

Call for Proposals 007 Proposal Submission Form Military Component

BIDDER INFORMATION AND STATISTICS

Bidder Information

1) Provide the name of the Bidder (generally, the company name). If the Bidder is a joint venture, indicate the lead party.

The “Bidder” is the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to the Build in Canada Innovation Program (BCIP).

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2) If the proposal is submitted on behalf of a joint venture, please list all other parties. (Specify “N/A” if not applicable.)

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3) Provide the mailing address of the Bidder:

Street name and address	
City	
Province/Territory (Select one)	<input type="checkbox"/> Alberta <input type="checkbox"/> British Columbia <input type="checkbox"/> Manitoba <input type="checkbox"/> New Brunswick <input type="checkbox"/> Newfoundland and Labrador <input type="checkbox"/> Nova Scotia <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Nunavut <input type="checkbox"/> Ontario <input type="checkbox"/> Prince Edward Island <input type="checkbox"/> Quebec <input type="checkbox"/> Saskatchewan <input type="checkbox"/> Yukon
Postal Code	

The information collected in this section does not form part of the proposal assessment.

Bidder Representative

5) Provide the full name of the Bidder Representative, including the title if applicable (Dr./Mr./Mrs./Ms./Rank).

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6) Provide the Bidder Representative's title or role in the organization.

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7) Provide the Bidder Representative's email address. **This email will be used for all official correspondence for this Proposal.**

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8) Would you like to join the BCIP mailing list?

- Yes, please send program updates to my email address.
- No, thank you.

9) Provide up to two phone numbers for the Bidder Representative including extension.

Business:	
Cell:	

Outreach

9) How did your company initially learn about the BCIP? Select all options that apply:

- Office of Small and Medium Enterprises (OSME) Regional Offices
- National Research Council - Industrial Research Assistance Program
- Buyandsell.gc.ca
- Government website other than buyandsell.gc.ca
- Representative at a trade show
- Notified directly by a Government department
- Press release
- Business Association
- Newspaper article
- Other – e.g. an incubator (please specify) _____

The information collected in this section does not form part of the proposal assessment.

Statistical Information

11) The BCIP collects the following statistical information for aggregate reporting, which will not influence the evaluation of your proposal.

Size of business:

- Micro (1-4 employees)
- Small (Goods 5-99 employees; Services 5-49 employees)
- Medium (Good: 100-499; Services: 50-499 employees)
- Large (500+ employees)

Percentage of women in business ownership:

- 0
- <50%
- 50%
- >50%
- 100%

Percentage of Aboriginal people in business ownership:

- 0
- <50%
- 50%
- >50%
- 100%

Percentage of visible minorities in business ownership:

- 0
- <50%
- 50%
- >50%
- 100%

The information collected in this section does not form part of the proposal assessment.

MANDATORY CRITERIA

MC-1 Canadian Bidder: The Bidder must meet the definition of a Canadian Bidder. A Canadian Bidder is defined as a having a place of business in Canada where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.

I certify that I meet the definition of a Canadian Bidder.

MC-2 Canadian Content: 80% of the financial proposal costs must be Canadian goods or Canadian services, as defined in the Canadian Content certification. Refer to Attachment 4 - [Certifications and Additional Information](#)

I certify that I meet the Canadian content requirement.

MC-3 Ownership: The Bidder must be the owner of the Intellectual Property (IP) for the proposed innovation, or have a licence to the IP rights from a Canadian licensor for the proposed innovation and not be infringing on any IP rights.

I certify that I am the owner or have a license for the Intellectual Property for the proposed innovation, and am not infringing on any IP rights.

MC-4 Previously Contracted or Pre-qualified Innovation: The proposed innovation or any other versions of the innovation must not have been previously awarded a contract in the Build in Canada Innovation Program (BCIP) or the pilot, the Canadian Innovation Commercialization Program (CICP), and it is not currently in a pool of pre-qualified innovations.

I certify that the proposed innovation has not been awarded a contract through the BCIP or CICP, and the proposed innovation is not currently in a pool of pre-qualified innovations.

MC-5 Priority Area: The proposed innovation must fall within one of the six (6) Priority Areas: Arctic and Maritime Security, Command & Support, Cyber-Security, In-Service Support, Protecting the Soldier, and Training Systems. Refer to [Priority Areas](#).

I certify that the proposed innovation falls within one of the six (6) Priority Areas.

