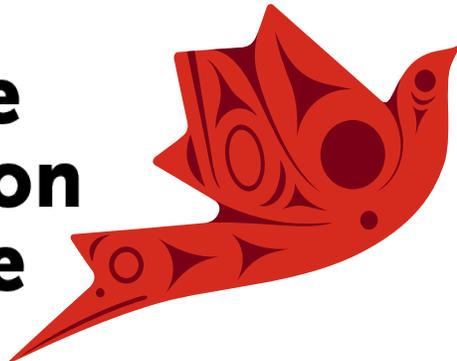


Request for Proposals

**l'Initiative
d'innovation
autochtone**



**Indigenous
Innovation
Initiative**

Bid Solisitation

Indigenous Innovation Development and
Support Bundle

Submission Deadline:
July 15, 2020 – 5:00 pm EST

Introduction

PROJECT OBJECTIVES

Grand Challenges Canada is seeking a service provider(s) to support a portfolio of Indigenous innovators and social entrepreneurs to develop an **Indigenous Innovation Development and Support Bundle** (the “**Bundle**”) funded by the **Advancing Gender Equality through Innovation and Social Entrepreneurship Program** (the “**Program**”) of the Indigenous Innovation Initiative (the “**I3**”).

The successful service provider(s) will offer a culturally informed business program, incubator or accelerator type service, that can support Indigenous innovators and social entrepreneurs who are at different stages in their entrepreneurial, business, or program development journeys. Participants will be provided with this business training, mentorship and customized support according to their individual needs.

The Bundle will support bridging knowledge gaps and cultivating peer and other networks to prospective and awarded grantees (the “**Participants**”) as they develop and test their Indigenous innovation. We anticipate the needs of innovators and social entrepreneurs will include but is not be limited to: business administration, communication and marketing, community, stakeholder, and government engagement, mentoring and advice, leadership development, monitoring and evaluation support, and cultivating strong professional networks. There are three distinct parts, outlined in the Statement of Work for this “**Bid Solicitation**” attached as Appendix A. They are:

- Part 1 – Indigenous Innovation Seed Award Grantee Orientation.
- Part 2 – Indigenous Innovator and Social Entrepreneur Knowledge Building and Network Cultivating.
- Part 3 – Pre-Seed Indigenous Innovation Development.

The requested work will start as soon as possible and no later than August 10, 2020, covering the period from signing until March 31st 2022, with the possibility of renewal or extension for up to two years for a maximum of two times, depending on the needs of the Indigenous Innovation Initiative.

The objective of this Bid Solicitation is to select a candidate to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work. All bidders (“**Bidders**”) are invited to bid (“**Bid**”) for consideration by Grand Challenges Canada in accordance with the terms of this Bid Solicitation.



Part 1: General Information

1.1 Objective

- a. The objective of this Bid Solicitation is to select a service provider(s) to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work attached herein as Appendix A in a manner that will provide the best value for Grand Challenges Canada's funds.

1.2 Period of Contract

- a. The terms of the resulting contract will be from approximately **August 10, 2020 to March 31, 2022**, with the possibility of renewal or extension for a maximum of two-years not more than two times, depending on the needs of the Indigenous Innovation Initiative at Grand Challenges Canada.

1.3 About Grand Challenges Canada and the Indigenous Innovation Initiative

The Indigenous Innovation Initiative

The I3 supports the development and testing of Indigenous innovation and is currently hosted at Grand Challenges Canada. I3 programs are deeply rooted in Indigenous ways of knowing and being, supported and guided by the Indigenous Innovation Council. Our goal is to empower Indigenous innovators to identify and solve their own challenges, transform lives and drive inclusive growth through innovation and social entrepreneurship.

Indigenous innovation is not necessarily something new but may also be an idea rooted in traditional knowledge and practices applied to a new situation or context. Created by Indigenous leaders, the Indigenous Innovation Initiative seeks to spark a new generation of Indigenous innovation and accelerate the emerging Indigenous economic ecosystem.

