

# Accelerate Collingwood

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## REQUEST FOR PROPOSAL

## FOR THE PROVISION OF

### **Consulting Services to Develop a Business Accelerator in Collingwood**

Issue Date: January 24, 2020

Closing Date: February 10, 2020

Closing Time: 4:00 pm Local Time

Location: The Centre For Business and Economic Development

Contact: Gillian Fairley, General Manager

***Late Submissions will not be accepted.  
The lowest or any Submission may not necessarily be accepted***



## Instructions to Respondents

### *Section 1 – General Conditions*

#### **1.1 Form of Proposal**

All Proposals must be submitted electronically in two, separate PDF file as further defined in section 1.2 . Submissions should not exceed 10 pages in length, plus Appendix and required forms provided by the Corporation:

- 1.1.1 Proposal Form
- 1.1.2 Pricing Proposal
- 1.1.3 Respondent Information Form
- 1.1.4 Respondent Ability and Experience Form

#### **1.2 Submission Process**

Proposals must be submitted electronically to: [gfairley@centreforbusiness.ca](mailto:gfairley@centreforbusiness.ca) and received by no later than 4pm, local time, on February 10, 2020

##### **1.2.1 Requested Files:**

Organize your Submission into the following individual files (note the required file types):

- Proposal up to ten pages (plus all supporting forms) (Filetype: PDF) - Required
- Pricing Proposal (Filetype: PDF) – Required

### **IMPORTANT NOTES:**

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to **proposal closing time**.

***Submissions will not be accepted after 4:00 PM EST February 10, 2020.***

### **Definitions**

Corporation:	Refers to “responsible organization –Centre For Business and Economic Development”
Respondent:	Refers to “any eligible entity providing a Proposal”
Successful Respondent:	Refers, in the event of an award, “to the selected respondent”

RFP:	Refers to “Request for Proposal”
CBED:	Centre For Business and Economic Development
Evaluation Committee:	Refers to the body appointed by the project partners to perform the review and evaluation of the Respondent’s proposals and recommend a proposal award.
Steering Committee:	Refers to the body responsible for project oversight and monitoring to ensure deliverables are met and project outcomes are attained

### **1.3 Late Submissions**

Proposals received after the official closing time will NOT be considered during the selection process.

### **1.4 Proposal Opening**

Respondents are advised there will NOT be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Corporation at a time subsequent to the closing.

### **1.5 Last Date for Questions**

Questions/Queries regarding the Proposal will only be received until 2:00 p.m. local time on January 31, 2020.

### **1.6 Completion of the Proposal**

All items shall be submitted according to any instruction in the Request for Proposal documents.

Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

### **1.7 Proposal Withdrawal**

Any Proposal may be withdrawn prior to the scheduled time for Closing Date, or authorized postponement thereof. Withdrawals received verbally are not acceptable. Withdrawals must be received in writing.

### **1.8 Respondent Expense**

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will NOT be charged to the Corporation.

### **1.9 Examination of Request for Proposal Documents**

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

### **1.10 Inquiries, Discrepancies and Interpretations**

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

### **1.11 Acceptance or Rejection of Proposals**

- 1.11.1 The Corporation reserves the right to reject any or all Proposals, and to waive formalities as the interests of the Corporation may require without stating reasons therefor.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.
- b) Where the most responsive and responsible Respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

- 1.11.2 The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Corporation of any Proposal

or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

- 1.11.3 Each Proposal shall be open for acceptance by the Corporation for a period of 90 calendar days following the date of closing.
- 1.11.4 Where the Proposal documents do not state a definite delivery/work schedule and a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

### **1.12 Errors and/or Omissions**

The Corporation shall not be held liable for any errors and/or omissions in any part of this RFP. While the Corporation has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

### **1.13 Addenda**

If required by the Corporation, addenda will be distributed to all Respondents. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Corporation of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Addenda will be posted on the CBED website. Although we will attempt to e-mail Respondents to notify you when addenda are posted on the website, we do not guarantee that e-mails will be sent to you or received by you. It is the Respondent's sole responsibility to check the website often to inform themselves of any posted addenda.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Proposal Form contained in the Proposal document.

