



Request for Proposals

Yukon Cold Climate Innovation Centre

Project Director

March 15, 2006

The Yukon Chamber of Commerce requires a Project Director to develop and implement an investment-ready business plan for the establishment of a Yukon Cold Climate Innovation Centre, as a key element in developing a Technology Innovation Research Cluster.

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Attachments: Feasibility Study
 Business Model

Vision: To establish a world-recognized cluster for construction and infrastructure based in the Yukon, for the development, commercialization and export of sustainable cold weather technologies and related solutions for cold climate regions around the world. It will be a key wealth generator for Yukon.

SECTION 1: INSTRUCTIONS TO PROPONENTS

1. Proponents are cautioned to carefully read and follow the procedures required set out here, as any variation from these guidelines and conditions may result in a proposal being rejected.

Proposals must be submitted including the Proposal Form provided, enclosed and sealed in an envelope and mailed or hand delivered to:

**Sandy Babcock
President & C.E.O.
Yukon Chamber of Commerce
101-307 Jarvis Street
Whitehorse, Yukon
Y1A 2G7
Phone: (867) 667-2000 Fax: (867) 667-2001**

2. Proposals must be received at the location specified above, before the specified closing time. Proposals received after this time will not be considered regardless of the reason for their being late and will be returned to the proponent unopened.
3. If a proponent wishes to verify that a proposal has been received prior to proposal closing time, telephone the Chamber office (867) 667-2000. The proponent must identify the company name before this information will be released. No other information concerning the proposals will be released under any circumstances prior to proposal opening.
4. Questions regarding the submission of proposals may be directed to Donna Mercier, Project Manager at (867) 393-6065 prior to the closing time of:

**4:00 p.m., Local Time
March 31st, 2006**

5. As soon as possible following the proposal closing time, the envelopes containing the proposals will be opened at the Yukon Chamber office at the address above.
6. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the Tender Closing time. The proposal will be returned to the proponent unopened.
7. If discrepancies or omissions are found in the specifications or other documents in this package, or if any clarification is required, contact the Project Manager, Donna Mercier, at (867) 393-6065. The Project Manager will respond in writing or by issuing addenda to all proponents. If addenda are issued or if there are any changes to the work, proponents will be informed in writing prior to the close of the tender period. All addenda become part of the Contract Documents and receipt of addenda shall be acknowledged by the proponent.
8. Proposals submitted by individuals shall be signed by such individuals in the presence of a witness. Proposals submitted by partnerships shall be signed by at least one partner in the presence of a witness. Proposals submitted by corporations shall be signed by properly authorized signing officers and sealed if the corporation has a seal, if not, the proposal shall be signed by a witness also.
9. Erasures and/or corrections shall be initialled by the person(s) authorized to sign the proposal.

10. No proposal faxed to the Chamber office will be considered; sealed proposals are required. However, where a formal proposal has been received before the specified date and time of proposal closing, amendments to the proposal by facsimile (867) 667-2001 are acceptable, provided that such amendments are received at the locations specified above prior to the specified tender closing time.
11. This Request for Proposals should not be construed as a contract to purchase goods or services.
12. The Chamber need not necessarily accept the lowest, the highest ranked, or any proposal, and reserves the right to reject or accept any proposal.
13. Failure to comply with any instruction contained in this RFP may be deemed sufficient cause for the rejection of all or part of any Proposal. Any items omitted or any special conditions or qualifications added to the proposal may cause the proposal to be rejected, or affect the evaluation of the proposal. No escalation clauses will be accepted.
14. Proponents are solely responsible for their own expenses of preparing and delivering their proposals.
15. Proponents are reminded that most courier services to Whitehorse offer a minimum service time of two full business days or more. Delivery of proposals prior to the proposal closing time is the sole responsibility of the Proponent.
16. If, in the opinion of the Chamber, any Proposal contains a minor defect, or fails in some way to comply with any requirement of this RFP that, in the opinion of the Chamber can be remedied without providing an unfair advantage with respect to the other proponents, the Chamber may request clarification from the Proponent, and the Chamber, upon receipt of the clarification, may waive the minor defect or any irregularity, and accept the Proposal.
17. Once the Proposals are opened, they become the property of the Chamber, and will not be returned. Subject to the Access to Information and Protection of Privacy Act (ATIPP), information, other than price, contained in the proposals submitted will be held in confidence.
18. Subject to the ATIPP, Proponents are entitled to receive information about their proposals and how they were evaluated.
19. After final evaluation, the Chamber may negotiate with the highest ranked Proponent. Negotiations, if any, shall be within the scope of the RFP, and limited to those items which would not have an effect on the ranking of proposals.
20. Please direct all questions in reference to the work on this contract to the Project Manager at:

Donna Mercier, Project Manager
Yukon Chamber of Commerce
101-307 Jarvis Street
Whitehorse, Yukon, Y1A 2C6
Phone: (867) 393-6065 Email: innovationcluster@yukonchamber.com...
Information obtained from any other source is not official and may be inaccurate.
21. Proposals must identify a specific individual who will carry out the work required.