Grand Challenges Canada

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. One of the largest impact-first investors in Canada, Grand Challenges Canada has funded over 1,250 innovations championed by innovators in 105 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1.6 million lives and improve up to 51 million lives by 2030.

Advancing Indigenous Gender Equality through Innovation and Social Entrepreneurship

The Program is the first targeted seed-funding program to be delivered by I3. It is funded by a 6-year, \$10M match fund contribution agreement from the department of Women and Gender Equality (Canada) ("WaGE"). The objective of the Program is to achieve the full participation of Indigenous women and gender diverse peoples so they can reach their fullest potential.

Through this Program, we seek bold ideas that will advance equality for Indigenous peoples across Canada, including First Nations, Inuit and Métis peoples in urban, rural, remote and Northern regions. Approaches must be grounded in Indigenous community and/or Indigenous culture and ways of knowing and being and apply a gender lens in its



considerations on equality. Indigenous women and gender diverse innovators and/or -led projects will be given priority.

Innovators are supported through a seed-funding program with grants of up to \$250,000 to develop and test their bold ideas with the potential for big impact.

Timeline for Innovators:

The Program issued a Round 1 Request for Proposals (the “RFP”) for seed grant projects on May 11th, 2020. Final selection decisions will be approved in late-September 2020. We anticipate starting notification and due diligence with successful candidates in early October 2020 and starting projects in early 2021. Between 5 and 10 new grantees are expected to be funded and their projects can be up to 2 years in length.

This is a 6-year initiative. The I3 intends to launch a Round 2 call in late 2020, with decisions on those new projects in June 2021. Up to 4 rounds of seed funding are anticipated.

Part 2: Standard Instructions, Clauses and Conditions

2.1 Submission of Bid

- a. Grand Challenges Canada requests that each Bidder submit a Bid to the email address outlined in Paragraph 2.2, as early as possible, but **no later than July 15th, 2020 at 2:00 pm EST (“Closing Date”)**.
- b. The Bid must include the firm or service provider’s name, a contact name, address, telephone and fax numbers, and email address.
- c. Grand Challenges Canada requests that each Bid contain a covering letter signed by the Bidder or by an authorized representative of the Bidder. The covering letter should reference the RFP Reference Number. The Bidder’s signature indicates acceptance of the terms and conditions set out and/or referenced herein. The signatory must have authority to commit the organization by making such a Bid. A contract will not be awarded until a signed covering letter from the Bidder is received by Grand Challenges Canada. If the Bidder fails to provide a signed covering letter when requested to do so by Grand Challenges Canada, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- d. It is the Bidder's responsibility to:
 - i. Obtain clarification of the requirements contained in the Bid Solicitation, if necessary, prior to submitting a Bid;
 - ii. Prepare its bid in accordance with the instructions contained in the Bid Solicitation;
 - iii. Submit by Closing Date;
 - iv. Send its Bid only to the “**Contracting Authority**” at the email address set out in Paragraph 2.2 below;
 - v. Provide a contact name, address, telephone number and email address in its bid, as indicated in 2.1b above; and



- vi. Provide a comprehensible and sufficiently detailed Bid, including all requested pricing details that will permit a complete evaluation, in accordance with the criteria set out in this Bid Solicitation.
- e. Bids will remain **open for acceptance by Grand Challenges Canada** for a period of not less than twenty-one (21) calendar days from the Closing Date of the Bid Solicitation. Upon notification to the responsive Bidders, Grand Challenges Canada reserves the right in its sole discretion to extend the Closing Date at any time for up to twenty-one (21) calendar days.
- f. Bids and/or amendments thereto will only be accepted by Grand Challenges Canada if they are received at the email address indicated below in Paragraph 2.2, on or before the Closing Date and time specified therein.
- g. Bids received will become the property of Grand Challenges Canada and will not be returned.
- h. All information within this Bid Solicitation is to be held in confidence.
- i. Except as specifically provided otherwise in the Bid Solicitation, Grand Challenges Canada will evaluate a Bidder's Bid only on the documentation provided as part of its Bid. Grand Challenges Canada will not evaluate information not submitted with the Bid, such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the Bid.