### **1.14 Proposal Award Procedures**

Unless stated otherwise, the following procedures will apply:

- 1.14.1 The Corporation will notify the Successful Respondent, if any, of the award within 14 calendar days of the Proposal Closing.
- 1.14.2 Notice of Acceptance of Proposal will be by telephone and by written notice.
- 1.14.3 Immediately after acceptance of the Proposal by the Corporation, the Successful Respondent shall provide the Corporation with the Certificate

of Liability Insurance, if required, and any other required documents within 14 calendar days of the date of Notification of Acceptance & Award.

#### **1.15 Ability and Experience of Respondent**

The Corporation will not award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and equipment / human resources to ensure acceptable performance and completion of the Proposal. Any proposal will be considered non-compliant if reference checks or past experience is deemed unsatisfactory, in the sole and unfettered opinion of the Corporation.

#### **1.16 Responsibility for Damages**

The Successful Respondent shall indemnify and hold harmless the Corporation, its partners, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal.

#### **1.17 Regulation Compliance and Legislation**

The Successful Respondent shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

#### **1.18 Sub-Consultants**

No sub consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Corporation's express written consent and, in advance of commencement of sub consultant activities.

Failure to obtain this consent may result in cancellation of the contract with the Successful Respondent.

#### **1.19 Retrieval Of Official Document And Addenda**

Only documents found on the CBED website are to be considered the "official" documents. The Centre For Business accepts no responsibility for the accuracy of information found on other websites. The onus is on the Respondent to check this site to verify they have received all relevant information.

Addenda will be posted on the CBED website. Although we will attempt to e-mail Respondents to notify you when addenda are posted on the website, we do not guarantee that e-mails will be sent to you or received by you. It is the Respondent's sole responsibility to check the website often to inform themselves of any posted addenda.

#### **1.20 Character And Employment Of Workers**

The Successful Respondent shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

In the event that any person employed by the Successful Respondent in connection with the service arising out of this Proposal gives, in the opinion of the Corporation, just cause for complaint, the Successful Respondent upon notification by the Corporation in writing, shall not permit such person to continue in any future service arising out of this Proposal.

#### **1.21 Governing Laws**

This Proposal and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

#### **1.22 Freedom Of Information**

All correspondence, documentation and information provided shall become the property of the Corporation. Any personal information required on the documentation presented is received under the authority of the Personal Information Protection and Electronic Documents Act ("PIPEDA").

All written Proposals received by the Corporation become a public record, once a Proposal is accepted by the Corporation, and a contract is signed, all information contained in them is available to the public, including personal information.

## ***Section 2 – Specific Conditions***

### **2.1 Notification of Award**

The Corporation will notify only the Successful Respondent in writing. The proposals to offer products and services in accordance with this RFP are to be held firm for a minimum of ninety (90) days. The Corporation reserves the right, in its sole and unfettered discretion, to not award to any Respondent upon completion of this Request for Proposal process.

Note that subsequent contracts may be approved based on the successful completion of this project.

### **2.2 Patent, Copyright, Or Other Proprietary Rights**

In accordance with Personal Information Protection and Electronic Documents Act ("PIPEDA"), Respondents are reminded to clearly identify in their Proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Respondents are encouraged to place all such details and information within a separate section of their submission. Complete Proposal details are not to be identified as "Confidential".

### **2.3 Payment**

The normal terms of payment for the Corporation will be net thirty (30) calendar days. Invoices for such services shall be forwarded to the Corporation for processing.

### **2.4 Performance**

Any undue delays in the execution of the work and/or costs incurred by the Corporation due to inefficiencies in performance on behalf of the Successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Corporation, will be assessed to the Successful Respondent.

### **2.5 Assignment of Contract**

The Successful Respondent shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.



