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# Pest Management Subprogram

## **Call for Proposals** 2017/18

**Application Forms and Guidelines**

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**Tree Improvement Branch**

**Ministry of Forests, Lands and Natural Resource Operations**

*in collaboration with the*

Pest Management Technical Advisory Committee  
**Forest Genetics Council of BC**





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# 1. Call for Proposals

## Introduction

This *Call for Proposals for the Pest Management Subprogram, 2017/18*, is issued by the Tree Improvement Branch (TIB), Ministry of Forests, Lands and Natural Resource Operations (“the ministry”).

This call has been prepared in collaboration with the Forest Genetics Council of British Columbia (FGC) Pest Management Technical Advisory Committee (PMTAC), and in accordance with Government of British Columbia’s (B.C.) procurement policies and procedures.

The overarching objectives of this call are to reduce tree seed losses and improve the health and management of B.C.’s tree seed orchards.

Eligible research projects are identified in Table 1. Proponents must clearly identify how their proposals meet the eligible project’s objectives and include all the required information specified in the prescribed application and budget forms.

**Proposals must be submitted by 12:00 pm (noon), Friday, February 17, to:**  
[TreeImprovement.Proposals@gov.bc.ca](mailto:TreeImprovement.Proposals@gov.bc.ca)

Proposals will be reviewed and ranked by PMTAC and FGC, based on the criteria outlined in this call and available funding. Proposals may be recommended for funding at amounts less than specified in the proposal submission. FGC submits a recommendation for funding priorities to the ministry in March. The ministry may subsequently enter into contracts with applicants on or after April 1, 2017. No work may proceed without a valid contract in place with the ministry.

If you have questions regarding the eligible projects (pests and objectives), please contact Tia Wagner, PMTAC Chair, at (250) 542-0833 or [tia@vsoc.ca](mailto:tia@vsoc.ca). Questions regarding application process may be directed to [TreeImprovement.Proposals@gov.bc.ca](mailto:TreeImprovement.Proposals@gov.bc.ca). Questions and responses may be provided to all proponents, as applicable.

## Restrictions and Qualifications

- The proposed project must be conducted in tree seed orchards located in B.C.
- Proponents must own or operate a tree seed orchard in B.C. or have an agreement with an owner or operator of a tree seed orchard in B.C. (i.e., proponents who do not own or manage a seed orchard must partner with or obtain agreement from an orchard owner or manager to conduct the project within their seed orchard(s)).
- Use of pesticides must be done in accordance with federal and provincial regulations, including those prescribed by the Pesticide Management Regulatory Agency.
- Proposals for more than one fiscal year in duration will be considered on a year-to-year basis.

Approval for funding in 2017/18 does not guarantee funding in subsequent years. Proponents are required to submit a progress report and reapply for funding.

- Investments in all projects are intended to benefit the people of British Columbia and are not for private gain.

## Eligible Projects

The following table outlines the eligible research projects by pest and objectives. Alternatives to products identified are acceptable, but due to limited funds, proposals for other pests and objectives will not be accepted.

**Table 1. Eligible Projects by Pest and Objectives**

PEST	OBJECTIVES
Coneworms - <i>Dioryctria sp.</i> and <i>Barbara colfaxiana</i>	Determine the efficacy of Perm-up and Delegate to control coneworms in interior and coastal Douglas fir orchards, as a viable alternative to Dimethoate.
European pine shoot moth - <i>Rhyacionia bouliana</i>	Determine the efficacy of Matador to control shoot moth in lodgepole pine orchards, and develop an operational management strategy for product and control timing.
Needle rust - <i>Lophodermella concolor</i>	Project 1: Identify and test a successful fungicide product to control <i>Lophodermella sp.</i> in lodgepole pine orchards  Project 2: Reduce rate of fungal infections in orchard trees and develop an operational management strategy for monitoring, control timing and efficacy.
Western conifer seed bug - <i>Leptoglossus occidentalis</i>	Compare and determine efficacy of Surround vs Matador, Delegate and/or Perm-up in lodgepole pine orchards to reduce seed losses attributed to <i>Leptoglossus</i> .

## Proposals

Proposals must be prepared and submitted using the application form included in this Call, and posted as templates on the TIB website.

Please submit a signed and scanned PDF as well as a Word document of the Application form. See additional instructions in **Section 2 Applications Form and Guidelines**, and in sample application form in **Appendix 1**.

**Proposals must be submitted by 12:00 pm (noon), Friday, February 17, to: [TreeImprovement.Proposals@gov.bc.ca](mailto:TreeImprovement.Proposals@gov.bc.ca)**

Proposals received after the above closing time will not be considered.

## Evaluation and review

### Review Process

The Forest Genetics Council's (FGC) Pest Management Technical Advisory Committee (PMTAC) will review, evaluate, score and rank projects received that meet application criteria. PMTAC will provide recommendations for funding to the FGC.

Priority will be given to proposals that address the pests and objectives identified in Table 1 and are consistent with the goals and objectives of the FGC.