2.2 Contracting Authority

Grand Challenges Canada
661 University Avenue, Suite 1720
MaRS Centre, West Tower
Toronto, Ontario, M5G 1M1

Attention: Leyla Razeghi, Program Officer, Indigenous Innovation Initiative
Email: leyla.razeghi@grandchallenges.ca

2.3 Late Bids

- a. The Bidder has sole responsibility for the timely receipt of a Bid by Grand Challenges Canada and cannot transfer this responsibility to Grand Challenges Canada.
- b. Grand Challenges Canada will return Bids delivered after the stipulated Closing Date referred to in Paragraph 2, sub-paragraph 1a, unless they qualify as a "delayed bid" in paragraph (c) below.



- c. A Bid received after the Closing Date but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Grand Challenges Canada (a “**delayed bid**”).
- d. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of Bids are not acceptable reasons for the Bid to be a delayed bid and accepted by Grand Challenges Canada.

2.4 Legal Capacity

- a. The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Grand Challenges Canada, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated, together with the registered or corporate name and place of business. This also applies to Bidders submitting a Bid as a joint venture.

2.5 Rights of Grand Challenges Canada

- a. Cancel the Grand Challenges Canada reserves the right, in its sole discretion, to:
 - i. Reject any or all Bids received in response to the Bid Solicitation;
 - ii. Enter into negotiations with Bidders on any or all aspects of their Bids;
 - iii. Accept any Bid in whole or in part without negotiations;
 - iv. During the evaluation, members of the evaluation team may, at their discretion, submit questions to or conduct interviews with Bidders, at Bidders' cost, upon forty-eight (48) hours' notice, to seek clarification and/or verify any or all information provided by the Bidder with respect to this Bid Solicitation;
 - v. To award one or more contracts, if applicable;
 - vi. Not to accept any deviations from the stated terms and conditions in the awarded contract;
 - vii. Conduct a survey of Bidders' facilities and/or examine their technical, managerial and financial capabilities to determine if they are adequate to meet the requirements of the Bid Solicitation;
 - viii. Contact any or all references supplied by Bidders to verify and validate any information submitted in their Bid, if applicable;
 - ix. Correct any mathematical errors in the extended pricing of financial Bids by using unit pricing and the quantities stated in the Bid Solicitation;
 - x. Verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties deemed reliable by Grand Challenges Canada;
 - xi. Incorporate all or any portion of the Statement of Work, Bid Solicitation, and the successful Bid in any resulting contract;



- xii. Bid Solicitation at any time without liability;
- xiii. Reissue the Bid Solicitation without liability;
- xiv. Extend the Bid Solicitation deadline without liability;
- xv. If no compliant Bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the Bidders who bid to re-submit Bids within a period designated by Grand Challenges Canada;
- xvi. Contract with service providers outside of the Bid Solicitation process; and
- xvii. Not to award a contract in part or at all.

- b. Bidders will have the number of days specified in the request by Grand Challenges Canada to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

2.6 Communications – Solicitation Period

- A. To ensure the integrity of the competitive bid process, all enquiries and other communications regarding the Bid Solicitation must be directed, by email, only to Grand Challenges Canada identified in the Bid Solicitation. Failure to comply can, for that reason alone, result in the disqualification of the Bid.
- B. To ensure consistency and quality of information provided to Bidders, significant enquiries received and the replies to such enquiries will be provided to all Bidders, without revealing the sources of the enquiries.

2.7 Costs

- a. No payment will be made for costs incurred in the preparation and submission of a Bid in response to the Bid Solicitation. Costs associated with preparing and submitting a Bid, as well as any other costs incurred by the Bidder associated with the evaluation of the Bid, are the sole responsibility of the Bidder.
- b. No costs incurred relating to the work outlined in Appendix A: Statement of Work (“**Work**”) before the receipt of a signed contract or specified written authorization from Grand Challenges Canada can be charged to any resulting contract. In addition, the successful Bidder is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any Grand Challenges Canada personnel other than those specified by Grand Challenges Canada in the final contract.

