

Notice of Request for Proposal: Writing and Report Support

Procurement Package Folder

[2026-05-PRO-00002 - Writer](#)

Background and Objective

Talon Metals Corp is advancing the Tamarack nickel-copper project in Minnesota. These efforts require engineering, environmental review, permitting, federal grant reporting, and other technical deliverables prepared by Talon personnel and multiple external consultants and contractors.

Talon is seeking writing and reporting support for its federal grant, engineering, environmental, and permitting teams for an anticipated 9-month term with a potential to renew. Talon welcomes proposals from qualified independent professionals and small or specialized technical-writing firms. A large multidisciplinary consulting team is not required.

The selected consultant will work with Talon subject matter experts and Project Services personnel to outline, draft, edit, assemble, and finalize reports, memoranda, and related written deliverables for internal, government, and other external audiences. The engagement is focused on writing, editing, and report development; Talon subject matter experts will remain responsible for the underlying technical analyses, data, conclusions, and approvals.

Talon anticipates this will be a part-time, ongoing engagement rather than a full-time assignment. Proposers are requested to recommend an appropriate level of effort based on the scope and time estimates described in this RFP, recognizing that demand could surge closer to peak deadlines or submission milestones.

Scope of the Procurement Package

The selected consultant will provide writing and reporting services in support of Talon's federal grant, engineering, environmental, and permitting teams, under the direction of Talon's Project Services / Information and Project Controls function and in close coordination with the relevant subject matter experts. Content will typically be in MsWord files, but the contractor may also be called upon to provide qualitative content for PowerPoint or Excel files.

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Technical Writing and Report Development

- Develop report outlines and draft content based on reporting requirements, templates, prior work, source documents, and subject matter expert input.
- Work directly with subject matter experts to convert technical information into clear, accurate, and well-structured narrative while preserving the intended technical meaning.
- Draft, assemble, and review finalized reports, memoranda, executive summaries, briefing materials, grant reports, and similar written deliverables for engineering, environmental, permitting, government, and other project audiences.

- Adapt tone, structure, and level of detail for technical, regulatory/government, executive, and other non-technical audiences as appropriate.
- Integrate contributions from multiple disciplines, consultants, and organizations into coherent documents, including reconciling reviewer comments and identifying conflicting, incomplete, or unclear input for resolution by SMEs.
- Help to maintain continuity across recurring reports and related deliverables, including consistent descriptions of project scope, progress, terminology, and milestones.

Document Preparation and Finalization

- Review and edit assigned documents for clarity, organization, concision, grammar, readability, and consistent voice.
- Prepare documents in accordance with Talon-approved templates, style guides, glossary and terminology requirements, and other applicable document standards.
- Manage citations and references within assigned deliverables, including reports containing numerous source documents.
- Format and prepare professional deliverables in Microsoft Word and, when applicable, PowerPoint or Excel including styles, tables of contents, captions, cross-references, tables, figures, appendices, and other document elements.
- Review assigned deliverables for applicable accessibility / ADA requirements and support preparation of accessible final documents where required.
- Perform final quality checks for completeness, formatting, citations, internal references, consistency, and incorporation of approved review comments.

Schedule

- Submission due date: 2 October 2026 by 5:30 PM EST. Note: late submissions may be rejected.
- The submissions will be opened on 5 October 2026 starting at 9am EST by a Selection Committee comprising:
 - Rob Beranek
 - Daniel Heidt
 - Chris Wallace

Additional Details

- Required Qualifications and Experience
 - At least 5 years of demonstrated professional or technical writing and editing experience supporting multidisciplinary or technical project teams.
 - Excellent written and verbal communication skills in English, with a demonstrated ability to write for both technical and non-technical audiences.
 - Experience preparing grant, government, regulatory, or other formal progress reports where the writer must work from requirements, templates, and subject matter expert input.
 - Advanced proficiency with Microsoft Word (including styles, bullets, table management, cross references, citations, alt text) and working proficiency with Microsoft PowerPoint and Excel.
 - Experience applying style guides, glossaries, document templates, and citation / reference practices to large or multi-author reports.

- High attention to detail, strong organization, proven accuracy and reliability, and the ability to work independently while meeting deadlines and coordinating closely with project teams.
- Ability to learn about new topics quickly from SMEs or written sources to assist with content generation. An ability to remember the order of magnitude of key numbers to check for basic consistency across documents will also be an asset.
- Preferred additional experience:
 - Writing experience in environmental review, permitting, engineering, mining, heavy industrial, infrastructure, or similarly technical project environments.
 - Experience with U.S. federal agency or grant reporting, including Department of Energy reporting.
 - Experience preparing documents to accessibility / ADA requirements.
- Service Delivery Expectations
 - The consultant is expected to work collaboratively with Talon's Project Services personnel and the subject matter experts responsible for assigned deliverables.
 - The work may be performed primarily remotely, with travel to Talon project or office locations when reasonably required. Proposers should identify anticipated travel assumptions and rates / expenses.
 - Talon anticipates a need for consistent, ongoing support with the ability to scale effort around major grant reports, permit or environmental submissions, engineering deliverables, and other peak writing periods.
 - The selected consultant will be expected to work within Talon-approved systems, security requirements, templates, style guidance, glossary requirements, and review processes.
 - Talon expects the work to be performed primarily by a single writer who would develop familiarity with Talon projects, personnel, terminology, and prior reports.
- Time Requirements
 - The workload is expected to vary over time, with some weeks only requiring 20 hours, others may exceed 40. Talon has detailed scheduling that allows it to anticipate and prioritize deliverables, but there will be times when the workload will be necessarily high. The table below is an estimate of time required based on current understanding and the time our current team thinks they would require, but actual time requirements may vary based on final deliverables and the specific methods and tools used by the successful bidder.