MC-6 Commercial Sales: The proposed innovation must not be openly available in the marketplace, and must not have been previously sold on a commercial basis as of the date of this bid submission. Refer to the [definitions](#) of Pre-Commercial Innovation and Commercial Sales.

I certify that the proposed innovation is not available in the marketplace, and has not been previously sold on a commercial basis.

MC-7 Maximum Funding: The value of a potential BCIP contract in the military component must not exceed \$1,000,000 CAD, not including applicable taxes, shipping costs and travel and living expenses, where applicable. Refer to Section Four: Financial proposal.

I understand that the maximum contract value for a potential BCIP contract in the military component is \$1,000,000 CAD.

Acknowledgements

By submitting a proposal, the Bidder acknowledges that:

- The Bidder Representative has the authority to submit this Proposal on behalf of the Bidder and to act as the Lead Contact for purposes of this proposal;
- All the information provided in this proposal is true and complete;
- The Bidder has submitted the proposed innovation in only one Component (Standard or Military);
- If the proposed innovation or any other previous version of the innovation was previously included in a BCIP pool of pre-qualified proposals, the Bidder's proposal validity period must have expired;
- The Bidder has read, understands, and acknowledges the instructions and the terms and conditions contained in all parts of the Call for Proposals solicitation; and,
- The Bidder understands that a signature may be requested later during the Public Works and Government Services Canada (PWGSC) contract award process.
- The Bidder does not have a proposal for the same innovation under evaluation under a BCIP Call for Proposals.

SECTION ONE – INNOVATION

General Information

This will be used to provide context to the proposal.

1) Provide a name to uniquely identify the proposed innovation.

2) Provide a brief summary of the proposed innovation that may be published online should your proposal pre-qualify.

Word limit: 50 words

3) Priority Area (please select one priority area)

- Arctic and Maritime Security
- Command & Support
- Cyber-Security
- In-Service Support
- Protecting the Soldier
- Training Systems

Assessment	
The following areas will be assessed according to the Evaluation Grid :	
MC4	Previously Submitted Innovations
SC1	Innovation features or benefits
PR1	Competitive advantages and level of advancement over existing technologies
SC2	Technology Readiness Level & Safety

MC4: Previously Contracted or Pre-qualified Innovation

4) Has your company ever received a BCIP/CICP contract, or do you have an active pre-qualified innovation?

- Yes
- No

An innovation can only be awarded one contract through the BCIP and CICP. A Bidder can participate more than once, as long as their innovations are sufficiently different.

(If yes to 1.) How is the proposed innovation different from the contracted or pre-qualified innovation? Be specific with regards to technical specifications and features, and include comparisons with all innovations that have received a contract with the BCIP/CICP or are presently pre-qualified, and **quantify** where possible.

Word limit: 500 words

SC1: Definition of Innovation

5) Provide a technical description of the proposed innovation. Include specifications and detail how the proposed innovation functions in an operational setting.

Word limit: 200 words

6) Indicate which of the definition(s) of innovation apply to the proposed good/service. Select all that apply:

- An invention, new technology or new process that is not currently available in the marketplace.
- Significant modifications to the application of existing technologies/ components/ processes that are applied in a setting or condition for which current applications are not possible or feasible.
- An improvement in functionality, cost or performance over an existing technology/process that is considered state-of-the-art or the current industry best practice.

7) Describe the evidence (measured, quantified or observed data) to support how the proposed innovation meets the selected definition(s) of innovation above. Indicate how this evidence was obtained, for example, laboratory testing, beta client, third party testing.

Word limit: 400 words

PR1: Competitive Advantages and Level of Advancement over Existing Technologies

8) Describe in detail the competitive advantages and level of advancement over existing technologies. Include the following:

- Improvements (minor or major) over existing technologies or substitutes using direct comparison.
- How the proposed innovation will create competitive advantages in existing market niches or market spaces.
- Where appropriate, name existing technologies as well as competitors.

Word limit: 500 words

[SC2: Technology Readiness Level \(7 or Higher\)](#)

9) Select the appropriate [Technology Readiness Level](#) (TRL) for the proposed innovation.

TRL 7 is the minimum acceptable readiness level for testing with BCIP.

TRL 7. Prototype ready (form, fit and function) for demonstration in an appropriate operational environment.

At this level the prototype should be at planned operational level and is ready for demonstration of an actual prototype in an operational environment. Activities include prototype field testing.

TRL 8. Actual technology completed and qualified through test and demonstration.

