / Spring / Summer deliverables

Commitment

In providing this invitation, Glenbow commits to consider the merits of each Proposal in keeping with the criteria set out in this RFP.

There is no other intention of commitment by Glenbow, who at their sole and absolute discretion may reject any or all submissions, or cancel and withdraw this RFP. Glenbow may, at their sole and absolute discretion, waive any non-conformance or non-compliance with the requirements set forth in this RFP. Glenbow reserves the right not to accept any proposal or not to accept the proposal with the lowest fees.

Compliance, Contracts, and Meetings

Proponents may not amend or waive any of the terms of this RFP. This RFP details the scope of services required, submission and experience requirements, and selection criteria. No other understanding or agreement, collateral, oral or otherwise, exist.

All questions, comments, and submissions relating to this RFP shall be addressed to Joanne Schmidt, Curator, Indigenous Studies & World Cultures, with email to jschmidt@glenbow.org.

Queries and comments will be accepted up to end of business Oct 1, 2025.

Responses, queries, and any other supplemental comments or changes to this RFP will be distributed via addendum distributed through Calgary Arts Development and posted on Glenbow's website, available to all Proponents, by end of business Oct 6, 2025.

Information obtained from any source other than the Contact Person will not form part of this RFP and cannot be relied upon. Glenbow retains the right to decline to answer a given enquiry. Enquiries and responses will be recorded and may in Glenbow's discretion be distributed to all Proponents, or Glenbow may keep either or both the enquiry and response confidential if in the judgement of Glenbow it is fair or appropriate to do so. If the query is pertinent to all Proponents, then all Proponents will be advised.

Submission Requirements

Proponents must provide their submission to Glenbow via email and/or by secure FTP site access (for files too large for email) on or before the RFP closing date. Electronic copies must be saved in pdf format and stored as a single consolidated document.

Proposals will be received via email to:

Attention: Joanne Schmidt, Curator, Indigenous Studies & World Cultures, Glenbow
jschmidt@glenbow.org

Subject Line: CONFIDENTIAL – Niitsitapi Exhibition Photography Services RFP

Closing Date: Oct 31, 2025

Before: 16:00 MT

Adjustments to Proposals must be received prior to the closing date and time noted in this Request for Proposal, or as modified by Addendum.

All submissions shall be firm proposals open for acceptance for ninety (90) days from the RFP closing date, or as modified by Addendum.

Glenbow may amend this RFP during the Request for Proposal call period by means of written addenda issued to all Proponents. Proponents must acknowledge receipt of any addenda in their Proposal.

Submission Requirements

Please submit a single PDF that includes:

1. **Artist Statement:** Explain your connection to Blackfoot culture and how that informs your photography. For example, how do you want to inspire or affect your audience? 500 words maximum.
2. **Portfolio:** 5- 10 samples of landscape photography (colour or black and white). Other types of photography will be considered if landscape examples are not available (portraits, candid moments of daily life, preferably outdoors). 50 MP camera required, producing photos at a resolution of 100 - 300 DPI. Video links will also be considered. Submit as links or attachments.
3. **Resume:** Overview of experience especially as related to the deliverables outlined above.
4. **Quote:** Itemized quote including hourly/day rates, editing fees, travel, and additional charges.
5. **References:** Contact information for at least two recent clients.
6. **Availability:** Confirmation of intermittent availability for the remainder of 2025 through late summer 2026, i.e. fall (October, November, December 2025), winter (January, February, March 2026), spring (April, May, June 2026), and summer (July, August, September 2026), or as otherwise specified.

Evaluation Criteria

Proposals will be evaluated based on:

- Quality and relevance of portfolio;
- Experience and past performance;
- Pricing and overall value; and
- References and client feedback.

Eligibility

Glenbow is specifically seeking proposals from qualified Niitsitapi/Blackfoot creators and/or Niitsitapi/Blackfoot-owned firms. In accordance with Glenbow's Indigenous Identity Affirmation Policy, Proponents are asked to verify Niitsitapi/Blackfoot identity through one of the following methods:

Option 1: Written Documentation

Candidates (individual creators and/or corporate owners) may submit one of the following as valid proof of Indigenous identity:

1. A certified copy of written documentation and identification by accepted Canadian federal, provincial, and Indigenous governments and organizations. This may include a Treaty Card, Status Card, or Tribal Band Membership card; or
2. Written confirmation of Indigenous nationhood from a federally recognized band/tribal authority.

Option 2: Self-Declaration

Candidates unable to provide the required documentation must submit a self-declaration statement, including:

- The candidate's Indigenous identity;
- Information on the First Nations, Métis, or Inuit community to which they claim connection (e.g., treaty, scrip, land claim, settlement, or region);
- Familial relationships and ancestral connections to the community; and
- Circumstances that prevent access to formal documentation (enfranchisement, Sixties Scoop adoption, Bill C-31, Status generation cut off).

