

Bid to prepare a COSEWIC status report

Under no circumstances will bids exceed 4 typewritten pages (12 point, 2 cm margins for sides, top and bottom) in addition to the conflict of interest statement.

The name and mailing address of each bidder must be the same name and address to appear on any potential contract. If co-authors are being proposed, the name and address of a primary author needs to be provided (with the name(s) and supportive information of any additional author(s) further identified in the bid). If the bid is intended to result in a potential contract to be issued in the name of a business, university or other entity, the bid must clearly indicate the entity as the bidder and further identify the name and supporting information on the proposed author(s).

Name	
Address	
Email	
Phone Number	
Fax Number	

I am aware of COSEWIC's policies regarding Intellectual Property and Moral Rights: <input type="checkbox"/> yes

Wildlife Species Name (unless specifically requested by co-chair, each bid will be for one wildlife species):

Academic Background:

Knowledge (including academic background, knowledge of wildlife species, knowledge of how to access relevant information for a COSEWIC status report, or designatable unit report, including knowledge of French and/or English as needed to understand and synthesize available information, and an understanding of the respective roles of Report writers and COSEWIC in drafting reports and producing assessments.

Writing Experience (prior experience with COSEWIC and other reports if applicable, evidence of the ability to incorporate editorial comments and of meeting deadlines, publication record. Ability to include ATK if required

Workplan and budget (showing attainment of objectives within suggested time frame, expenditure justification (including allotment of no more than one-third contract value for field verifications and consideration of the suggested value of the contract from the Call for Bids), availability of time to write report and incorporate editorial changes. In the case of a team application, clear description of each person's task and skills.**)

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* for each of the three rated categories, the bidder must show evidence of ability in all of the sub-categories indicated to attain a high score for the category. Evidence of poor performance in one sub-category could lead to a very low score.

** for bidders who have submitted multiple bids, evaluators will consider the feasibility of awarding multiple contracts to the same bidder, depending on the timelines and work required for each project.

References (the names and contact information for two references who are able to evaluate the bidder's (bidders') skills in terms of writing reports and meeting deadlines. Include name, email address and phone numbers of references. Those responsible for evaluating the bids may also contact additional references)

1.

2.

Proposals will be evaluated, and the contract awarded by the Secretariat, based on the above requirements. Evaluators will study each bidder's proposal, consult the references submitted by the bidder, and if required consult other references knowledgeable about the bidder's work. Bids may be accepted in whole or in part, with or without negotiation.

The bidder with the lowest cost estimate will not necessarily be accepted. The contract award will be made by the Secretariat on the basis of best overall value to COSEWIC in terms of both technical merit and cost.

Declaration of Conflict of Interest

A separate copy of this form must be completed for each bid on a wildlife species status report.

Pursuant to the undertaking of the preparation of a wildlife species status report for:
(wildlife species) _____,

I, (name) _____, hereby declare any and all proprietary or commercial interest or conflicts of interest I may have that relate directly or indirectly to the subject of this undertaking.

Details:

Signature _____

Date: _____