

Request for Quotation

Editor Consultant Services

Glenbow-Alberta Institute

Closing Date: 14:00MST on September 7, 2026



Photograph by Adam Borman, 2026

Glenbow

1. Invitation

Glenbow-Alberta Institute (“Glenbow”) invites qualified consultants to submit a non-binding quotation to provide editorial services supporting the development of exhibition content for Glenbow’s reopening in 2027 as described in sections 4 and 5 of this Request for Quotation (RFQ).

The successful consultant will work closely with Glenbow’s Collections & Curatorial team to review exhibition text content, ensuring it is clear, accessible, engaging, production-ready for public audiences and follows Glenbow’s style guide. The consultant will report to the Collections & Curatorial Director.

The anticipated contract term is from October 2026 to June 2027. Exhibition content will be provided in multiple batches throughout the contract period and proponents should anticipate participating in periodic review meetings and revision cycles with Glenbow staff and curators.

The Editor will be engaged through Glenbow’s professional services agreement (PSA). A template of such contract is included as Appendix B – Professional Services Agreement Template.

- **Date Issued:** August 17, 2026
- **Quotation Deadline:** September 7, 2026
- **Budget: Up to \$40,000 CAD (inclusive of all fees and disbursements, exclusive of GST)**

2. 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 works of art, 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 September 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, the building will be renamed the JR Shaw Centre for Arts & Culture.

Beyond free general admission, Glenbow is committed to fostering a welcoming and inclusive environment by prioritizing accessibility across its physical space, operations, and programming. This commitment to radical accessibility is central to Glenbow’s vision for the future, ensuring all visitors can engage with art and culture without barriers.

Exhibition text will play a critical role in supporting visitor experience, delivering on key curatorial messages for exhibitions, supporting visitor learning and engagement, and ensuring that the museum’s stories, collections, and ideas are accessible to diverse audiences.

To support this work, Glenbow is seeking a qualified editor to review, edit, and proof exhibition text content developed by the museum's curatorial team.

3. Project Purpose and Objectives

- Glenbow's reopening in late 2027 presents a critical opportunity to deliver a clear, engaging, and accessible interpretive experience for visitors. The editorial services engagement will:
 - Ensure exhibition content is aligned with Glenbow's style guide, as well as curatorial, programming, accessibility, and visitor experience strategies.
 - Provide quality assurance for exhibition text prior to fabrication and installation.

4. Scope of Work

In Scope

- Attend a project kick-off meeting, and a follow-up process check-in meeting once the work is underway.
- Review approximately 1,500 unique exhibition panels and labels, representing approximately 120,000 words of content. Content will be delivered in batches, organized by exhibition, throughout the contract term.
- Provide line editing, copy editing, and proofreading services for long-form exhibition text panels, following Glenbow's internal style guide and writing guidelines.
- Provide copy editing and proofreading services for all other exhibition text content (e.g., object-identification labels, exhibit titles, digital interactives), following Glenbow's internal style guide and writing guidelines.
- Review content provided in batches representing multiple exhibitions or gallery areas.
- Track edits and recommendations using Glenbow-approved review formats and workflows.
- Collaborate with Glenbow's curatorial team during review and revision cycles.
- Review revised content following curator feedback where line editing recommendations have been incorporated.
- Conduct final copy editing and proofreading reviews before content proceeds to production.

Out of Scope

- Content creation or exhibition writing.
- Curatorial research and content development.
- Translation services.
- Graphic design, layout, or production services.
- Fabrication or installation support.

5. Key Deliverables

1. Editorial review of all assigned exhibition text content in Microsoft Word format.
2. Line-edited drafts (as required) of long-form exhibition panels in Microsoft Word format.
3. Copy-edited drafts across all exhibition content in Microsoft Word format.
4. Proofread production-ready text files.
5. Editorial recommendations to support consistency and accessibility of text.

6. Consultant Qualifications

Glenbow will evaluate submissions based on:

- Experience providing editing services for museums, galleries, cultural institutions, publishers, educational organizations, or similar sectors.
- Demonstrated experience editing text for diverse audience groups to meet the needs of different audiences and communication formats.
- Experience working collaboratively through multiple stakeholder review cycles.
- Relevant portfolio samples and examples of previous work.
- Qualifications of key personnel.
- Confirmation of ability to deliver within the \$40,000 CAD budget.