## 2.6 Contact

All enquiries relative to the “**Proposal and Award Process**” shall be directed to:

Gillian Fairley  
General Manager  
Centre For Business and Economic Development  
105 Hurontario Street  
Collingwood, ON  
L9Y 3Z4  
705-445-8410  
gfairley@centreforbusiness.ca

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be posted on the CBED website as an addendum.

Inquiries must be received no later than three working days prior to the closing date of the RFP; otherwise, a response may not be provided.

## 2.7 Insurance Requirements – Commercial General Liability

The Successful Respondent shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Corporation, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$2,000,000/occurrence;
- b) The Corporation shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$2,000,000;
- f) An aggregate limit not less than \$2,000,000;
- g) That 30 days prior notice of cancellation which reduces coverage shall be given in writing to the Corporation;

The Respondent shall also obtain and keep in force, during the term of this Agreement, Errors and Omissions insurance with limits of not less than \$2,000,000.

## **2.8 Insurance Requirements – Professional Liability**

Professional Liability Insurance (satisfactory to the Corporation, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario):

The Successful Respondent shall be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000 per occurrence.

## **2.9 Certificate Of Insurance**

Within 14 days of award, the Successful Respondent shall provide the Corporation with a Certificate of Insurance acceptable to the Corporation and, if requested, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in this Request for Proposal. If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the Respondent acknowledges and agrees that the Corporation is fully entitled to treat any such Certificate as an original and that the Respondent will be responsible for the accuracy and validity of the information contained therein.

## **2.10 Workplace Safety & Insurance Board**

The Successful Respondent shall provide the Corporation with a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the Respondent's good standing with the Board:

- a) Following Award
- b) During the Contract Period
- c) At any other time when requested by the Corporation

## **2.11 Limited Liabilities**

The Corporation's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

## **2.12 Laws, Notices, Permits & Fees**

The Successful Respondent shall obtain the necessary permits, licenses and pay the required fees, as they pertain to this assignment, which are in force at the date of the Proposal Closing.

The Successful Respondent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the schedule of work.

### **2.13 Extra Work**

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

### **2.14 Cancellation**

- a) The Corporation reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- b) If the Successful Respondent should neglect to execute the work properly, or fail to perform any provision of this Award, the Corporation, after three business days written notice to the Successful Respondent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Successful Respondent. Continued failure of the Successful Respondent to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.
- c) The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving 30 calendar days' written notice to the Successful Respondent.
- d) Either party may terminate the Contract by giving the other party 90 calendar days' written notice, giving reasons acceptable to the other. A period of less than 90 calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.
- e) Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

### **2.15 Conflict Of Interest**

This Proposal is made by the Respondent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work, and is in all respects fair and without collusion or fraud.

### **2.16 Proposal Evaluation And Qualification Criteria**

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out below in section 4.3. The Committee

reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Corporation will be served.

The Corporation reserves the right to interview any, all or none of the respondents that submit a Proposal to provide the Evaluation Committee with additional insight into the Respondent's ability to meet the requirements as requested in the RFP.

The interviews would be conducted by the representatives of the Evaluation Committee as soon as possible but preferably within two weeks of the RFP close.

The Corporation reserves the right to negotiate the expense of services with the Successful Respondent in order to reduce cost to meet budget requirements.

The Corporation reserves the right to negotiate with the Successful Respondent to either expand or reduce the scope of the project to meet all requirements.

## ***Section 3 –Terms of Reference***

### **3.1 Introduction and Purpose**

Collingwood has a thriving business community and is well known for its success in attracting and growing Entrepreneurs as demonstrated by it being named the top community in the Province for Entrepreneurship in 2018. Collingwood has a diverse community of entrepreneurs spanning a variety of sectors, as well as a thriving downtown with some of the lowest vacancy rates in the Province.

