

## Attachment 1 – Questions and Answers to BCIP Call for Proposals EN578-17BCIP/A (Call 007)

Date	Summary of Changes
2017-01-10	Initial publication
2017-05-17	To publish questions and answers from the April 11, 2017 - Bidder teleconference in Section 2

The intent of this document is to provide a central location for the Build in Canada Innovation Program (BCIP) Call for Proposals Call 007 frequently asked questions (FAQs) as well as Bidder enquiries during the solicitation period.

This document will be ever greened, meaning it will remain as an attachment and will be updated periodically with questions and answers.

It is divided in two sections:

- Section 1 posts general FAQ's related to this Call for Proposals
- Section 2 contains Bidder questions and answers by subject.

### Section 1: Frequently Asked Questions

1. Q: What will the Evaluation Grid be used for?

A: Attachment 2 -Evaluation Grid is a key document that outlines how each criteria in the Proposal Submission Form will be assessed. This document will be used by the Evaluators to assess score and compliance and will provide transparency on how each Bidder's proposal will be evaluated. The Bidders can also use this document to self-assess as they complete their proposal.

2. Q: What is the two-step proposal evaluation process?

A: The two-step proposal evaluation process, outlined in section 4.2 of the Call for Proposals solicitation document is being introduced to reduce the risk of proposals being rejected due to minor errors and omissions. This will provide Bidders with an opportunity to demonstrate compliance to Mandatory and Screening Criteria.

## Section 2: Bidder enquiries

### Subject

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### 1. About the Program

Q1: What is the timeline for evaluating and/or pre-qualifying proposals?

A1: The timeline is: approximately 2 to 3 months from proposal submission to receiving results; 2 to 3 months for the matching process and creation of the Statement of Work (SOW); and 2 to 3 months for contract negotiation. If a bidder has already partnered with a Testing Department (TD), this may accelerate the matching and SOW process (a bidder is not required to find a testing department match to pre-qualify). If the Contract has a security requirement or a third party is involved this may extend timelines.

Q2: Would you please provide the estimated time-frame to select and start execution of the innovations' contracts? It will be great if you could provide the estimated dates to select and announce the innovations, the estimated dates to negotiate and sign the contracts, then the estimated date to start execution?

A2: As every innovation differs from one to another, we can only provide estimated timelines. There are no specific dates or milestone dates; Call 007 is a continuous intake approach. All proposals will be evaluated as they come in, based on the availability of Evaluators. Pre-qualified proposals will be added to the pool of pre-qualified proposals as they are identified. The matching process and contract award process is ongoing.

Q3: Budget 2017 announced the launch of a new procurement program called Innovative Solutions Canada, modelled on a small business innovation research program in the United States. In light of this announcement, will BCIP continue or will it be part of this new funding program

A3: This is under review. The solicitation period for the BCIP Call 007 accepts proposals until March 29, 2018.

Q4: Could you briefly outline the differences between Call 006 and Call 007?

A4: Call 007 is very different from Call 006. In terms of a general overview, the scoring structure and weighting has changed. The main evaluation components for the BCIP are still present. We evaluate

Innovation, Commercialization (referred as Readiness in Call 006), and the BCIP test plan. There is now a 2-step proposal evaluation process (detailed at Part 4.2 of the Call for Proposals solicitation document) where Bidders may, at the request of Canada, address minor errors and omissions during the evaluation period. The minimum overall pass mark is now 18/35. There is also a more detailed evaluation grid which bidders can refer to.

Q5: Will I be able to obtain certifications through testing of my Innovation at the Government of Canada?

A5: No. Testing under the BCIP is not for the purposes of providing certifications or licensing.

## 2. After the Evaluation & Contracting

Q1: What is the process to contract the innovations? Will you work with the innovators to adjust the proposal's approach to fit with the government's requirements and characteristics?

A1: Once a bidder is matched with a Testing Department (TD), a Statement of Work (SOW) is developed in conjunction with the TD. This will allow the bidder to work directly with the TD to develop a test plan that fits the TD's environment. The bidder's proposal would serve as a basis to a SOW.

Q2: Is there an acceptable profit margin for the contract negotiation?

