**Invitation to Quote (Services):**

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| **TIMETABLE** | | |  |
| Issued On: | Nov. 4, 2021 | |
| Respond By: | Nov. 19, 2021 | |
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This Invitation to Quote (“Invitation”) invites Suppliers to submit a non-binding offer (“Quote”) for the provision of services to the University of Toronto. Other Suppliers may also be invited to submit quotes.

This Invitation does not create, nor give rise to the applicable legal rights or duties of a formal, legally-binding procurement process.

Since the University is required to comply with the Accessibility for Ontarians with Disability Act (AODA), Suppliers are encouraged to quote on goods, services or facilities accessible to anyone with an accessibility requirement. For more information see [Accessibility Rules for Procurement](https://www.ontario.ca/page/accessibility-rules-procurement) and the University of Toronto [AODA Office](https://hrandequity.utoronto.ca/inclusion/accessibility/).

**General Instructions & Conditions**

1. This Quote must be signed by an authorized agent of the Supplier or it will not be considered.
2. Prices must be in Canadian funds unless otherwise specified by the University. Prices should be set as a fixed fee deliverable.
3. The University of Toronto reserves the right to award a contract “in whole or in part”. Acceptance of a Quote shall be by Purchase Order. Any purchase resulting from this Invitation is subject to the University of Toronto’s [Standard Terms & Conditions](http://www.procurement.utoronto.ca/about-procurement/terms-conditions).
4. The Supplier is required to complete the [COVID-19 Contractor Safety Acknowledgement](https://ehs.utoronto.ca/covid-19-information/uoft-contractor-covid-safety-acknowledgement-form-august-10-2020_final/) form prior to physically attending the University to carry out contractually agreed upon activities.
5. The University of Toronto reserves the right to accept or reject any or all quotes.

# ***SECTION 1:*** *To be completed by the U of T Requesting Department*

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| Contact Information: University of Toronto Requesting Department | | | | | | | | |
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| Contact | Robert Cribb | | | | Department | Investigative Journalism Bureau | |  |
| Telephone | (416) 579-0289 | | | | Email | Ijb.dlsph@utoronto.ca | |  |
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| Service Requirements | | | | | | | | |
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| Service(s) | | **Investigative Journalism Bureau Reporting Position**    A unique opportunity to dig deep into public interest reporting at a leading Canadian non-profit investigative newsroom based at the University of Toronto. We’re looking for an experienced researcher/reporter for a dynamic new role working with journalists, researchers, academics and students on in-depth journalistic projects.    Position: Investigative journalist  Eligibility: A mid-career journalist or researcher with experience in investigative research able to work collaboratively.  Term: Jan.1, 2022 - July 31, 2022  Location: Toronto preferred but flexible  Remuneration: Ranges from $32,500 to $49,500 based on experience    The Contractor shall provide the following services to the IJB:     1. Conduct original research, interviews and reporting on matters of public interest related to projects undertaken by the IJB 2. Coordinate educational and editorial partnerships with other teaching programs involved in these investigations 3. Oversee student reporting, writing and other editorial work associated with each investigation 4. Help to coordinate editorial strategies with professional journalists, editors and media partners     The Contractor shall provide such services competently and efficiently and in accordance with applicable service standards.    Command of French, proficiency with data analysis tools such as Microsoft Excel and Access and experience in multi-media reporting (including audio and data visualizations) are assets.    The estimated time commitment is 40 hours per week.    All applicants are asked to submit a University of Toronto Invitation to Quote For Services under $100,000, including proposed remuneration level, to this email address: [ijb.dlsph@utoronto.ca](mailto:ijb.dlsph@utoronto.ca) | | | | | |  |
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| Out of Scope  (if applicable) | |  | | | | | |  |
|  | | |  | | | | | |
| Completion Date | | July 31, 2022 | | Fixed Budget (if applicable) | | | $32,500 to $49,500 based on experience |  |
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# ***SECTION 2:*** *To be completed by the Supplier*

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| Contact Information: Supplier | | | | | | |
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| Company | |  | | Website |  |  |
| Address | |  | | | |  |
| Contact Name | |  | | Title |  |  |
| Email | |  | | Phone |  |  |
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| Supplier Response | | | | | | |
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| The ***Investigative Journalism Bureau*** at the University of Toronto is seeking an expert *(independent contractor or consultant)* with expertise, experience and capacity to deliver the service(s) identified above. To proceed with the planning process, by the date noted above, the Supplier is encouraged to provide only relevant information provided below, or on a separate document attached to this request.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. **Provide a brief outline of qualifications, expertise and experience to deliver the services outlined *Section 1 – Service Requirements*. No promotional or marketing material is needed.** | | | | | |  |
|  | Detail your journalistic and research skills and how they relate to the job requirements listed above. Bullet-point format is fine. | | | | |  |
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| 1. **Provide the qualifications of the resources assigned to complete the deliverables.** | | | | | |  |
|  | Detail your journalistic and research experience to date, including any investigative or collaborative work. Bullet-point is fine. | | | | |  |
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| 1. **Provide a cost breakdown for each deliverable and the overall lump sum/fixed price of the engagement. As part of the total cost, the Supplier should consider any related expenses (e.g. parking, office supplies, travel, telephone, etc.) as these will not be paid by the University.** | | | | | |  |
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| |  |  |  | | --- | --- | --- | | **Acknowledgement:** The “authorized agent” acknowledges the Supplier understands the instructions and conditions of this request and hereby offers to supply goods as per this Quote; and for greater certainty the agent has the authority to submit this Quote on behalf of the Supplier. The University of Toronto Procurement Policy and Code of Ethics are available on the [Procurement Services](http://www.procurement.utoronto.ca) website. | **Authorized Agent’s Name:** |  | | **Signature** |  | | **Date** |  | |