The Town of Collingwood is a leader in promoting and advancing economic development services and initiatives to strengthen, support and diversify the local and regional economy. One part of the overall program is the integrated business support services and programming offered by the Collingwood Business Development Centre. Through partnerships with:

- Centre For Business and Economic Development (a Community Futures program of the Federal Government)
- the Province of Ontario (Small Business Enterprise Centre); and
- the Collingwood Business Improvement Area

the Town of Collingwood joins its staff, funding and leadership resources under one roof with those provided by the partners to build and grow businesses in Collingwood and the surrounding area. These organizations work closely with community business partners including educational institutions, co-working spaces, and provincial and federal programs and resources.

However, there is a demonstrated need for additional supports within the community in order to further grow the small business sector and continue to foster innovation and entrepreneurship. There are four key gaps in the ecosystem that need to be addressed in order to continue to grow and support entrepreneurship in Collingwood.

1. **Programming.** The Business Development Centre (BDC) offers a variety of programs and supports through the services and partners located at the BDC. However, there are programming gaps for mid-high growth companies, particularly regarding commercialization and intellectual property. In addition, the existing service providers in the Business Development Centre are often approached for assistance with accessing incubator and accelerator programs, which are currently not available within the region. This leads to businesses being referred outside the area, often resulting in them establishing roots in closer proximity of the area referred to, risking the opportunity to have them establish and grow as a business in Collingwood.
2. **Mentorship.** Both the PowerUp Mentoring Program and the T3 Accelerator Program have a track record of success in providing valuable coaching and mentoring to entrepreneurs in the area. These programs are experiencing an increase in demand and need to continually attract and develop the mentor network. Mentorship is one of the most valuable aspects of any accelerator

program and dedicated effort is required to further develop, manage and maintain the mentor network as well as attract specialized mentors.

3. **Funding.** Companies need access to a variety of funding mechanisms in order to grow their business. The Centre for Business and Economic Development has experienced strong demand for their loan programs over the last three years resulting in the need to borrow funds to meet the demand. In addition, the Starter and Summer Company programs are fully subscribed. This demonstrates that local businesses are accessing and utilizing the available capital to grow and expand. However, a broader range of funding options are needed in order to provide necessary assistance to the growing entrepreneurship community. An accelerator program partnered with Angel and Venture Capital funding, as well as a Community Economic Development and/or Investment Fund would create much needed additional capital to facilitate growth.
4. **Space.** There are well established and successful co-working spaces in the community. However, entrepreneurs need access to additional flexible working and networking space. The community is experiencing gaps in collaborative training and networking space, as well as flexible smaller office and/or office sharing space. Space for entrepreneurs tied to accelerator programming and in-house mentoring and expert advice would further strengthen these resources. The BDC is also at capacity and is in need of space for summer interns, co-op students, mentors and other resources.

As a result, the Centre for Business, in partnership with the Town of Collingwood and Rappid Software Design Inc., are investigating the option of starting an accelerator in Collingwood. There is significant evidence that accelerators can expedite the growth of small businesses and have a positive impact on the communities in which they are located. An accelerator, focusing on water technology as well as health and science technology, located within the downtown core of Collingwood, to provide collaborative working space, programming and business support services would provide a higher level of support to help local companies scale and grow quickly.

The project team is seeking a consultant to assist with creating an accelerator in Collingwood including building the business case and identifying required funding.

### **3.2 Background – Entrepreneurship in Collingwood and South Georgian Bay**

Entrepreneurship is thriving in Collingwood and South Georgian Bay. The BDC serving Collingwood and the surrounding communities, delivers over 1880 free consultations to new and existing businesses and responds to over 3400 inquiries annually. In addition, the BDC has seen a 51% increase in traffic since 2015. The partner organizations have supported the creation of over 3500 jobs and issued over \$21 million in financing. The BDC continues to experience increased demand for entrepreneurship support and provides more consultations, events and other resources compared to some of the larger surrounding communities.

In addition to the BDC, entrepreneurs are supported by three co-working/office rental spaces with a new creator space that opened in December 2019.