A2: Yes, there is an acceptable profit margin. Bidders can consult [Chapter 10 - Cost and Profit](#), of the Government of Canada Supply Manual.

Q3: For the standard component BCIP, there is a \$500k cap for the amount that it would cost the government for us to sell our product & services to the lab (government), which are required for the testing to be conducted. Should we expect additional sales from the government to be made when the testing is complete and the product is certified?

A3: There is a subsequent purchases proponent to Call 007. It is explained in more detail at Part 5.3 of Call for Proposals solicitation document on the Call 007 tender website. It is also important to note that BCIP does not certify innovations. The TD will provide informal feedback against the results of the test plan in the Contract.

Q4: What drives the period of a Contract?

A4: The length of the Contract is generally dictated by all activities (Work) identified in the Scope of Work. Activities may include for example, lead-time for delivery of Innovation, setup and configuration, training, test period etc.

Q5: Have I understood correctly that the award date is April 2018?

A5: No. A continuous intake approach is being used for Call 007. Therefore, suppliers may apply at any time prior to the closing date. Submitted proposals for Call 007 will be assessed as they are submitted. Submissions will be pre-qualified and contracts awarded accordingly.

### 3. Canadian Content

Q1: Does 80% Canadian content include labour?

A1: Yes. Canadian content is 80% of the financial proposal cost which include Canadian goods and/or services. Bidders are required to submit their financial proposal at Section Four of the online proposal submission form.

Q2: What does “Canadian Content Certification” entail? We have followed the guidelines available through BCIP to ensure we are considered Canadian content (SACC manual), but does this need to be certified by an outside party? Or is it enough for us to certify ourselves that a sufficient change in the Harmonized System has occurred within Canada, where “certification” is used loosely?

A2: Canadian Content Certification is done at time of proposal submission when you certify that your proposal meets the definition at Mandatory Criteria 2 (MC-2). Pre-qualified Bidders will also be asked to certify again during the Contract Award Process (you can consult Attachment 4 –certifications and additional information on the Call 007 tender website). The continuous compliance with the certifications provided by the Contractor in its proposal and the ongoing cooperation in providing additional information are conditions of a subsequent Contract. Certifications are subject to verification by Canada during the entire period of the Contract.

### 4. Intellectual Property (IP)

Q1: What documentation is required to prove that the company is the owner of the intellectual property (IP)?

A1: Under Mandatory Criterion No. 3, bidders must certify that they are the owners of the IP for the proposed innovation, or have a licence to the IP rights from a Canadian licensor for the proposed innovation and are not infringing on any IP rights. All certifications provided by bidders and continued compliance with the certifications will be part of the conditions of any subsequent contract and are subject to verification by Canada for the duration of the contract.

Q2: Regarding IP rights, what are the requirements for contractors who have participated in the creation of software?

A2: The Bidder will be required to certify that they are the owner of the IP or have a licence to the rights.

### 5. Eligible Proposals

Q1: Would school divisions and post-secondary institutions qualify?

A1: This depends on the context of the question. A) If this is meant as a school division or post-secondary institution being the bidder, they are eligible as long as they meet the definition of a bidder and are eligible to obtain a Procurement Business Number (PBN) B) If meant as an eligible Testing Department (TD), yes, a school is eligible, as long as they partner with an eligible TD (a department or agency found under Schedule I, I.1 and II of the Financial Administration Act (FAA)).

Q2: Once you submit the proposal, can the innovation be sold and still qualify or does the innovation have to stay pre-commercial until the proposal is evaluated?

A2: A Bidder needs to certify at time of proposal submission that their Innovation is pre-commercial. Once the proposal has been submitted, a Bidder can begin commercialization.

Q3: What qualifies as a sale, as opposed to a partially funded testing stage?

A3: In terms of commercialization, please consult the program definitions related to commercialization on the BCIP website. Some sales are allowed in the context where a bidder sold prototypes for the purposes of testing, but please consult the definition section of the [BCIP website](#).

Q4: Can a start-up company be considered to submit a proposal?

A4: Yes, a start-up can submit a proposal. To become pre-qualified under the BCIP, all Bidders have to meet the requirements of the Call for Proposals call 007.

