

Issued  
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# REQUEST FOR PROPOSALS

Roster of knowledge  
translation writers

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Canada's source for  
HIV and hepatitis C  
information

## Important Notice

Please notify us as soon as possible of your intention to respond to this Request for Proposals (RFP), to ensure that you receive any relevant updates or modifications to the RFP.

E-mail: [jobs@catie.ca](mailto:jobs@catie.ca)

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# Applicant Summary Sheet

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Hours of availability \_\_\_\_\_ Time zone \_\_\_\_\_

## Proposed rates

| Deliverable                        | Proposed fee (includes research, writing and one round of revisions) |
|------------------------------------|--|
| Articles under 1,000 words         | \$750  |
| Articles from 1,000 to 1,250 words | \$1,000  |
| Articles more than 1,250 words     | \$1,250  |

## Declaration

I have read and accepted the contents of the RFP. I understand that submission of a proposal does not constitute a formal agreement. I understand that neither party shall have the right to make claims against the other with respect to the RFP process, the selection of any vendor or the failure to be selected. I understand that CATIE may cancel the RFP process at any time, and may elect not to consider, or cancel a contract awarded to a respondent whose submission contains misrepresentations or any inaccurate, misleading or incomplete information.

\_\_\_\_\_

Full name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## About CATIE

CATIE strengthens Canada's response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention and treatment programs.

As Canada's official knowledge broker for HIV and hepatitis C, you can count on us for up-to-date, accurate and unbiased information.

## About this Recruitment

As part of its knowledge broker role, CATIE annually produces 30 to 40 *CATIE News* bulletins that synthesize new research relevant to people who work or volunteer in the field of HIV and hepatitis C prevention, testing, treatment and care. These bulletins are published on the CATIE website and to email subscribers, and video summaries are shared on social media. The audience includes healthcare providers, social service workers, peer workers and volunteers who may not necessarily have medical training or a research background.

To diversify CATIE News writers and to facilitate the rapid and timely production of these articles, we are creating a roster of knowledge translation writers to write these bulletins.

We are seeking writers with demonstrated experience writing accurate summaries and analyses of medical or public health research in plain language. Work samples of original writing, created by the individual alone (not with co-authors) are requested with each proposal. Samples of preliminary drafts are welcome, to demonstrate the individual's contribution to a co-authored publication.

# Roster of Knowledge Translation Writers

## Objectives

1. To establish a list of knowledge translation writers from whom to solicit original CATIE News articles based on topic areas or research articles determined by CATIE.

## Activities

1. Receive and confirm assignments to articles; agree to timelines and word count range.
2. Read assigned research articles and conduct independent research on the topic as needed.
3. Write a first draft of the article and solicit feedback from CATIE staff.
4. Implement requested edits and re-submit final draft of article.

## Applicant Criteria

CATIE is establishing a roster of knowledge translation writers available to produce *CATIE News* articles. We ask that you supply the following information within your proposal to verify this:

- A brief description of your work and/or writing experience. Please describe writing services you have provided for other clients or employers.
- At least three samples of original writing (not co-authored), ideally demonstrating ability to understand and synthesize medical or public health literature in plain language.
- Three references of past employers or clients for writing projects that are similar to CATIE's area of work.
- Any information on relevant professional, educational or personal background or expertise that contributes to your knowledge of CATIE's content, or topic specialties.

# Instructions

Please notify us at [jobs@catie.ca](mailto:jobs@catie.ca) as soon as possible of your intention to submit a proposal, to ensure that you receive any relevant updates or modifications to the RFP.

Proposals must be received at [jobs@catie.ca](mailto:jobs@catie.ca) by **May 3, 2024**. Please use the subject line “RFP – Roster of Knowledge Translation Writers”.

Proposals will only be considered if they are received in full by the application deadline, including the following elements:

- A completed Applicant Summary Sheet (see Page 4).
- Work samples and information about your experience and expertise as outlined on Page 7 to confirm that applicant criteria are fulfilled.
- Contact details of at least three current or former clients or employers for writing projects, who can be approached for references.



## Evaluation Process

After conducting an initial technical review to verify applicant eligibility and proposal completion, CATIE's communications team will review proposals and contact those applicants who are shortlisted with further information.