In Collingwood 75% of businesses are micro businesses with 1-9 employees and there are over 2200 registered self-employed individuals. The community has seen a 12% growth in registered businesses between 2014 and 2017. There are over 400 BIA member businesses across multiple sectors and industries. Collingwood and South Georgian Bay have a diverse small business community that includes niche manufacturing, engineering, tourism, retail, professional services and an emerging tech sector. In addition, the Collingwood General and Marine Hospital is actively engaged in innovative projects and programs in health and wellness.

### **3.3 Background –Project Partners**

*About Centre For Business:* The Centre For Business and Economic Development is a not-for-profit Community Futures Development Corporation (CFDC) sponsored by the Federal Economic Development Agency for Southern Ontario. Our mandate is to develop and diversify the local economy. We are a one-stop business resource for new and expanding businesses and offer business loans up to \$250,000, business mentoring program, business counselling and support for community economic development. The Centre For Business' service area includes part of Simcoe County, part of Grey County and all of Dufferin County.

*About Collingwood:* The Town of Collingwood has a fascinating economic development history both pre and post European contact. Collingwood was a gateway to the west in the growth and development of the nation. A shipbuilding industry grew then dissipated and disappeared. A burgeoning tourism and service industry emerged as Collingwood has become a preferred recreation and retirement destination. At the same time, Collingwood manufacturing base has given way to a more diversified economy including emergent tech sector and start-up economy. Underpinned by its spectacular natural setting, its community minded residents and its entrepreneurial culture Collingwood has become a destination for business activity.

*About Rappid Design:* Rappid Design is a design led software development company building best of breed, modern and thrilling mobile, cloud and web products for prestigious clients across the globe. Situated in Collingwood in the gorgeous Georgian Bay area, Rappid Design is perfectly located to be both a pioneer and innovator in the what will become the next big tech hub in Ontario.

### **3.4 Scope of Work**

Accelerate Collingwood is an ambitious project to create a business accelerator in Collingwood. The accelerator would serve the broader South Georgian Bay region as a central hub for accelerating progressive companies anchored in Collingwood and the surrounding communities. The consultant selected will be responsible for

developing and implementing a plan, working with community champions, academic institutions, the broader entrepreneurship ecosystem and industry partners, that will result in the launch of a business accelerator. The plan will address key gaps in the entrepreneurship ecosystem. The work will include the following:

- Engaging with the small business community to outline needs and resources required
- Consulting with a variety of stakeholders including granting bodies, government organizations, non-profit organizations, industry partners and other accelerators/incubators
- Researching models for programs, resources, structure, funding, etc. in order to find best practices and models that would work in Collingwood
- Explore governance models, oversight and accountability for accelerators and incubators
- Identifying community, ecosystem and program delivery partners
- Creating an administration model with a non-profit governance structure and assisting with recruiting potential Board members
- Researching community funding models to determine appropriate structure for the accelerator and community
- Developing a sustainable funding model, leveraging sponsorship and other support mechanisms, including private sector support
- Identifying and assisting with applying for granting programs
- Preparing strategic, business and operational plans (start-up and ongoing)

The objective is to pilot accelerator programming in 2020 with full launch of an accelerator in 2021.

### **3.5 Deliverables**

The Successful Respondent will provide the Corporation the following key deliverables:

- Identification and confirmation of key partners including Board members
- Stakeholder engagement findings
- Accelerator/incubator business model research and recommendations
- Accelerator programming and training recommendations including cost for delivery
- Pilot implementation of accelerator programming in partnership with stakeholders and/or training provider



- Business case, including recommendations on physical space needs, costing and timeline for implementation
- Operational plan
- Funding model to support start-up and ongoing operations
- Identification of grant applications and assistance with applying for granting programs

These deliverables will be supported with the following:

- a) Presentation materials for all meetings and public consultation processes
- b) The PowerPoint presentation(s) required for the partner and/or stakeholder briefing session
- c) Preparation of media releases and other required public notices, and submitting same to the Corporation for approval
- d) Presentation and report on any primary research results
- e) Electronic copies of questionnaires or discussion guide used and collected datasets referred to and used to formulate the programming, business case and costing model and other deliverables.
- f) Electronic copies of all interim and final reports

The Respondents' Proposal should include in the work plan, quarterly deliverables including when the above are expected to be delivered to the Corporation.