At this level the technology has been proven to work in its final form and under expected conditions. Activities include developmental testing and evaluation of whether it will meet operational requirements.

TRL 9. Actual technology proven through successful operations.

At this level there is actual application of the technology in its final form and under real-life conditions, such as those encountered in operational test and evaluations. Activities include using the innovation under operational conditions.

10) Demonstrate that the proposed innovation is at TRL 7 or higher by describing the testing conducted to date and test environments. Your description should include:

- A description of the operational environment(s) in which the prototype has been tested; or,
- Evidence that a prototype of the proposed innovation is ready for testing in an operational environment at the time of bid submission.

Word limit: 300 words

11) Demonstrate that the proposed innovation is TRL 7 or higher by describing past and present technical challenges. Your description should include:

- Technical challenges that arose and were overcome during the development of the proposed innovation.
- Technical challenges remaining to be addressed in order to reach commercialization.

Word limit: 500 words

SECTION TWO – COMMERCIALIZATION

General Information

This will be used to provide context to the proposal

1) Describe your company and its operations. Responses should include the following:

- A short history of your company and structure of business
- The company's operations and types of product or service offerings
- The company's partners and joint-ventures (where applicable to the proposed innovation)

Word limit: 300 words

2) How many years has your company been in business?

Assessment	
The following areas will be assessed according to the Evaluation Grid:	
SC3	Key positions in the Bidder's management team.
PR2	Management team
SC4	Intellectual Property strategy
PR3	Commercialization strategy and market risk strategies
SC5	Funds to commercialize the proposed innovation from the current Technological Readiness Level
PR4	Potential for adoption by the target market: Features and benefits
PR5	Potential for adoption by the target market: Time and resources required

SC3/PR2: Complete and Qualified Management Team

3) Provide a brief overview of your company's management team by listing the team members responsible for the following roles. **If multiple roles are held by the same team member, this should be explicitly stated.**

Role:	Name	Key Responsibilities
Leading the company (e.g. Chief Executive Officer)		<i>2-3 bullet points</i>
Development of the technology (e.g. Chief Technology Officer)		<i>2-3 bullet points</i>
Commercialization strategy (e.g. Business Manager)		<i>2-3 bullet points</i>
Financial Management (e.g. Chief Financial Officer)		<i>2-3 bullet points</i>

4) Bidders are requested to provide a CV for each team member listed above. CVs should be targeted to the role(s) and responsibilities stated above.

CVs should contain the following information, including dates:

- Education
- A description of current roles and responsibilities
- Experience in their respective sector/industry relating to their current role (positions held in other organizations, etc.)

Responsible for:	CV (plain text)
Leading the company	<i>Word limit: 600 words</i>
Technology development	<i>Word limit: 600 words</i>
Commercialization strategy	<i>Word limit: 600 words</i>
Financial Management	<i>Word limit: 600 words</i>

SC4: Intellectual Property Strategy

5) From the list provided below, please select all boxes that apply to the intellectual property (IP) rights and ownership status relating to the proposed innovation.

Patent Status in Canada

- None filed
- Filed pending approval
- 1-3 granted
- More than 3 granted

Patent Status International

- None filed
- Filed pending approval
- 1-3 granted
- More than 3 granted

IP Licenses

- No patents/copyrights
- Owned by company
- Written licence from Canadian 3rd party
- Written licence from global 3rd party

Other IP Protection

- None / Not Applicable
- Trade secrets
- Trademarks
- Copyright
- Other

6) If the Bidder is part of a joint venture, please include additional information to clarify ownership of the IP rights. Specify N/A if not applicable.

7) Please detail any restrictions regarding the Bidder's use of the IP license. Specify N/A if not applicable.

(If yes to 3rd party licence) Is the IP license that has been obtained from a 3rd party a perpetual license?

- Yes
 No

(If yes to 3rd party licence) Please indicate the date on which the IP license will expire.

DD/MM/YYYY

(If yes to 3rd party licence) Is the IP license that has been obtained from a 3rd party an exclusive license?

- Yes
 No
 Don't know/not sure

8) Describe how your IP strategy for the proposed innovation is appropriate to support commercialization in your sector or industry.