1. Additionally, the candidate must submit a reference letter from the community's official appointed membership administrator confirming their acknowledgment and acceptance by the Indigenous community. This letter must acknowledge the relationship to the applicant and confirms the applicant's relation to the land and community they are claiming.
2. Along with the above mentioned, candidates must supply a statutory/formal affidavit on their Indigenous identity.

To honour the oral traditions of Indigenous Peoples, Glenbow may consider alternative mechanisms for verification such as oral statements (e.g. testimonials in collaboration with communities and Nations) and assistance with application processes to those who need it.

Proposal Conditions

The Request for Proposals does not constitute an offer to contract. Proponents shall make no claim for compensation as a result of participating in the RFP. Glenbow, at their sole discretion, may choose to select Proponents through the RFP process and formalize an agreement with same. Glenbow reserves the right not to consider the merits of any proposal not submitted in accordance with the requirements stated in this RFP.

In considering the merits of each proposal:

- a. Glenbow may not accept any proposal, may accept any part of a proposal, or may accept a proposal not containing the lowest fee;
- b. The criteria specified above are the sole criteria that will be used;
- c. Glenbow may request further clarifications or a presentation or interview from any Proponent prior to a final selection; and
- d. Glenbow's decision related to this RFP is final.

The proposal and any accompanying documentation submitted by the Proponent will become the property of Glenbow and will not be returned.

The Proponent shall treat all information and materials pertaining to this project including all information in this RFP as CONFIDENTIAL and may not release any information without the prior written approval of Glenbow.

Glenbow shall not be liable for any costs associated with the preparation or presentation of the proposals.

Unsuccessful Proponents will be notified in writing.

Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a "Conflicted Person"): (i) any employee of Glenbow; (ii) any director of Glenbow; (iii) any family member of any such employee, director, or member; or (iv) any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, director, member, or family member. Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP. Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent's response.

Validity of Proposal

Any proposal must remain open for acceptance for a period of not less than ninety (90) days after the closing day of the RFP. After the RFP closing date, no amendments to the proposal will be accepted. However, during the evaluation, Glenbow may require clarification from Proponents.

Disqualification

A proposal will be disqualified if it fails to satisfy the minimum requirements of one or more criteria outlined in this Request for Proposal, including, but not limited to:

- a. Making changes to the terms and conditions of this RFP;
- b. Failing to fulfil any one of the conditions set out in "Submission Requirements"; and
- c. Failing to keep details of this RFP confidential and/or attempting to influence the outcome of the selection through inappropriate communication with Glenbow.

Resulting Contract

Proponents failing to meet the minimum requirements will be eliminated from further evaluation.

Priority of Documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document that appears on the list, the wording of the document that first appears on the list shall prevail over the wording of any document that subsequently appears on the list.

- a. The Contract document including appendices
- b. The Supplier's dated proposal

Basis of Payment

Once selected as the successful Proponent, the Contractor shall be paid a firm fixed price (to be determined) for each phase for the services to be provided in accordance with the Statement of Work contained herein, GST extra.

Limitation of Expenditure

No increase in the total liability of Glenbow or in the price of Work will be authorized or paid to the Contractor unless such changes, modifications, or interpretations have been approved in writing by Glenbow prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Glenbow to be exceeded unless an increase is authorized by Glenbow.

Replacement of Personnel

When specific persons have been named in the Contract as the persons who must perform the Work, the Contractor shall provide the services of the persons so named unless the Contractor is unable to do so for reasons beyond its control.

If at any time the Contractor is unable to provide the services of any specific person named in the Contract, it shall provide a replacement person with equal or better qualifications and experience. The Contractor shall, within five working days, give notice to Glenbow of:

- a. The reason for the removal of the named person from the Work;
- b. The name, qualifications, and experience of the proposed replacement person.

Glenbow may order the removal from the Work of any such replacement person, and the Contractor shall immediately remove the person from the Work and shall secure a further replacement.

The fact that Glenbow does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Work Environment

The Contractor is responsible for providing their own work site and providing resources and equipment such as computer equipment, Internet connection, workstations, etc. The Contractor must be available to attend either teleconference calls or meetings (based on the geographical location of the Contractor in relation to Glenbow throughout the project duration and other meetings as requested by Glenbow). In-person meetings will be held at Glenbow's temporary office location located at #314 – 714 1 Street SE, Calgary, Alberta or in the museum at 130 9 Avenue SE, Calgary, Alberta after building construction is complete and Glenbow reoccupies the building. The Contractor will be responsible for their own travel and accommodations costs and arrangements, if required.