Major Workstream / Deliverable	Anticipated Hours	Anticipated Timing	Expected Writing Support
EIS Data Submittals	7 months averaging 30-35 hours per week, but surges are expected	Now to Q2 2027	Editing, integrating, cross-checking, and finalizing technical information and responses being submitted in support of the environmental review process.

Major Workstream / Deliverable	Anticipated Hours	Anticipated Timing	Expected Writing Support
Feasibility Study	2 weeks of 40 hours per week	Q4 2026	Significant drafting, editing, document integration, formatting, terminology control, and cross-document consistency support across a large multidisciplinary technical deliverable.
Engineering deliverables	7 months at 5 hours per week	Now to Q2 2027	Editing memos and other qualitative deliverables, integrating SME and consultant inputs; document preparation and consistency review across related applications and project documents.
DOE Grant Reporting	~10 hours each quarter, as well as annual reports (typically another 20 hours per year, but Talon's needs could spike to 60 or 80 hours).	Full contract duration	Preparation and editing of recurring and ad hoc narrative reports using templates provided by the RGU and Talon.
DOW Grant / Contract Reporting	~10 hours each quarter, as well as annual reports	Full contract duration	Preparation and editing of required progress reports and other assigned written deliverables using information supplied by Talon SMEs and project controls.
Other Project Deliverables	As required – assume 3 hours per week on average.	Full contract duration	Draft, edit and / or finalize memoranda, executive summaries, briefing materials, government responses, technical narratives, and other time-sensitive written deliverables.

1. Proposal Requirements

Proposals should be concise and contain enough information for Talon to evaluate the proposed writer(s), relevant writing and reporting experience, approach, availability, and cost. At a minimum, include:

Proposal Section	Requested Information
Firm / Consultant Overview	Brief background, legal business name, primary office location, and primary contact.
Relevant Writing and Reporting Experience	Examples of comparable technical, environmental, engineering, grant, government, or multidisciplinary writing assignments. Describe the deliverables produced, audiences, project environment, and the proposer's role.

Proposal Section	Requested Information
Proposed Personnel	Identify the individual expected to perform the majority of the work, including resume, relevant experience, roles, and availability.
Writing Samples	Provide representative writing samples or excerpts demonstrating the proposed individual's ability to write and edit technical material for different audiences. Identify the proposed individual's contribution to each sample.
Proposed Approach	Describe how you would work with Talon subject matter experts to develop content, manage multi-author inputs and review comments, maintain consistent voice and terminology, and prepare polished final deliverables. Provide examples of how these approaches have led to success in the past.
Commercial Proposal	Provide hourly rate(s), estimated total hours and total cost based on the recommended level of effort, any proposed monthly, travel rates / markups, reimbursable assumptions, and payment terms.
References, Assumptions and Certifications	Provide two or more references for comparable work, preferably involving the proposed personnel. Identify material assumptions, exclusions, or exceptions, and confirm that the proposer is not suspended or debarred from applicable U.S. government contracting or assistance programs.

2. General Conditions

- Talon may accept or reject any proposal, request clarification, negotiate with one or more proposers, cancel this RFP, or modify the procurement schedule, subject to applicable procurement requirements.
 - Costs incurred in preparing or submitting a proposal are the sole responsibility of the proposer.
 - Information provided by Talon in connection with this RFP is for proposal preparation purposes and remains subject to applicable confidentiality requirements.
 - Any award will be subject to execution of a mutually acceptable agreement, purchase order, or other contracting document and completion of Talon's vendor onboarding requirements.
 - The selected consultant will be required to comply with applicable Talon policies, project procedures, information-security requirements, and contractual requirements communicated for the work.
3. All potential vendors must refrain from CC/BCC or directly contacting any other Talon personnel regarding the scope of work until a vendor has been formally selected.
 4. Interpretation of written bid or proposal specifications shall not be made to prospective bidders or proposers. Any questions related to the RFP/sealed bid request must be made via email and directed to Emma Van Guilder vanguilder@talonmetals.com (not the requesting department). Any violation of this requirement will result in disqualification. Potential vendors are not permitted to contact the requesting department directly. All potential vendors will receive the same information.
 5. All bids should be transmitted to Talon via vanguilder@talonmetals.com. Bids may include links to additional files, when applicable, which Talon will download and include in the bid package during its assessment process. Bidders cannot grant anyone else from Talon or its partners access to the bid.
 6. Bidder Interviews: Following the proposal evaluation, Talon may, at its sole discretion, invite one or more shortlisted bidders to participate in an interview to clarify their proposal and further assess the bidder's

qualifications, proposed approach, key personnel, and ability to perform the Services. Any interview forming part of the evaluation will be conducted consistently among shortlisted bidders and evaluated in accordance with the criteria identified in this RFP. An invitation to interview does not constitute an award or commitment by Talon.

Notice Approved by

Rob Beranek, VP Projects & Environmental

/s/ Rob Beranek

Evaluation and Award Criteria and Specifications

Criteria Required*	Weight	Score for Vendor's Submission (1 = low, 5 = high)	Total	Notes
Price	20%		0	
Proposal quality	10%		0	
Proposed approach	10%		0	
Writing samples / demonstrated writing quality by the proposed writer	20%		0	
Relevant project / reporting experience of proposed writer	20%		0	
Availability, continuity and surge capacity	10%		0	
References, Assumptions and Certifications	5%		0	
Payment terms	5%		0	
Total	100%		0	