Word limit: 200 words

[PR3: Commercialization Strategy and Market Risk Strategy](#)

9) What is your strategy to commercialize the proposed innovation? Demonstrate that the strategy is complete, strong and likely to support entry into the target market by discussing the following:

- How the company plans to move the proposed innovation from its current TRL to commercial readiness
- How the company plans to introduce the proposed innovation to the market
- The strategies to ensure the commercialization of proposed innovation will be successful
- How this success will be sustained in the long term

Word limit: 500 words

10) What physical and human resources are required to support commercialization of the proposed innovation? Demonstrate your company’s ability to carry out the commercialization plan by detailing the following, as applicable:

- Marketing and sales strategies
- Staffing plan and employment strategies
- Partners and production capabilities
- Physical assets (equipment, servers, etc.)
- Parts and materials

Word limit: 500 words

11) What are the potential risks to achieve market roll-out and commercial sales? Your analysis should include the following:

- Market risks (e.g. barriers to market entry, competitors, size of target market, etc.)
- Financial risks (e.g. insufficient funds, inadequate access to cash flow, etc.)
- Long term technology risks (e.g. competing technologies, substitute goods or services, rate of technology turnover, etc.)
- Other risks associated with implementation of the commercialization plan

**The Level of Risk will be calculated according to the BCIP Risk Rating Matrix, provided below the table.*

***Enter up to 8 entries in the table below.*

Risk	Likelihood <i>(select one per risk)</i>	Impact <i>(select one per risk)</i>	Mitigation strategy
	<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<i>Word limit: 100 words</i>
	<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<i>Word limit: 100 words</i>
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	<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<i>Word limit: 100 words</i>
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BCIP Risk Rating Matrix

		Impact			
		Insignificant	Minor	Moderate	Major
Likelihood	Almost certain	Moderate	Moderate	High	Critical
	Likely	Low	Moderate	High	High
	Unlikely	Low	Low	Moderate	High
	Rare	Low	Low	Low	Moderate

SC5: Funds to move the proposed innovation from the current TRL to commercial launch

12) Provide details around the company's financial history and forecast.

**Revenue does not include grants and contributions, other forms of investment income, or funding from a potential BCIP contract.*

Year	Revenue from Goods and Services* (\$CAD)	Select One:
2015		<input type="radio"/> Profitable <input type="radio"/> Break Even <input type="radio"/> Loss <input type="radio"/> Not Applicable
2016		<input type="radio"/> Profitable <input type="radio"/> Break Even <input type="radio"/> Loss <input type="radio"/> Not Applicable
2017		<input type="radio"/> Profitable <input type="radio"/> Break Even <input type="radio"/> Loss <input type="radio"/> Not Applicable
2018		<input type="radio"/> Profitable <input type="radio"/> Break Even <input type="radio"/> Loss <input type="radio"/> Not Applicable
2019		<input type="radio"/> Profitable <input type="radio"/> Break Even <input type="radio"/> Loss <input type="radio"/> Not Applicable

12.1) Provide a justification for your forecast.

Word limit: 100 words

13) To assist in determining whether your company has sufficient funds for commercialization, estimate the number of months until the proposed innovation is ready for market launch, from its current TRL.

14) Provide details on funding sources to demonstrate sufficient capital for commercialization. Do not include funding from a potential BCIP contract.

***Amount Confirmed:** Funding sources where the amount has been received or where a funding source has formally agreed to an amount and terms.

****Amount Pending:** Funding sources that have not been finalized, and are expected to be realized.

Current funding sources :	Amount Confirmed * (\$CAD)	Amount Pending** (\$CAD)
Public funding (e.g. government programs, preferential loans, grants, contributions)		
Private investors (e.g. venture capital, loan)		
Cash on hand		
Other		
Total		

14.1) Explain the 'Other' sources of funds included in the table (specify N/A if not applicable).

Word limit: 100 words

15) Outline your plan to finalize funds that are pending.

Word limit: 200 words

16) Estimate of the total funds required to reach commercial sales from the proposed innovation's current TRL. This estimate should consist of **only additional costs to support commercialization**, and should not include general operating expenses.

Costs	Amount (\$CAD)	Nature of the cost
Cost of Goods Sold, including cost of materials and labour Provide the number of units used to calculate this item: <input type="text"/>		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
Operating expenses on top of general operating expenses		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
Selling & Administrative expenses		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
R&D expenses		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
Financial expenses		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
Other		<input type="radio"/> One-Time cost <input type="radio"/> Recurring cost
Total		

16.1) Explain the 'Other' costs included in the table. Specify N/A if not applicable.

