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Request for Proposals | July 2024

## Ontario Vehicle Innovation Network (OVIN) - Cross Border Opportunities Report



*Deadline for submission of proposals: July 31<sup>st</sup>*

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### 1. Organization Description

The Ontario Centre of Innovation (OCI), established in 1987, is a leading not-for-profit organization that collaborates with industry, academia and government. Its goal is to convert research from public universities, colleges, and hospitals into technologies and services that improve quality of life and contribute to a competitive, job-creating economy in the province. OCI's main functions include supporting the commercialization of academic intellectual property, fostering industry-academic collaborations, and promoting the development and adoption of emerging technologies.

OCI leads the Ontario Vehicle Innovation Network (OVIN) initiative on behalf of the Government of Ontario. OVIN's mandate is to accelerate the development of the next generation of electric, connected, and autonomous vehicle. It leverages Ontario's strengths in automotive manufacturing, information and communication technology, and high-quality post-secondary institutions to position the province as a leader in advanced automotive and smart mobility technology. OVIN supports Ontario-based automotive and mobility companies through R&D funding, talent development, technology acceleration, business and technical supports, and demonstration grounds. This initiative is backed by various Ontario ministries, reinforcing the province's role as a North American leader in transformative automotive technologies and transportation systems.

Through its suite of programs, OVIN provides support for automotive and mobility companies along the commercialization continuum, from technology development through to technology piloting and deployment. Leveraging public and private testbeds, demonstration areas, and piloting sites, OVIN supports SMEs to test, demonstrate and validate their advanced automotive and smart mobility technologies in real-world environments, helping to bring their innovative solutions one step closer to market.

### 2. Objectives

Through its MOU with the State of Michigan, OVIN has recently conducted a joint cross-border study with the Michigan Department of Transportation (MDOT), evaluating the impact of advanced mobility technologies and solutions on border crossings and developing a roadmap for implementing solutions with the highest potential. Building on the findings of that report, OVIN is developing a follow-on report, which will look at the strategic opportunities to leverage OVIN's cross-border Technology Pilot Zone (TPZ) sites and work in collaboration with MDOT and other key border partners/stakeholders test and pilot innovative solutions to improve cross-border mobility. Interested and qualified consultants and service providers are invited to submit proposals to produce this report.

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The objective of the report is to outline how partnership with key stakeholders and the use of TPZ sites can support the adoption and deployment of cross-border technologies, and support Ontario & Michigan's leadership in the efficient movement of people and goods across borders.

The Consultant will review the existing reports and, where necessary, conduct additional research and analysis on this subject area, presenting an overview of the information in a digestible format that highlights Ontario's strengths and strategic opportunities with border crossing initiatives that support technology piloting and deployment.

### 3. Key Components and Requirements

The report should include the following:

- A brief background of the Ontario-Michigan partnership and the work that has been completed to date.
- Highlight the strengths of the Ontario-Michigan border crossings that are particularly well-suited to become leading jurisdictions in the movement of people and goods including, but not limited to, technology development capabilities, infrastructure, talent, and favourable policies that support adoption and deployment.
- Spotlight on the key strategic opportunities for Ontario, informed by the previous reports and the Consultant's research and analysis.
- The next steps and strategic opportunities to establish world-leading border crossings, building on our strengths, the partnership, and the work that has been done to date.

It is also required that the successful proponent will:

- I. Confirm objectives in consultation with the OVIN project team.
- II. Obtain confirmation from the OVIN project team regarding the outline of the report.
- III. Conduct a review of the previously issued reports, building upon the existing insights.
- IV. Prepare visually appealing draft and final reports that address the aforementioned requirements.

As part of the project management activities, the Consultant will prepare for and lead a kick-off meeting with OVIN, develop a workplan with detailed timelines for the project deliverables and deliver a status and/or weekly update meeting for the OVIN team.

### 4. Summary of Deliverables

The deliverables for this scope are summarized below:

- I. Project kick-off meeting
- II. Strategic Report: draft report & final report

The Consultant must also account for the following requirements for all deliverables:

- All report graphics, designs, and templates should be discussed and agreed with OVIN prior to the submission of the draft deliverable.
- An equity, diversity and inclusion (EDI) lens must be used in the crafting of content and the design across all deliverables.
- All deliverables must be provided in an editable format (i.e. Word, PowerPoint and/or Excel), as well an AODA compliant PDF format.

