



For immediate release

Permanent Call for Service Providers Proposal

Established in 1995, COPA National's mission is to prevent violence, aggression, and bullying against children through educational programs, guidance resources, and awareness initiatives.

The purpose of this call for proposals is to build a diverse group of partners to meet the varied needs of our organization. By collaborating with competent service providers, we aim to strengthen our capacity to achieve this goal and have a positive impact on the communities we serve. We are looking for qualified and experienced service providers in one or more of the following areas:

- Workshop Research and Writing: Development of educational content on aggression prevention.
- Technical Support: Assistance with the implementation and maintenance of computer systems.
- Graphic Design: Creation of visual materials for workshops, awareness campaigns, etc.
- Creation of video capsules and interactive content: Development of multimedia materials for education and awareness.
- Support for governance and internal management: Consultation on best governance and management practices.
- Financial audit for the fiscal year ending March 31: Assessment of finances and accounting practices.
- Promotional materials related to COPA National's brand image: Design and production of promotional materials for events and awareness campaigns.

Interested service providers are invited to submit their proposal for one or more of the specified areas. Proposals will be evaluated based on their relevant experience, expertise, ability to meet COPA National's needs, and ability to meet deadlines.

Selection Criteria:

- Experience and expertise in the specific field and in the non-profit sector.
- Ability to provide quality services and meet COPA National's specific needs.
- Ability to meet deadlines.
- Reputation and professional references.

Submission Process:

Interested service providers must submit their proposal in writing to the email address dg@infocopa.com, clearly indicating the area for which they are bidding. Proposals must include:

- A detailed description of the proposed services;
- Examples of relevant previous work;
- Professional references;
- Professional fees and what is included in these fees;
- Mileage and accommodation fees, if applicable;
- Any other relevant information.

COPA National reserves the right to select service providers based on criteria other than cost. Therefore, COPA National has no obligation to accept the lowest bid.

Service contracts will be awarded on an annual basis with the possibility of renewal for up to 5 years and will be entered into the COPA National database. It is understood that the terms of the service contract will remain in effect for one year. On the anniversary date of the contract signing, COPA National will contact service providers to confirm the renewal of the contract or make amendments, if necessary. All service contracts are subject to approval for funding.

Intellectual Property Rights:

All works created under service contracts awarded as a result of this call for proposals, as well as the source files, will be considered the exclusive property of COPA National, unless otherwise expressly agreed and documented in individual contracts.

Submission Deadline: This call for proposals is ongoing, and submissions will be accepted on a rolling basis. However, service providers are encouraged to submit their proposal as soon as possible to be considered for upcoming opportunities.

For any questions or clarifications, please contact Marie-Claude Rioux, Executive Director, at dg@infocopa.com.