22. This will be a value-driven contract Individuals proposed will be evaluated on the basis of evaluation criteria included in this document.

Include enough information in your proposal to enable the evaluation to be carried out as described herein.
23. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration.
 - a. Signed and completed Proposal form “A”.
 - b. A short (one or two page) summary of the key features of the proposal.
 - c. The body of the proposal
24. Pricing information is to be included in the proposal.

SECTION 2: PROJECT DESCRIPTION

The Yukon Chamber of Commerce, working in partnership with the Government of Yukon, plans to develop and implement an investment-ready business plan that will oversee the development of the Yukon Cold Climate Innovation Centre, as a key element in developing a Technology Innovation Research Cluster.

The Consultant (Project Director), will be a high profile, well-connected business leader and will be responsible for developing the business plan that will lead the process of investment attraction. The Project Director will also be responsible for planning, managing, developing and overseeing the activities of the Yukon Cold Climate Innovation Centre. This will involve engaging funding and investment partners, leading an aggressive grant writing and fund raising program along with marketing and business development.

The bulk of the project will be carried out between April 2006 and March 2008. The Project Director will be expected to be present in Whitehorse and able to devote full time to the project for the majority of this time. Travel will be required.

Background:

On May 27-28, 2004, representatives from Yukon, NWT, Nunavut, Nunavik and Labrador met at the EkoNorth Forum in Whitehorse to discuss the merit of a cold-region technology cluster in the North devoted to northern community issues. During the Forum, it became clear that opportunities exist for a "northern construction/infrastructure innovation cluster" in the areas of housing, infrastructure (including energy, heating, water, wastewater, and transportation), related social and health issues (such as indoor air quality, economic development, skill development, respect for traditional ways, and leaving a legacy), and environmental impacts or climate change effects (including renewable energy sources, energy efficiency, sustainable design, climate change effects on permafrost and foundations, and recycling).

One of the main recommendations of the EkoNorth Forum was to perform a feasibility study to assess the potential for an Innovation Cluster in the North. In addition, commitment of various partners in the feasibility study was judged essential for its success.

The initial feasibility study has been completed and indicates that globally, there is a need for cold-climate solutions. This report shows that the Yukon has a number of core Yukon firms with export business and innovation practices as well as local capacity support. In addition, the project has the support of a number of external companies, as well as external educational institutions.

An Interim Board of Directors was established in February 2006 to oversee the project through the implementation phase. The Board of Directors is comprised of representatives from private industry, Government of Yukon, Yukon Chamber of Commerce, NRC-IRAP, as well as the Yukon College and Yukon Indian Development Corporation.

The completed Feasibility Study and Business Model will provide background information that can be utilized as a starting point for the implementation phase.

SECTION 3: EVALUATION CRITERIA

1. Method of Evaluation

All proposals received will be evaluated as noted below. Proposals can only be evaluated on the information provided prior to proposal closing. The Chamber may request clarification from a Proponent with respect to the content of its proposal. Such clarification may not result in a material or substantive change to the proposal.

2. Evaluation Criteria

Proponents must ensure that the information they provide includes sufficient material to assess the proponent's capabilities in the areas indicated.

a) Individual Availability

Individuals must identify one person that is responsible for all of the work required. The evaluation will be conducted on the basis of the proponents qualifications and experience with similar contracts.

The individual proposed must be available to conduct the project between April 2006 and March 2008. The project will require full-time attention of the Project Director during this time. The individual must be available to work in Whitehorse for the majority of this time.