### Evaluation criteria

Projects will be evaluated and ranked based on the following:

Cost effectiveness	30%
Impact and value of anticipated results	50%
Feasibility or chance of success	20%

In addition, reviewers will evaluate the proponent's capability to implement the proposed project. Detailed descriptions of the evaluation criteria are included below in **Section 3: Evaluation Criteria**.

Proposals that do not meet the objectives of this call or are incomplete will not be recommended for funding. If funds are inadequate to fund all proposals that meet the requirements, PMTAC will rank proposals and may recommend funding at amounts less than submitted.

Subject to PMTAC's and FGC's recommendations to the ministry and available funds, the ministry will enter into contracts with the selected proponents.

### Contracts and Reporting Requirements

The ministry will administer the funds and contracts for projects arising from this call. All projects, including those submitted by ministry staff, are subject to government's procurement policies and procedures. Standard contractual agreements will be used for projects led by non-government proponents.

Successful proponents will be required to submit an interim report by **October 13, 2017** and final report by **March 15, 2018**. These reports should be brief and include technical and financial summaries. Financial reports and invoices must comply with the contractual requirements with the ministry.

## 2. Application Form and Guidelines

### Application Completion Guidelines

Applicants must submit a completed Application form using the Word document template available for downloading on the following website: [www.gov.bc.ca/OTIPproposals](http://www.gov.bc.ca/OTIPproposals)

A sample application form is included in Appendix 1.

The application form is designed to provide project reviewers with information to judge the merits of proposed projects; to provide the Forest Genetics Council with information for ranking projects and balancing investments; and to provide the ministry with information regarding project types and distribution.

Evaluation criteria are listed in Section 3. Filling in the specific sections related to the criteria will allow reviewers to give your proposal proper consideration. Projects will be rated only on the information provided.

Provide pertinent information only. Information is not limited to the space shown, but please try to limit proposals to less than four written pages including budget and attachments. Non-essential reference materials will not be forwarded to reviewers.

### Budget Guidelines

#### Section A: Salaries and benefits

Salaries should conform to standards common for the activity type (i.e. seed orchard work). The review committee(s) may reduce salary requests if they are too high. Claim only actual, direct salaries (i.e. the amount actually paid to an employee, not charge-out rates). Salary rates must correspond to base rate only, and cannot include any bonus or pay-for-performance. Actual benefit costs of employees (e.g. employment insurance, Canada pension, medical, vacation pay to a maximum of three weeks per year, pro-rated yearly, etc.) will be considered eligible costs. Piece work payment is acceptable, but must be described.

If a person working on the project is a full-time employee of the organization, the funding requested should be calculated by dividing actual annual salary by 230 days, multiplied by the number of days the person worked on the project. **Please state the rates at which employees are paid.**

If the project requires hiring someone on contract, funding can be based on an hourly, daily, weekly, monthly, or unit rate. In cases where the project team hires out a contractor and or a contractual employee, charge-out fees are eligible.

Applicants may apply for appropriate and reasonable costs for preparation of approved projects. This applies only where a consultant has been hired to prepare proposals or an in-house employee has been hired for the specific purpose of doing the project work. These costs should be listed in the *Other* category.

**Section B: Equipment**

Only equipment that is directly related to performing the proposed project and costs less than \$1,000 is eligible for funding.

The acquisition of capital equipment (>\$1000) is ineligible for funding under this program. Capital equipment may however be leased. The value or depreciation costs of existing capital equipment or facilities may also not be claimed. Similarly, proponents may not charge lease or rental fees for equipment owned by them that are used in projects.

All proposed expenditures in this category must be itemized separately.

**Section C: Travel**

Only expenses for work travel that is directly related to technical aspects of an approved project are acceptable. British Columbia provincial government rates will be considered maximal. Allowable travel expenses are based upon the Ministry of Finance’s travel policies and procedures, and rates specified for public service employees:

<http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/employee-travel>

Total travel charges should be itemized showing purpose, destination and costs.

The following rates are currently in effect:

**Transportation**

The most economical method of transportation should be utilized wherever possible.

<b>Automobile</b>	Mileage rates, all vehicles: \$0.53/km
<b>Air</b>	Economy class. Airfare receipts and tickets should be retained. Project personnel wishing to fly business or first class are responsible for any additional costs for upgrading.
<b>Ferry</b>	Receipts should be retained
<b>Taxi</b>	The use of taxis should be kept to a minimum. Retain receipts.

**Accommodation and meals:**

The maximum allowable nightly rates for accommodations (before taxes) must be reasonable and not normally exceed the posted government rates for business travel for a specified destination and date; refer to <http://csa.pss.gov.bc.ca/businesstravel>

Please retain receipts for paid hotel accommodation. In situations where private lodging is arranged, the daily maximum stipend that can be claimed is \$30. The allowable claims for meals are: Breakfast \$12.00, Lunch \$13.80, and Dinner \$23.25. Receipts should be retained for audit, but should not be submitted with expense reports.

#### **Section D: Material and supplies**

Material and supplies used to carry out the proposed project may include raw materials, tools, and software. Expenditures in this category are eligible and must be itemized.

#### **Section E: Other expenses**

Include all contract costs and all other items. List individual contracts.