All reports, presentations and material produced by the consultant for this project become the property of the Corporation. Any public materials and the final report must be delivered in an accessible standard for the purposes of compliance with the Accessibility for Ontarians with Disabilities Act.

### **3.6 Reporting Structure and Suggested Meeting Schedule**

The consultant will report to the Project Steering Committee.

The work plan should include provisions for half-day meetings with Steering Committee and project stakeholders at critical milestones, as well as presentations of interim and final reports to the Steering Committee and other project stakeholders (if deemed necessary). The consultant should also budget for regular bi-weekly reports, via conference call or email, throughout the process.

The above-noted meetings and regular progress reports should be incorporated into an overall engagement work plan which is to be prepared by Respondent as part of the RFP submission, and will guide all communications throughout the duration of the project.

The Corporation reserves the right to control all aspects of the strategic planning process. The Consultant shall not conduct surveys or meetings with stakeholders without receiving prior approval from the Corporation.

### 3.7 Qualifications of Consultant

The Consultant shall demonstrate experience working with government and stakeholders on entrepreneurship development, developing business cases, accelerator/incubator development and/or creation of accelerator/incubator/entrepreneurship programming. Specific experience in the creation of an accelerator/incubator in a rural setting will be a strong asset as well as experience in writing successful funding applications. In addition, the consultant shall have a thorough knowledge of economic development, proven project management experience and effective facilitation skills in leading meetings, workshops and focus groups to build consensus. Creativity, excellent interpersonal skills as well as written and verbal communications skills are essential.

### 3.8 Value Added

The respondent should identify if it can offer additional value added services beyond the scope of the services outlined above which would further aid the Corporation and project partners in the establishment of an accelerator.

### 3.9 Contract Term and Budget

The period of the contract will be as laid out in the work plan submitted by the Respondent. The work plan should demonstrate the ability to complete the project by September 2020. **The budget for the project is \$80,000 plus HST inclusive of travel costs and other expenses. The project work is scheduled to commence in March 2020.**

## ***Section 4 – Respondent Selection Procedure***

### 4.0 Schedule

The following schedule is proposed for the selection of the Successful Respondent for this assignment.

<b>Activity</b>	<b>Date</b>
Request for Proposal Issued	January 24, 2020
Request for Proposal Closed	February 10, 2020
Potential Interview Process	February 18 & 19, 2020
Selection of Successful Respondent	On or before February 21, 2020
Project Activity to Commence	March 2020

Note: although every attempt will be made to meet all dates, the Corporation reserves the right to modify any or all dates at its sole discretion.

#### **4.1 Selection Process**

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an Evaluation Committee comprised of the Corporation and/or members of the Steering Committee.

Each Proposal shall demonstrate a thorough understanding of the Scope of Work and be organized so as to follow the Evaluation Criteria 4.2, numbers 1 through 4.

