

REQUEST FOR PROPOSAL

Consulting Opportunity

Issue Date: January 31, 2025

Closing Date: February 14, 2025

Introduction: The Ontario Centre of Innovation (OCI) is seeking a consultant to facilitate an industry and stakeholder roundtable scheduled for April 2025. The purpose of this roundtable is to discuss and develop a strategic framework for a coordinated and integrated quantum computing ecosystem in Ontario. This initiative aims to promote collaboration among stakeholders, accelerate the advancement of quantum technologies, and position Ontario as a global leader in quantum innovation.

Background: For over 37 years OCI, has been a central pillar of Ontario's innovation ecosystem, with a mission to bring industry, academic, and government partners together to invest in collaborative R&D, technology development and commercialization opportunities that will generate the highest return on innovation for Ontarians. As an ecosystem connector, OCI initiates unparalleled partnership opportunities, develops, and manages successful industry-academic collaborations, supports high-potential SMEs in commercializing ground-breaking research, and provides hands-on training and skills development opportunities for the next generation of highly skilled talent. OCI drives economic growth and job creation through investments in the development, commercialization, and adoption of advanced technologies. OCI is a non-profit organization funded by the Government of Ontario.

Scope of Work: The selected consultant will collaborate closely with OCI through a defined process to deliver the following:

1. Design stage:
 - Define and develop a framework for the roundtable discussion, emphasizing the unique challenges and opportunities in advancing an coordinated and integrated ecosystem to accelerate the commercialization of quantum computing technologies in Ontario.
 - Identify and engage stakeholders, including representatives from industry (both developers and adopters of quantum computing technologies), the investment community, academia, and government.
2. Roundtable facilitation:
 - Facilitate the roundtable, ensuring discussions are productive and focused on actionable outcomes related to building a robust quantum ecosystem.
 - Encourage collaboration and knowledge-sharing among participants, leveraging expertise in quantum technologies and fostering consensus around key initiatives.
3. Summary report:

- Draft a comprehensive summary of the roundtable discussion, including:
 - Key insights and themes specific to quantum computing networks and applications, including relevant examples from other jurisdictions.
 - Recommendations for strategic actions and next steps to develop Ontario’s quantum ecosystem.
 - Highlight opportunities for cross-sector collaboration and potential funding or policy initiatives to support quantum innovation.

The ideal consultant will possess the following:

- **Expertise in Quantum Computing:** Demonstrated knowledge of quantum computing networks and applications, including in other jurisdictions (national and international).
- **Workshop and Roundtable Design:** Proven experience in designing and delivering workshops, roundtables, or collaborative environments tailored to emerging technology fields.
- **Stakeholder Engagement:** Strong skills in engaging diverse stakeholders, including researchers, policymakers, and industry leaders, to foster productive discussions.
- **Facilitation Skills:** Ability to lead complex discussions, navigate technical topics, and maintain focus on achieving actionable outcomes.
- **Presentation and Reporting:** Excellent skills in summarizing discussions, generating insights, and articulating recommendations in clear and engaging documents.

Proposal Contents:

Proposals should include the following:

- Company name and contact information.
- Name of individual who will undertake the work and summary of qualifications and specific experience related to quantum computing.
- Outline of relevant previous experience.
- Workplan describing approach and timeline.
- **Budget:** Vendors are required to price their work competitively based on the scope outlined in this RFP. Proposals must include a detailed breakdown of fees for completing the services. OCI prefers flat fee quotes. Please specify any proposed milestones tied to fee payments. All prices must be firm for the duration of the contract and stated in Canadian dollars.

Evaluation Criteria:

RFP submissions will be evaluated using the following criteria:

- Qualifications and experience (40%)
- Proposed approach and methodology, including ability to meet proposed timelines (30%)
- Cost effectiveness of proposal (30%)

Proposal Deadline: Please submit your proposal (by email only) by 4:00 pm on **Friday, February 14, 2025**, to Cheryl Flotildes at cflotildes@oc-innovation.ca.

Subsequent Contract Terms and Conditions

- The Ontario Centre of Innovation (OCI) reserves the right to award all, partial or none of this solicitation.
- This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of OCI. Vendor's employees shall not be considered employees of the Ontario Centre of Innovation and as such shall not be eligible for benefits accruing to OCI employees.
- Any changes to the scope of services and associated costs following the execution of the contract must be submitted in writing and are subject to approval by OCI
- Travel and travel reimbursement is not authorized for this acquisition.
- The vendor will be paid upon submission of proper invoices to OCI at the prices stipulated in the contract.