In the proposal, please confirm the availability of the individual and describe any constraints on the individual that would interfere with a full time assignment in Whitehorse during this period.

b) Qualifications and Experience

The Project Director must have broad skills related to large project development and management as well as investment attraction that would be applicable to the current project. The following are specific topic areas that are of interest for this project. Proponents should describe their experience in terms that will enable a thorough evaluation of their knowledge and skills against these factors:

Project Management

250 points

- Experience with start-up enterprises and large program management
- Proven strategic planning, leadership and decision making skills
- Demonstrated ability of strong managerial skills at a senior level, including financial and human resource management
- Ability to manage studies carried out by consultants; developing terms of reference, evaluating proposals, writing contracts, managing contracts.
- Knowledge of planning principles, methods and activities
- Strong public and community relations skills

Business Development/Investment Attraction

250 points

- A strong understanding of the Commercialization Process
- Knowledge of Business Development and evaluation theories and methods
- Demonstrated ability to raise funds for significant initiatives
- Experience with Private Sector Firms and a strong understanding of various project funding models

Public Sector

200 points

- Experience with funding and developing large research and/or infrastructure projects, in particular, the relationship between federal and territorial jurisdictions and current programs in these areas.
- A good working knowledge of Federal and Provincial/Territorial governments and their funding programs
- A strong understanding of the bilateral relationship between Yukon and Canada, particularly with respect to Research & Development

- Expertise in building Community Partnerships and in public consultation with interested parties
- Established public relationships and partnerships with R&D organizations, industry and Advanced Educational Institutions
- Knowledge of national policy and political issues surrounding the development of R&D, Innovation and Northern Infrastructure Development

Innovation – Cold Climate Technologies

100 points

- Understanding and/or Experience of Innovation and R& D Practices
- Understanding and/or Experience in Cold Climate Technologies

Knowledge of the Yukon Environment

100 points

- Yukon conditions: industry; technical, legal, political, environmental, cultural, competitive advantages.
- Innovation in Industry and Capacity in Yukon
- Local policy and political issues that will affect the development of this business plan and investment strategy.

c) Methodology

250 points

- Describe the methods proposed to carry out the contract, and provide a proposed action plan on how you will proceed.

d) Schedule

250 points

- Provide a time-table of how and when major milestones will be achieved. Please demonstrate how the contract can be completed by the identified completion date.
- Please describe the means proposed by the proponent to carry out the contract (demonstrated by an awareness of pertinent issues and potential problems related to completion of such a contract).

e) Price

100 points

- It is important to identify the reasonableness of the costs and expenditures for the services to be rendered.
- Lowest price proponent = 100 points

Lowest Price / Next Proposal price = Proposal % x 100 points = # of points awarded to other than low price proponent.

Total 1500 points

Interviews/Reference Checks/Demonstrations

(500 points)

Based on the above proposal evaluation criteria, the proposals above 900 points will be further evaluated through interviews and reference checks. These points will be added to the existing points to form a final total.

Complete references need not be submitted with the proposal. Proponents should prepare the appropriate reference information including contact number, as part of the proposal preparation process to expedite the short-listing and selection process.

**PROPOSAL FORM “A”
YUKON COLD CLIMATE INNOVATION CLUSTER**

PROJECT DIRECTOR

This document must be submitted with the Proponent's proposal submission, in the proposal package.

1. I/We hereby submit a Proposal for the **Yukon Cold Climate Innovation Cluster** in accordance with these documents.
2. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.
3. In the event of our proposal being accepted, I/We agree to enter into a contract with the Yukon Chamber of Commerce.
4. I/We acknowledge receipt of, and have taken into consideration, the following addenda issued during this Request for Proposal: # _____ # _____ # _____
5. I/we represent and warrant that the proponent has the full power and authority to enter into, perform and execute a Contract, and each person signing the Proposal Form on behalf of a proponent is properly authorized to do so. I/we agree to be bound by statements and representations made in this response.
6. I/we have read these documents, understand them and intend to be bound by them.

PROPONENT'S FULL LEGAL NAME: _____

DOING BUSINESS AS (if different from above): _____

FULL BUSINESS ADDRESS: _____

BUSINESS LICENSE #: _____

TELEPHONE NUMBER: _____

Executed by or on behalf of the Proponent this ____ day of _____, 2006.

Sign this form as follows:

Sole Proprietorship: Sole Proprietor to sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership: Partner(s) to sign where indicated. Insert the word "Partner" against each signature under Title(s).

Limited Company: This Form must be signed by duly authorized signing officers of the company, designating beside each signature the official capacity in which the signing officer acts.

SIGNATURE(S): _____ TITLE: _____

PRINTED NAME: _____