- OVIN and OCI branding must be included across all final reports. No other branding or logos may be included, unless agreed upon by the OVIN project team in advance.

## 5. Summary of Deliverables and Timeline

The following timeline must be considered when developing the project workplan as part of the Consultant's response to this RFP. The Consultant(s) must further identify the overall approach to the project, work details, and schedule to complete the required project tasks. It should be noted that the selected Consultant will work with the internal project team to finalize the work plan and confirm the timeline.

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| <b>Deadline for submission of proposals</b> | July 31, 2024     |
| <b>Decision by OCI</b>                      | August 9, 2024    |
| <b>Project kick-off</b>                     | August 13, 2024   |
| <b>Cross Border Report (Draft)</b>          | September 3, 2024 |
| <b>Cross Border Report (Final)</b>          | October 4, 2024   |
| <b>Project closing</b>                      | October 2024      |

## 6. Bidding Requirements

- Financial.** Daily/hourly rate and total cost for the project including any estimated expenses are to be provided.
- Proposal.** Descriptions of the approach and methodology. Detailed timelines and deliverables are to be provided. 30-minute interviews including a presentation on approach and methodology and Q&A may be scheduled with short-listed candidates.
- Collaborative Bids.** Consultants are welcome to submit collaborative bids in partnership with other vendors.
- Service Level.** Delivery of milestones on time and of a quality acceptable to OCI.
- Expertise.** CV and brief overview of proposed project role and responsibility for each team member along with their relevant experience and qualifications is to be provided.
- Terms and Conditions.**
  - Any information provided by OCI either in this RFP or in subsequent verbal or written communications shall be considered confidential and for express use in the preparation of this proposal.
  - All proposals submitted become the property of OCI and are to be received and held in confidence.
  - All data collected and all resulting reports and publications prepared by the successful bidder will be the exclusive property of OCI.
  - This RFP does not create an employment relationship. Individuals performing the services required by the contract are not employees of OCI.
  - Any changes to scope of services and associated costs following execution of contract must be submitted in writing and are subject to approval by OCI.
  - The successful bidder will be paid upon submission of proper invoices to OCI at the prices stipulated on the contract, after completion of all project deliverables.

- Invoices will contain the contract number and reference number.
- g. **Conflict of Interest.** Arms-Length relationship or disclosure of potential conflict of interest is required.
- h. **References.** A minimum of 3 references with details of work completed are to be provided.
- i. **Evaluation Criteria.** Proposals will be evaluated on the basis of:

**Skills and Expertise (30%)**

- Understanding of the project objectives and context.
- Qualifications and expertise.
- Relevant experience and references in research, data analysis, future forecasting, and survey design/analysis, preferably in automotive, electric vehicle, smart mobility sectors and/or the future of work.

**Methodology (40%)**

- Proposed approach and methodology to the project.
- How well does the proposal address RFP requirements.
- Management and organization of the assignment.
- Commitment to assignment timelines, deadlines, and overall terms and conditions.

**Cost (30%)**

- Hourly/daily and total price submission of all direct and indirect costs
- Justification of cost
- Breakdown of costs by activity

- j. **Submission Format.** Proposals are to be submitted in free form electronically in Word and PDF format. Please have proposals named as "Company Name Submission\_OVIN\_Cross Border Report \_RFP\_DD- MM-YYYY". The receipt will be confirmed via e-mail.
- k. **Contact.** Send proposals submissions and any questions and additional information requests to Homeira Afshar at [hafshar@oc-innovation.ca](mailto:hafshar@oc-innovation.ca). Please note that any responses may be shared with all potential bidders.
- l. **Bidding Process and Schedule.** The application deadline is July 31<sup>st</sup>, 2024. Short-listed candidates may be invited for an interview and references may be contacted at this time. Final selection is expected to be done by August 9<sup>th</sup>, 2024. We reserve the right not to award the contract to any of those submitting proposals, and we may seek further responses.