#### **Section F: Administrative and other costs**

Administrative costs for an approved project, to a **maximum of five (5) per cent** of total project costs are eligible.

#### **Conferences**

This program does not fund conference travel and related expenses unless specifically planned as part of the project's extension component.

#### **Publications, reports and memberships**

Subscriptions to scientific journals, books and other publications will not be considered, nor will membership fees to societies. However, costs incurred in preparing progress reports and for extension and publication of results (with acknowledgement of the Forest Genetics Council Operational Tree Improvement Program) may be included. Charges for journal reprints and large document reproduction are eligible project costs.

#### **Personnel hiring**

Costs for advertising, travel, or other expenses associated with hiring new personnel for projects are not eligible.

#### **Entertainment**

Costs for entertainment are not eligible.

#### **Marketing**

Costs for product marketing or commercialization are not eligible.

#### **Patent**

Costs for obtaining a patent are not eligible.

#### **Goods and Services Tax (GST)**

Only net GST costs are not eligible for rebate may be claimed as a project expense.

#### **Receipts and records:**

It is the responsibility of the project leader to keep all pertinent financial records and receipts for a period of 7 years for possible audit purposes.

### 3. Evaluation Criteria

Evaluation of proposals is done by the Pest Management Subcommittee of the Forest Genetics Council. Final ranking of proposals will be consistent with the priorities and objectives in Table 1.

A score for each proposal will be assigned based on the following criteria:

<b>Cost effectiveness</b>	30%	Evaluation of the proposal in terms of the cost of doing the work on either a per unit basis or overall cost in comparison to alternatives. Where innovative approaches are being used, a description of the technique should be detailed in the Procedure and Budget Details sections of the application
<b>Impact and value of anticipated results</b>	50%	Evaluation of the products that will be produced, the need for the work, and the impact or value as they relate to providing improved management of cone and seed pests. Details related to this area should be described in the Objectives and Needs sections of the application.
<b>Feasibility or chance of success</b>	20%	Evaluation of the technical feasibility of the proposal based on current practices, knowledge and available research, and the chance for success based on the method and time frame. Details related to this area should be described in the Procedure section of the application.

Reviewers will also evaluate the qualifications and capability of the proponent’s team to implement the proposal. If the proponent is deemed to be unqualified, the proposal will be disqualified from further consideration.

Furthermore, reviewers will also confirm the following restrictions and qualifications have been met:

- The proposed project must be conducted in tree seed orchards located in B.C.
- Proponents must own or operate a tree seed orchard in B.C. or have an agreement with an owner or operator of a tree seed orchard in B.C. (i.e., proponents who do not own or manage a seed orchard must partner with or obtain agreement from an orchard owner or manager to conduct the project within their seed orchard(s)).
- Use of pesticides must be done in accordance with federal and provincial regulations, including those prescribed by the Pesticide Management Regulatory Agency.



## Appendix 1 – Application Form

# Pest Management Subprogram 2017/2018 Call for Proposals Application Form

Name of Applicant/Project Leader:

Legal Name of Organization:

Mailing Address:

Telephone:

Fax:

E-Mail Address:

Financial Officer:

Project number (provide the existing # if on-going project, otherwise leave blank):

Project Title:

Summary of Project (use attached outline for details)

Tree Species:	Pest Species:
Total Project Cost requested for FY 2017/18:	
Anticipated future budget needs:	

### Project Description

*Please complete project description under the following sub-headings.*

#### Objectives:

*Identify objectives of project and how they align with objectives in the Call for Proposals (Table 1).*

#### Procedure:

*Briefly (up to 2 pages) describe technical details of the project, including methodology and projected dates for completing specific activities.*



**Location:**

List facilities and/or orchard sites where the project activities will take place. Only projects taking place in BC tree seed orchards are eligible.

**Output and Deliverables:**

List the specific outputs and deliverables be realized from this investment.

**Who will benefit from this work?**

Who are the benefactors of this work and its outputs?

**Project Team:**

List all partners and organizations, project team members and their qualifications. Also include contact addresses, phone numbers and emails for key team members.

**Budget Details:**

Provide breakdown of project costs for key activities for the project. Include multiple rows if applicable. Provide sufficient detail and rationale for costs to assist reviewers in assessing cost effectiveness of the proposal. Budget information may be provided in a separately attached spreadsheet. If so, please note in application.

**Budget Overview**

#	Key Activities	Salary	Equipment	Travel	Materials and supplies	Other	Admin.	Total
<b>Totals by cost category</b>								

**Total Costs by Quarter**

Quarter	Costs
Quarter 1 (Apr. 1 to June 30, 2017)	
Quarter 2 (July 1 to Sept. 30, 2017)	
Quarter 3 (Oct. 1 to Dec. 31, 20)	
Quarter 4 (Jan. 1 to March 31, 2018)	
<i>Total</i>	



**Cost breakdown for non-salary costs**

Objective #	Cost Item or Type	Purpose	Amount
<b>Total</b>			

**Signature Block:**

*Manager or person of authority within the organization who can authorize implementation. Provide name, title, signature and date.*

<b>Name:</b> _____	<b>Title:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____