7. Submission Requirements

Please submit a single PDF (maximum 15 pages) that includes:

1. Completed and signed Quotation Form provided in Appendix A.
2. Executive summary, showcasing understanding of Glenbow and the Project.
3. Approach and methodology, including a statement that the timeline proposed can be achieved.
4. Relevant experience and portfolio, including 3 references.
5. Team overview, if applicable, and resume(s).
6. Equity, accessibility, and inclusion statement.

8. Vendor Selection Process

Quotations will be evaluated and scored on the basis of the criteria set out below. The top-ranked respondent will be the respondent that achieves the highest total score. In the event of a tie, the selected respondent will be the respondent with the highest score on the non-price criteria.

Evaluation Criteria	Weighting (Points)
Relevant Experience and Qualifications	30
Approach and Methodology	20
References	10
Pricing	30
Schedule Compliance and Availability	10
Total Points	100

A shortlist of respondents will be selected for interviews. Glenbow will contact shortlisted vendors directly and invite them to participate in a virtual interview to further discuss their qualifications, approach, and alignment with project goals. Please see the Project Timeline below for more details.

9. Project Timeline

Timeline	Milestone
August 17, 2026	RFQ issued
September 7, 2026	Submission deadline
September 21-28, 2026	Vendor interviews
October 1, 2026	Consultant selected and onboarding starts
October 2026 – June 2027 (exact dates TBD)	Editor services duration

10. Submission Instructions

Please submit Statement of Quotation and supporting documentation via email to:

Attention: Christine Leppard, Director, Collections & Curatorial, Glenbow
cleppard@glenbow.org

Subject Line: CONFIDENTIAL – GLENBOW EDITOR RFQ

Closing Date: September 7, 2026

Before: 14:00 MT

11. Terms and Conditions

This RFQ does not constitute an offer to contract. Glenbow reserves the right to:

- Modify or cancel this RFQ at any time.
- Reject any or all submissions.
- Select a consultant without the lowest proposed fees.
- Request interviews or clarification.

Proponents shall disclose any actual or potential conflicts of interest, including existing business relationships with Glenbow or any known participants involved in the project.

Proponents shall treat all information received through this RFQ process, and any subsequent contract award, as confidential and shall not disclose such information to any person or organization without the prior written consent of Glenbow.

All submitted materials become the property of Glenbow and must be treated as confidential.

Appendix A - Quotation Form

Respondent Information

Please fill out the following form, naming one person to be the contact for this RFQ response and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which the Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

Non-Binding Price Quotation

The respondent will provide the Scope of Work for the following pricing in Canadian dollars (CAD):

Fees for Editor Consultant Services (inclusive of all disbursements)
\$

Signature of Respondent

Name of Respondent

Date

Appendix B – Resulting Contract

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, GST, extra.

Method of Payment

The successful Proponent will be paid via EFT (Electronic Funds Transfer). As a result, the successful Proponent will provide adequate banking information, including a void cheque to accounts.payable@glenbow.org.

Payment will be provided mid-month or end of month for services rendered, provided that:

- a. Invoices are submitted in accordance with the invoicing instructions contained herein; and
- b. All direct expenses are pre-approved by Glenbow and supported by invoices, receipts, or vouchers.

Invoicing Instructions

Invoices shall be submitted on the Contractor's own invoice form and shall be prepared to show:

- a. total payable, based on the Basis of Payment herein; (Note: The GST amount and the GST identification number are to be shown separately)
- b. the date;
- c. the name and address of the Contractor;
- d. quantity and description;
- e. project title "Copyright Permissions and Licensing Specialist"; and
- f. copy of invoice for direct expenses.

Invoices are to be emailed (preference) to cleppard@glenbow.org and accounts.payable@glenbow.org or mailed as follows (if needed):

Christine Leppard
Director, Collections & Curatorial
Glenbow
823 1 Street SE
Calgary, AB T2G 0P3

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 5 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 located at 823 1 Street SE, Calgary, Alberta. The Contractor will be responsible for their own travel and accommodations costs and arrangements, if required.