Word limit: 100 words

[PR4: Potential for Adoption by the Target Market: Features and Benefits](#)

17) What is your target market for the proposed innovation? Include the following:

- The groups, industries, sectors or other categories of users targeted by the company;
- A brief explanation of why they are targeted; and,
- If applicable, any secondary markets that are targeted by the company.

Word limit: 200 words

18) Indicate the size of your target market for the proposed innovation, based on total annual sales:

- < \$100K
- \$100K to < \$1M
- \$1M to < \$100M
- \$100M to < \$1B
- ≥ \$1B

18.1) Provide a specific rationale for your claim. Identify third party sources or reports that validate your claims.

Word limit: 100 words

19) Compare the key features and benefits of the proposed innovation with the competition and substitute goods or services, as applicable. This question will also be assessed in PR5. Include the following:

- How the proposed innovation could be a substitute for other solutions or goods/services;
- Quantifiable financial benefits for commercial end users (such as reducing or avoiding costs in specific areas, generating new revenue, or increasing employee productivity);
- Non-financial benefits for commercial end users (such as social or environmental value, reducing risks, or informing the end user's business decisions).

Word limit: 400 words

[PR5: Potential for Adoption by the Target Market: Time and Resources Required](#)

20) Describe the requirements of an end user to adopt the proposed innovation, such as installation and training. Include the following where possible and quantify:

- Time and resources required from the end user in a typical adoption
- Minimum technical requirements needed to adopt the proposed innovation

Word limit: 200 words

21) What is the approximate planned acquisition cost at which the proposed innovation will be sold in **commercial markets**? This estimate should reflect the costs required to maximize the key features and benefits described in the proposal.

Costs	Amount (\$CAD)
Goods	
Services (excluding installation)	
Training / Installation	
Other costs	
Total costs	

21.1) Explain the 'Other' costs included in the table. Specify N/A if not applicable.

Word limit: 100 words

22) In addition to the acquisition cost, estimate and explain the annual costs that a commercial end user would incur to operate and maintain the proposed innovation (e.g. recurring costs such as software licenses).

Word limit: 100 words

23) Describe the organizational impact of an end user installation or adoption of the proposed innovation. Include the following:

- Organizational changes required
- Challenges of a typical installation or adoption
- How these challenges are addressed

Word limit: 200 words

SECTION THREE – BCIP TEST PLAN

General Information

This will be used to provide context to the proposal.

1) Based on your innovation and proposed test plan, what kind of federal government organization(s) could have a need for your innovation?

A Bidder is not required to have a federal government organization pre-identified.

Word limit: 200 words

Assessment	
The following areas will be assessed according to the Evaluation Grid :	
SC6	Certifications, licences, and approvals to ensure safe use by testing departments in an operational setting
PR6	Objectives and scope of the BCIP test plan
PR7	Risks of and risk mitigation strategies of the BCIP test plan

SC6: Certifications, Licences, and Approvals

2) Demonstrate that you have obtained the certifications, licences and approvals required to safely test the proposed innovation in an operational setting. If none are required, explain why. Your answer should:

- List the certifications, licences, and approvals obtained to date for the proposed innovation, and specify the regulatory bodies and requirements of the referenced certification(s) as they apply to the usability of the proposed innovation for testing. For example, if the proposed innovation is a medical device, indicate the class of medical device and whether you possess the appropriate license, e.g. Medical Device License (MDL)
- Provide details on certifications, licences, and approvals left to obtain that are not required for testing but are required before commercialization
- Describe any unconcluded performance or quality assurance testing required to ensure safe use by test departments.

Word limit: 300 words

PR6: Objectives and Scope of Test Plan

3) Describe your proposed BCIP test and how it would be performed in the federal government. Include the following:

- Objectives of testing the proposed innovation, i.e. what would constitute a successful test.
- The environment(s) required to test the proposed innovation (i.e. laboratory, field).

Word limit: 300 words

4) To assist with the assessment of whether the test plan is feasible, identify the resource requirements for the training, configuration, installation and operation of the proposed innovation. Include the following:

- The required physical resources to be provided by the test department, such as equipment, infrastructure, or utilities
- The anticipated human resource requirements of the test department related to training, installation, configuration and testing of the proposed innovation
- Potential challenges in the adoption of the proposed innovation by a typical end user

Word limit: 200 words

5) Provide the specific performance metrics that would be measured and verified through the proposed BCIP test of the innovation. Responses should be specific and include the following, where applicable:

- Technical metrics to be measured
- Benefits/ impacts to be measured (provide specific metrics)
- The methods used to verify these metrics, including the source and frequency of data collection
- The expertise required to assess the results of the BCIP tests or previous tests
- Any other requirements needed throughout the innovation's testing period

Word limit: 300 words

6) Estimate the total number of weeks required to test the proposed innovation. This should take into account concurrent activities, seasonal cycles, weather phenomenon, or other factors.