Q5: When does the no-sale condition take effect?

A5: When you submit your proposal, under Mandatory Criterion No. 6, you must certify that your innovation is not openly available in the marketplace and has not been previously sold on a commercial basis as of the date of the proposal submission. Please refer to the definitions of “pre-commercial innovation” and “commercial sales” on the [BCIP website](#).

Q6: What are the four fields of interest (priority areas) in the standard component?

A6: The four priority areas of the standard component are: Environment, Enabling Technologies, Health, and Safety and Security. All the priority areas for the standard and military components are listed on the [BCIP website](#).

## 6. Evaluation Procedures and Basis of Selection

Q1: Who usually reviews the proposals? How are the reviewers area of expertise determined to review specific proposals, especially in a multidisciplinary area? Is this determined in terms of knowledge and technical skills?

A1: As per Section 4.1.2 of the Call for Proposals solicitation document, an evaluation team (“Evaluators”) composed of the National Research Council – Industrial Research Assistance Program (NRC-IRAP), PWGSC and/or subject matter experts from other government departments will evaluate the proposals for both the Standard and Military components. If required, Canada may use external subject matter experts to evaluate any proposal. External subject matter experts will be required to confirm they are not in a conflict of interest, and sign a non-disclosure agreement. The process for selecting evaluators is outlined on the BCIP website.

Q2: What criteria do you use to evaluate non-tangible innovations, innovations that do not involve any hardware or software, or innovation in the arts or humanities?

A2: The same criteria is used to evaluate all innovations. Please reference the Evaluation Grid at [Attachment 2](#) of the Call for Proposals solicitation document for all criteria under Call 007.

Q3: On the Evaluation Grid there are several items that are Pass/Fail, which is clear, but there are several which have point scores. I do not see where the point rated item scoring is added or how it contributes? Is there a number above which we need to score (as was the case with Call 006)?

A3: The overall pass for the point rated items is 18/35, which is outlined in section 4.3.2 of the Call for Proposals solicitation document. There is no minimum score for individual point-rated criteria. A Bidder must pass all mandatory and screening criteria in order to be evaluated and scored in the point rated criteria.

Q4: How long does it take to get through the evaluation and be point rated? Will be notified once we have points assessed to our proposal?

A4: The timeline is approximately 2-3 months from proposal submission to receiving final results. Each Bidder will receive their results once their proposal has been evaluated with evaluation comments to support the assessed results and/or scores of their proposals.

Q5: What is the process if my proposal achieves an overall score of under 18 points?

A5: If a Bidder's proposal scores below 18 points the proposal will be deemed non-responsive and given no further consideration. The Bidder will receive a debrief letter detailing their result. If a Bidder feels confident they can address the required evaluation criteria, they can submit a new proposal at any time. Any new proposal submitted under Call 007 is treated as a new proposal regardless.

Q6: Where do I find the specific screening criteria that must be met?

A6: The [Evaluation Grid at Attachment 2](#) of the Call for Proposals solicitation document contains all Screening Criteria as well as Point Rated Criteria.

Q7: Can you please clarify if the 2-3 months for the evaluation process include the Proposal Assessment Report (PAR)?

A7: Yes, the 2-3 month evaluation timeline would include the Proposal Assessment Report (if applicable).

Q8: What does "significant improvement" mean?

A8: An improvement that is significant or considerable may warrant a new patent, for example, or a technology that does not follow the normal course of product development. Please also refer to the definitions of "innovation" on the [BCIP website](#).

## 7. Financial

Q1: Are there any requirements for Business Plans and Financials to be part of the application? If so, what is required (how in depth of a Business Plan, does the Financials require projection, etc.)?

A1: Call 007 proposals are being assessed mainly against three main evaluation components: Innovation; Commercialization and Test Plan. Within the Commercialization section, Bidders are asked to outline their commercialization strategy and funds available to commercialize their innovations from its current state of development. Therefore there is a need for Bidders to demonstrate that they have sufficient funds and/or plans to obtain funds to commercialize their innovation. BCIP definitions pertaining to commercialization can be found in the definitions section of the [BCIP website](#).

