



REQUEST FOR PROPOSALS:

## **Submission Guidelines**

### ***Oil and Gas Geoscience in Northeast British Columbia***

**Issue Date:** April 3, 2009

**Closing Date:** May 8, 2009, at 12 pm (Pacific)

**Deliver to:**

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## **Submission Guidelines for Geoscience BC's *Geoscience in Northeast British Columbia***

### **Proposal Submission**

Persons (the proponents) wishing to make a submission under this request for proposals (RFP) should prepare a **maximum** ten page proposal that includes the items listed below. Any pages past the 10 page limit will be disregarded and not submitted for review. Any costs or fees associated with preparing a proposal under this call shall be at the expense of the proponent.

Please submit your proposal via email in MS Word or PDF format to Geoscience BC, at [proposals@geosciencebc.com](mailto:proposals@geosciencebc.com) **by noon on May 8, 2009.**

*Please include the following **required** information in your submission:*

- 1) Project executive summary and the relevance of the project to Geoscience BC's mandate and the project goal of stimulating oil and gas exploration in Northeast British Columbia.
- 2) Index or location map, at the appropriate scale, that shows the location of the project relative to towns, cities, roads or other cultural features (particularly parks and protected areas). This map must show NTS map boundaries and numbers.
- 3) Detailed project description that clearly outlines the objectives, methods, expected outcomes and key deliverables. The description must demonstrate that the project is scientifically sound, technically feasible and of an applied and innovative nature. It should also indicate how the project relates to other recent or on-going research by the proponents, other researchers or provincial or federal agencies. Include appropriate references as necessary.
- 4) Description of the key personnel involved in the project including their experience with related projects, their credentials and professional affiliation and any relevant publications. All persons or organizations that will play a key roll in the project must be identified in the proposal.
- 5) Dates for completion of the various parts of the proposed project.
- 6) Detailed budget using the provided template (see below).

*The following information is recommended to be included in your submission, if applicable:*

- 1) Other maps, illustrations, and photographs as required to fully describe the project.
- 2) QA/QC procedures that will be employed.
- 3) The details of any training aspects to the project.
- 4) Letter(s) from industry or other sources of matching funds indicating their willingness to support the project if approved and the level of support anticipated.

## Budget Details

A detailed budget **must** be submitted using Geoscience BC's "Proposal Budget Template" available at <http://www.geosciencebc.com/s/RequestsforProposals.asp?ReportID=343915>. As your project progresses, you will need to use this template to report your actual expenditures to Geoscience BC. This will allow for easy comparison between the proposed budget and actual expenditures. Please add lines as necessary to properly complete your budget (e.g. If there are multiple personnel at different rates of pay, add a line for each group).

In addition, please note the following information:

- Outline a complete budget for the project that includes the funding requested from Geoscience BC and any matching funding that has been secured, or will be requested from other sources. Components of the proposed project do not need to be separated out as to the source of funds, unless matching or Geoscience BC funds will be directed to a certain part of the project budget.
- Geoscience BC reserves the right to approve a smaller budget than submitted in the proposal.
- Geoscience BC does not pay overhead.
- It is expected that proposals will come with supporting funding from the proponent's organization in the form of salaries, laboratory facilities, computer resources, student stipends, equipment, logistics, etc. Proposals with a high level of supportive funding are looked upon favourably.

## Selection

Proposal selection will be made by Geoscience BC's management and Board of Directors.

Geoscience BC reserves the right to accept or reject any and all proposals received.

Information on successful proposals will be published on Geoscience BC's website.

Proposal reviews will focus on the following:

- **Technical Quality** – Is the project technically sound and well defined with clearly articulated objectives? Is it feasible? Is it innovative?
- **Industrial relevance** – Does the project demonstrate an application to exploration for oil and gas in BC? Is it likely to result in increased investment in exploration? Is the project supported by matching industry funds?
- **Personnel** – Do the proponents have the experience and qualifications to complete the project? Have previous projects been completed and delivered in a timely manner? Are there any training aspects to the project?
- **Budget** – Is the budget well defined and competitive? Is it realistic? Has the project generated supportive funding?

### About Geoscience BC

Geoscience BC is an innovative and applied geoscience centre dedicated to the collection, interpretation, and marketing of geoscience expertise, information, and products to the benefit of all British Columbians. Our mandate is to attract investment in the mineral and oil and gas industries in BC through applied geoscience work.

Geoscience BC supports industry partnerships and cost-sharing in data acquisition as well as public disclosure of all data that is collected.

For more information, please contact:

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