2.8 Governing Law

This Bid Solicitation and any resulting contract for services shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. Each Bidder agrees that any and all disputes, actions or proceedings relating to this Bid Solicitation whether as to interpretation, validity,

performance or otherwise, shall be subject to the exclusive jurisdiction of the courts of the Province of Ontario and each Bidder and Grand Challenges Canada irrevocably attorn to the jurisdiction of the courts of such province.

Part 3: Bid Preparation Instructions and Evaluation Procedures

3.1 Format of Bid

Section 1: Technical Bid

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in the Bid Solicitation, as well as demonstrate how the Bidder will meet the requirements of Evaluation Criteria and Basis of Selection, as described in Appendix B. The technical bid must not exceed 10 pages including the cover sheet and any appendices.

Section 2: Financial Bid

The Bidder must submit its financial bid in accordance with the Basis of Fees, attached herein as Appendix C. The total amount of any taxes (e.g., the Harmonized Sales Tax (HST), Goods and Services Tax (GST), etc.) is to be shown separately, if applicable.

3.2 Evaluation Procedures

- Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Bid Solicitation due to the need for independence and perception of independence.

Appendix A: Statement of Work

A. Title

This Bid Solicitation seeks to engage a service provider to develop an **Indigenous Innovation Development and Support Bundle** (the “**Bundle**”) for the I3’s Advancing Gender Equality through Innovation and Social Entrepreneurship seed funding program (the “**Program**”).

B. Scope of Work and Deliverables

Service provider(s) may select to bid for one or more of the portions of the scope of work outlined below. Service provider(s) must clearly identify which area(s) of the scope of work are included in submitted proposals.

There are three (3) core parts to the Indigenous Innovation Development and Support Bundle. Designed to complement the Program, they should work together to bridge knowledge gaps and cultivate peer and other networks for prospective and awarded grantees (the “**Participants**”) as they develop and test their Indigenous innovations.

The three parts of this Bundle include:

- Part 1 – Indigenous Innovation Seed Award Grantee Orientation.
- Part 2 – Indigenous Innovator and Social Entrepreneur Knowledge Building and Network Cultivating.
- Part 3 – Pre-Seed Indigenous Innovation Development.

All parts are expected to be co-designed with GCC and the I3. The successful bidder(s) are expected to demonstrate that their offerings are:

- Culturally safe and grounded in Indigenous ways of knowing a being;
- Uses a strengths-based, anti-oppression, inclusive, respectful, and de-colonized approach in development and delivery;
- Applies and embodies a gender lens in and across platform activities, inclusive of 2SLGBTQQIA+ peoples;
- Customizable to meet the needs of the Program and the individual Participants;
- Accessible to people of all educative and experience levels,
- Accessible regardless of geographical limitations across Canada (urban, rural, remote, Northern), connectivity, language (including bilingual learning English/French and accommodations for ESL), and meaningfully addresses other common barriers (poverty, education level, childcare, housing status, and ability);
- Adaptable to the current pandemic context;
- Supports building resilience in the innovator projects (i.e. post-COVID);
- Designed to connect into the broader ecosystem of supports for Indigenous innovators and social entrepreneurs;
- Provide a strong and sustainable model for stakeholder and market networking and partnership development in the Indigenous innovation and social enterprise ecosystem;

- Understand needs of businesses from different jurisdictional distinctions (i.e. on/off reserve).

The successful applicant(s) are expected to demonstrate how their offerings will complement the I3's current programming and support building the conditions for success for selected Participants. The Program will be designed to celebrate, amplify and leverage the strengths of the innovators and social entrepreneurs, with opportunities for peer learning and cohort strengthening. Participants will be positioned to test for and demonstrate "proof of concept" on their individual projects and support the I3 in building a strong portfolio of Indigenous innovation.

In equal measure, this RFP intends to support advancing the service provider's own capacity and skills to provide culturally safe and relevant services, including increasing the number and skills of Indigenous educators in Canada.