#### **4.2 Evaluation Criteria**

Proposals will be assessed against the following criteria. The Corporation reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience relating to current trends and best practices in rural economic development</li> <li>• Experience/knowledge of the local economic landscape particularly as it relates to business development and entrepreneurship in South Georgian Bay</li> <li>• Experience and credentials of firm with respect to working with and/or developing incubators and/or accelerators, particularly in a rural setting</li> <li>• Experience and qualifications of personnel assigned to the project</li> <li>• Experience relating to facilitation of stakeholder engagement and involvement</li> <li>• Experience relating to successfully working with economic development and entrepreneurship ecosystem</li> <li>• Experience relating to communications and engagement in similar projects</li> <li>• Experience in resource development and grant writing</li> <li>• Experience engaging private sector partners to support economic development initiatives</li> <li>• Three references indicating the competence and track record of the respondent in the marketplace with regard to the specific services required by the Corporation, at a price point similar to the budget for this project</li> </ul>	35
2.	<p><b>Methodology</b></p> <ul style="list-style-type: none"> <li>• Workplan and project schedule</li> <li>• Clearly articulated communications plan and engagement strategy</li> <li>• Approach to be taken to conduct scan and review of existing accelerator/incubator models and programming/training options</li> <li>• Consultation process with stakeholders</li> <li>• Assessment of the South Georgian Bay business area, stakeholders, partners, and needs of the business community</li> <li>• How needs assessment and gaps analysis will be carried out</li> <li>• Approach to complete the business case, funding model and operational plan</li> <li>• Quality and completeness of detailed work plan for completing project</li> <li>• Identification of meetings: dates, participants, purpose and expected outcomes</li> <li>• Thoroughness of proposal</li> </ul>	35
3.	<p><b>Price</b></p> <p>Overall submitted price for consultant services</p> <p><i>Included but not evaluated shall be per diems and hourly rates for additional services</i></p>	20

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
<b>4.</b>	<b>Value Added</b> The Respondent should provide with its proposal any supplementary program information concerning value added products or services where these have not previously been outlined in the RFP. Such supplementary information must not contradict or substitute for any of the RFP's mandatory requirements.	10
	Total	100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Corporation/Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Corporation to enter into further discussions.

Evaluation of the project team will include an assessment of the overall ability to provide multi-disciplinary capabilities and resources to this project and past experience on similar projects.

The assessment of past project experience will include evaluation of the Consultant's success with previous experience of this nature, the previous experience of proposed staff for this project and the stability and reputation of the consultant(s)/firm.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar magnitude and design to that specified herein.

The project will be awarded to the respondent who, in the sole judgment of the Corporation/Evaluation Committee, provides the best overall value. The Corporation will not be obligated to select the lowest cost or any proposal. The Corporation reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

# Proposal Form

For the Provision of: Consultant Services

As Supplied by:

\_\_\_\_\_  
Firm/Consultant(s) Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postal Code

**Hereinafter Called the Respondent**

To:

Gillian Fairley  
Centre For Business and Economic Development  
105 Hurontario Street  
Collingwood, ON  
L9Y 3Z4  
gfairley@centreforbusiness.ca

**Hereinafter Called the Corporation**

The Respondent Declares

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this Proposal or in the possible award for which this Proposal is made;
2. No employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, therefrom;
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this RFP;

**Acknowledgement to receipt of Addenda**

This will acknowledge receipt of the following addenda and that the pricing tendered quoted includes the provision set out in such addenda;

**Addendum #**

**Date Received**

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Check here if NO Addenda received

**LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**

Date \_\_\_\_\_, 2020

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Respondent

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

## Pricing Proposal

Included in the Submission price for all items shall be all disbursements for mileage, meals, printing, equipment rental rates, associated office disbursements and any other activity relating to the completion of the assignment.

PART	DESCRIPTION	FEE
	<b>Lump Sum Consulting Fee</b>	\$
	<b>HST (Extra)</b>	\$
	<b>TOTAL UPSET LIMIT FEE</b>	\$
<p><b>Itemize Other possible tasks/costs:</b></p> <p><b>Each respondent shall include an itemized cost breakdown. This will include all fees and costs required to achieve RFP deliverables as listed.</b></p>		

*\*\*Included but not evaluated shall be per diems and hourly rates for additional services, should they be required.*

**Respondent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Respondent Information Form

Respondent must complete this form and include with the Tender Submission.  
Please ensure all information is legible.

1.	Respondent's Contact Individual	
2.	Address	
3.	Office Phone #	
4.	Mobile #	
5.	Email Address	
6.	Website	
7.	WSIB Account# (if applicable)	
8.	HST Account #	

**Respondent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Respondent's Ability and Experience Form

Respondents shall provide information below on contracts in this class of work that has been successfully undertaken by the respondents in the past three years.

<b>Contract #1</b>	<b>Insert Information</b>
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #2</b>	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #3</b>	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

**Respondent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_