Also as per section 5.2.3 of the Call for Proposals solicitation document, BCIP may approach a bidder to provide more financial information to ensure that the bidder has the capability to execute the contract under BCIP. At Part four of the proposal submission form is the financial proposal, where the bidder will provide the cost of selling their innovation to the Government of Canada, which will serve as a basis of negotiate the contract later on.

Q2: Regarding innovation cost, does the testing department keep the innovation if purchased? Does testing department return the innovation if leased?

A2: The BCIP is a procurement program where Canada buys the innovation. The TD keeps the innovation as it was procured from the Contractor. If part of the testing plan is a lease and it's more preferable to bidder, it is possible to do a lease. This determination will be done on a case by case basis at time of Contract negotiation, as applicable.

Q3: If in my proposal, I allocate costs for product, installation, configuration and equipment based on assumptions about the testing department. But when I actually get matched I find that the requirements of the testing department differ from my assumptions, can I change the amounts in the buckets and move them between areas?

A3: Yes there is some flexibility as long as the overall cost of the contract does not exceed the maximum contract value of \$500K for the Standard component and \$1M for the Military component.

Q4: We are a services company and our revenue and sales are based in our current services and after the pilot test we are expecting a good projection of sales for 2017-2019 from this new product.

My question is for SC5, what should I put in the box at SC5 section 12 of the online proposal submission form for 2015 & 2016 under 'Revenue from Goods and Services'? We have not started to commercialize the product until we can obtain the pilot test. Should I put, 'Not Applicable' (N/A) for those 2 years?

A4: At SC5, section 12 of the Proposal Submission form; we are seeking details around the Bidder's company financial history. In the table Bidders should include any form of revenue generated from its company's overall sales of goods and/or services with the exception of (as stated in the form) of revenue in form of grants and contributions, other forms of investment income, or funding from a potential BCIP contract.

Q5: How much would the funding that results from a purchase through BCIP be allowed to count towards a company's ability to fund that test? That is -- if the company would consider a successful sale through the BCIP program as a major component of being able to fund the test and commercialization, is this acceptable?

A5: It would count only in the context of financial capability to perform the Work from a BCIP Contract. Revenue from a BCIP Contract is not considered when evaluated against SC5 - Funds to commercialize the proposed innovation. Financial capability to perform the Work from a BCIP Contract as described at section 5.2.4 of the Call for Proposals solicitation document is only assessed after an Innovation is pre-qualified.

## 8. Proposal Submission Procedure

Q1: I submitted a proposal in Call 006 and my proposal passed the Innovation and Readiness sections but failed in the Commercialization section. If I decide to submit a proposal in Call 007, is it possible that the sections that I passed in Call 006 be waived from re-evaluation?

A1: No, Call 007 is a completely new Call for Proposals, therefore submissions are considered and treated as new proposals. All proposals submitted under Call 007 must meet all criteria at time of proposal submission. This provides a process that is fair and transparent to everyone.

Q2: Can I insert web links in the proposal submission form to augment the content of my proposal?

A2: No. Per the Call for Proposal solicitation document, only referenced material included within the Bidder's proposal, or clarified upon request by the Contracting Authority, will be evaluated. Outside reference material included in the Bidder's proposal (such as links to websites, client references, 3rd party opinions, etc.) will not be considered. It is the sole responsibility of the Bidder to provide sufficient information so that their proposal can be adequately evaluated.

Q3: How do I ensure I write a quality proposal in order to increase my chances to become pre-qualified under the BCIP?

A3: Part 4 of the Call for Proposals solicitation document outlines the Evaluation procedures used for all proposals submitted under Call 007.

Also refer to the Evaluation Grid to ensure you are clear on what constitutes a fail of a pass for Mandatory and Screening Criteria and the point allocation for Point Rated Criteria.

In the proposal submission form, there are some questions where we state "Please include the following..." or "Your answer should include..." Following these suggestions should increase the quality of your answer within the context of meeting the evaluation criteria, as it is information that the evaluators may need to evaluate against the criteria.

Q4: If my innovation fits both Standard & Military, which should I choose, can I apply to both?