Part 1 – Indigenous Innovation Seed Award Grantee “Orientation”

For this part, the offerings should support Participants who have been nominated to receive seed funding to successfully complete the negotiation process. This will require culturally based and relevant knowledge building and support to work through:

- GCC's project, financial and institutional due diligence process;
- Negotiating the agreement;
- Operationalizing their projects;
- Monitoring and evaluation requirements; and
- Understanding of key concepts, such as “proof of concept” and “impact measuring”

Success for Part 1 is for all Participants to have fully executed grant agreements by December 31, 2020 and to understand their requirements and their rights under the agreement. Part 1 must be ready to implement for our first round of innovators **no later than October 1, 2020**.

Part 2 – Indigenous Innovator and Social Entrepreneur Knowledge Building and Network Cultivating

For this part, the offerings should support Participants who are Indigenous innovators and social entrepreneurs and have been nominated to participate by the I3, to nourish them with the support, connections, and knowledge they need to be successful. This will require culturally based and relevant knowledge building and support to work through areas including but not limited to:

- Business strategy and business plan development;
- Access to fundraising and business ecosystem supports (i.e. grants, loans, equity, private and public programs, investment readiness programs, industry specific programs, accelerators, incubators);
- Community/stakeholder engagement and partnership development;
- Mentorship and coaching with a focus on Indigenous leadership development; and
- Indigenous innovation development.

Success for Part 2 is for all Participants to have substantially increased knowledge and professional networks, allowing them to identify their own objectives and successfully achieve key milestones in the implementation of their innovation projects funded by the I3.

The start date for Part 2 is slightly more flexible but should be ready to implement for our first round of innovators upon completion of Part 1 and **no later than January 18, 2021**. This part does not have to be dedicated solely to grant awardees or recipients otherwise sponsored by the I3.

Part 3 – Pre-seed Indigenous Innovation Development

For this part, the offerings should support *prospective* Indigenous innovators and social entrepreneurs to better articulate their Indigenous innovation ideas. Participants will be introduced to the supports, connections, and knowledge they need to optimize opportunities, and be provided concrete tools and skills building opportunities to bring their ideas to fruition. This will include culturally based and relevant knowledge building and support to work through:

- Indigenous innovation development.
- Business strategy and business plan development;
- Community/stakeholder engagement and partnership development;
- Enhancing professional social media profiles and networks; and
- Tools and resources to develop their skills in grant writing and/or oral presentation.

Success for Part 3 is for all Participants to have thoughtful and articulate understanding of their ideas and are equipped with easy to use but effective and relevant tools to execute their Indigenous innovations and social enterprises. A key measure of success is seeing that participation in the Pre-seed Indigenous innovation Development leads to enhanced success in the I3's open calls for seed funding.

Part 3 must be ready to implement to support prospective Indigenous innovators in advance of the launch of our Round 2 RFP for seed funding, which is anticipated in late November/early December 2020. Part 3 offerings should be ready to begin implementation **by mid-late October 2020**.

Evaluation

The successful Bidders(s) are expected to describe how they will evaluate the effectiveness and success of their offerings, and how they continue to optimize the offerings to better meet the needs of the innovators and social entrepreneurs throughout the course of the work. Bidders should provide an overview of their evaluation plan in their applications.

Qualifications

Successful Bidders(s) are expected to have the following characteristics:

- Include educator(s) with experience teaching through a de-colonized lens;
- Experience working in innovation;
- Experience supporting social enterprises and not-for-profits;



- Experience working with Indigenous communities across urban, rural, remote and Northern regions in Canada, including on- and off-reserve;
- Experience and understanding of distinct needs of Indigenous women and 2SLGBTQQIA+¹ communities and peoples;
- Experience working Indigenous entrepreneurs experiencing other intersectionalities, for example single parents, visible and non-visible disabilities, remote communities, low connectivity, etc. is a strong asset; and
- Strong understanding of contemporary Indigenous contexts, needs, and priorities.