[PR7: Risks and Risk Mitigation Strategies of the BCIP Test Plan](#)

7) What are the potential risks and risk mitigation strategies of your proposed test plan? Consider:

- Risks to the test department’s equipment, data, personnel or operations
- Risks to broader population, infrastructure, or information
- Risks and consequences of the innovation failing or underperforming during testing.

Note that **the mitigation strategies**, not level of risk, will be assessed in PR7. The amount of detail provided for each mitigation strategy should be relative to the level of risk.

**The Level of Risk will be calculated according to the BCIP Risk Rating Matrix, provided below the table.*

***Enter up to 8 entries in the table below.*

Risk	Likelihood (select one per risk)	Impact (select one per risk)	Mitigation strategy
	<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<i>Word limit: 100 words</i>
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BCIP Risk Rating Matrix

		Impact			
		Insignificant	Minor	Moderate	Major
Likelihood	Almost certain	Moderate	Moderate	High	Critical
	Likely	Low	Moderate	High	High
	Unlikely	Low	Low	Moderate	High
	Rare	Low	Low	Low	Moderate

SAMM

SECTION FOUR – FINANCIAL PROPOSAL

Financial Proposal for BCIP Test Plan

This section will be used to validate MC7: “The Bidder’s Financial Proposal does not exceed \$1,000,000 CAD”.

Provide the specific costs for Canada to procure and test the proposed innovation within the context of your proposed BCIP Test Plan.

The Financial Proposal should address the following cost elements for testing the proposed innovation in an operational setting, (applicable taxes extra, as appropriate). All labour rates must reflect all-inclusive firm rates (e.g., firm per diem rate, firm hourly rate, inclusive of overhead and profit).

All costs outlined below should be a firm, all-inclusive price.

Costs not to be included in the Financial Proposal, include costs such as shipping, transportation, travel and living costs. These costs will be negotiated separately following pre-qualification during the contract award process and prior to contract award, and will be paid at actual cost without mark up.

Definitions for the costs below are listed further down below. Test department costs (e.g. Testing Department employees’ salaries, etc) are not eligible.

Cost	Amount (\$CAD)
Innovation	
Installation	
Training	
Support Services	
Other Direct Costs (Includes testing and results analysis)	
Total Costs (\$)	

Provide a rationale for the “Total Costs” value above.

Word limit: 200 words

Innovation Cost:

Innovation Cost must reflect the total purchase or lease price of the innovation, including quantity. For example, if the innovation is a good, and testing requirements indicate that a quantity of three must be tested, identify the total cost of all three. This cost should also include operating instructions or manuals and peripheral items that will be commercially sold with the innovation, such as cables, batteries, etc. If the proposed innovation is a service, the Bidder must identify the labour costs.

Installation Costs:

The installation costs should only be applied if the Bidder must perform the installation (as opposed to the Testing Department), and should reflect the costs related to labour for the installation, configuration, integration or other related tasks, such as uninstalling the product. In the event additional equipment is required in support of the installation, those costs should be identified in the Other Direct Costs section described below.

Training Costs:

Training costs should identify the labour, instruction materials (other than the operating manuals detailed above), slideshow presentations, and any other material required to train the applicable resources in the installation, operation and maintenance of the innovation, as appropriate. Training costs must not include the development of such material, but may include some anticipated customization the Bidder believes may be required for a Testing Department.

Support Services Costs:

Support services costs should identify the price paid to support the Testing Department during the test period, or to support the innovation. These costs can be associated with technical support (help desk) or could include support services expressed as labour provided on-site at the Testing Department's facilities. The cost must not include travel and living expenses.

Other Direct Costs:

Other direct costs should include costs that relate directly to the provision of, and testing of, the innovation, (.e.g. equipment, materials and supplies, rentals, etc.) that are required for the testing and will be provided by the Bidder. These costs are subject to negotiation following pre-qualification and prior to contract award. Such costs will only be accepted where the Testing Department does not have the material.

The total direct cost must reflect the actual cost without markup.