A4: No. Per section 3.2.3 of the Call for Proposals solicitation document, a Bidder can only submit a proposal for its innovation to either the Standard component or Military component, not both. The onus is on the Bidder to decide which component their innovation fits better. There are 4 priority areas for the standard components, and 6 priority areas for the military component. More detailed information on priority areas can be found on the [BCIP website](#).

Q5: If, after I submit a Call 007 proposal a new key player has been added to the company to insure a better pilot test results, where can I add this new member with the resume?

A5: All Bidders are to demonstrate at time of proposal submission how they meet the criteria of BCIP Call 007.

Q6: If a product is being tested in another market segment (airlines) and a test plan exists for this market, can it be adapted for a specific Canadian government department without having spoken with them?

A6: This is an important aspect; you want to become successful in prequalifying for a BCIP contract. What we're looking for in the test plan are "feasibility and scope", as well as "risk and mitigation strategies for the test plan". If you identify a Crown corporation as a potential testing partner, make sure you consult Schedules I, I.1 and II of the Financial Administration Act. If the Crown Corporation is not listed they have to be partnered with an eligible testing department to do the test.

Q7: If you are working in the on-line proposal can you go back and edit responses before submission?

A7: Yes. The proposal is open for review and changes until the moment you submit it.

Q8: Is there anyone in BCIP who can assist in completing applications?

A8: As the BCIP is a procurement program, the onus is on the bidder to demonstrate how they meet all requirements of the Call for Proposals. The BCIP does not specifically assist to complete a proposal submission.

Q9: Is there anyone we can contact at BCIP for further information or to clarify certain points while writing the proposal?

A9: Bidders can contact the Contracting Authority at [PICC.BCIP@pwgsc.gc.ca](mailto:PICC.BCIP@pwgsc.gc.ca)

## 9. Technology Readiness Level (TRL)

Q1: Can you define Technology Readiness Level (TRL) 7?

A1: An innovation that has reached TRL 7 can be considered to be ready for demonstration in an appropriate operational environment. Such a prototype is at the operational level. It requires demonstration of an actual prototype in an operational environment. The activities include prototype field testing. The TRL definitions are available on the [BCIP website](#).

## 10. Testing Departments

Q1: What is the process used to identify a Testing Department (TD)?

A1: In the past, innovators have attended trade shows and met people there. Other ways to identify a TD could be through word of mouth. Identifying a specific TD when applying is not a requirement, it just helps to facilitate the matching process. Per 5.2.1 of the Call for Proposals solicitation document, the BCIP will seek a TD match for all pre-qualified proposals

Q2: Will Testing Departments be chosen near to our location? If we have to travel, will we be compensated?

A2: Testing locations could be anywhere in Canada. In terms of travel, yes, it is compensated in a resulting contract. Since the bidder may not know who will be the Testing Department and where the testing will occur when submitting their proposal, shipping, travel & living and applicable taxes are not included in the contract limit.

Q3: If a test department has been identified, can the bidder communicate with the department regarding the proposal?

A3: Yes, a Testing Department (TD) could help for example, with the development of the test plan in terms of defining its operational environment. Note that the TD would not be involved in the evaluation of the proposal.

Q4: I am wondering if there is an expected testing duration period for the test plan, or if the duration period is flexible according to the specific use of the device. Previously I was under the impression that the contract and the test plan was one year, but I wonder now if that is not true. Can the test duration and contract be as short as two months?

A4: The test duration can vary and will be dependent on your intended testing scenario and test environment, seasonality etc. The test can be as short as two months, and we try to keep a test plan within a year.

Q5: Regarding contact with a potential test partner, are there things that can and cannot be discussed?

A5: A Bidder can discuss their Innovation in general in the attempt to find a test partner. Bear in mind that a pre-identified test partner (prior to submitting a proposal) will have no influence in the evaluation of a proposal. One advantage this may give a Bidder is that it could accelerate the Contract Award Process after a Bidder's proposal becomes pre-qualified. Once a proposal is pre-qualified, the BCIP will also work with the Bidder to find a testing partner should it not be pre-identified.

Q6: Can you explain the process for matching up with a department and the role of the bidder at this stage?

A6: Please refer to Section 5.2.1: Testing Department Match in the [Call for Proposals solicitation document](#).