We will prioritize Indigenous-led organizations and/or educators as service providers.

¹ 2SLGBTQQIA+ is inclusive of 2-Spirit, lesbian, gay, bisexual, transsexual, transgender, queer, questioning, intersex, asexual and other non-gender confirming identities.

Appendix B: Evaluation Criteria and Basis of Selection

A. Evaluation Criteria and Process

Only those Bids that meet all mandatory requirements identified in this Bid Solicitation will be further evaluated, based on the criteria listed below.

The Bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the Bid.

The Bid must identify the qualifications and experience of the personnel who will carry out the tasks, by systematically addressing each of the experience criteria as detailed below.

The organization or team's profile and resume for each proposed resource must be included in the Bid.

For each resume submitted, the Bidder should ensure that:

- i. The name of the individual is clearly indicated; and
- ii. The resume clearly demonstrates where, when and how the stated qualifications/experience of the individual were acquired.

For evaluation purposes:

- **Where** means the name of the institution, as well as the position/title held;
- **When** means the start date and end date (e.g., from January 2000 to March 2002) of the period during which the individual acquired the qualifications/experience; and
- **How** means a clear description of activities performed and the responsibilities assigned to the individual in this position and during this period.

Listing experience without providing any supporting data will not be considered to be "demonstrated" for the purpose of this evaluation. Full details should be included that describe the number of projects completed and in progress, the period of the work performed in number of months, years in past and present employment, and other relevant information.

Mandatory Criteria for Technical and Financial Bid

In addition to those elements described above, the Bidder shall also provide:

1. **Basis of fees**, which will be evaluated separately, as described in Appendix C
2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
3. **Description of support team**, including bios, relevant experience and specific expertise that they will bring to this role – this section should demonstrate the ability of the firm to deliver on the specific items outlined in **Deliverables** in Appendix A
4. **Description of support process**, including specifics regarding the level of responsiveness that Grand Challenges Canada can expect on a regular basis – this section should include details about measures in place for when the primary contact/support staff are not available.
5. **Two (2) client references ONLY**, for whom you have provided the services described in the statement of work – any Bidder who provides less or more than (2) references will be

automatically disqualified from the bidding process and be given no further consideration.

6. **Value-added services**, including whatever the Bidder may want to add to its Bid.

B. Scoring Rubric for Evaluation

1. Experience (30%)

- a. Does the bidder have the relevant expertise and characteristics needed to accomplish their proposed deliverables (i.e. business strategy, business programs delivery etc.)?
- b. Does the bidder have relevant sectoral expertise that demonstrates understanding of Indigenous innovation, social entrepreneurship, and Indigenous gender equality?
- c. Does the bidder have relevant experience working effectively within complex Indigenous contexts and structures (i.e. Indigenous governance models)?
- d. Is the bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?
- e. Is the team structure appropriate with clear management and accountability structures?

2. Fees (20%)

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the proposal represent a particularly thoughtful and efficient use of resources?
- c. Is there an appropriate balance of resources between senior and other team members?

3. Ability to achieve program goals (50%)

- a. Does the proposal show strong feasibility to move forward the key deliverables on schedule?
- b. Does the proposal clearly articulate the key activities needed to achieve these deliverables?
- c. Will the completion of the proposed activities and deliverables help the program achieve its goals?
- d. Will completion of the proposed activities and deliverables support Indigenous innovators and social entrepreneurs advance their work?
- e. Does the proposal clearly articulate a clearly defined evaluation plan to demonstrate progress against the defined markers of success?

Evaluation of Bids will also be guided by the Objective and Principles of Grand Challenges Canada's Contracting & Procurement Policy, found at www.grandchallenges.ca/funding-opportunities/resources/.

Based on the evaluation of the criteria described above, competitive Bids could be invited for an interview. The purpose of the interview would be to further assess the capacity of the Bidders to best deliver the scope of work outlined in the Bid Solicitation.

Appendix C: Fees

Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A. Bidders are requested to provide the hourly fee for personnel involved in delivering the proposed deliverables.