

Proposal Submission Form

BIDDER INFORMATION AND STATISTICS

Bidder Information

1) Provide the name of the Bidder (generally, the company name). This should be the most commonly used name. If the Bidder is a joint venture, provide the name of 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 Innovative Solutions Canada – Testing Stream (ISC-TS).

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1.1) If the Bidder has a secondary name, in other words if your company has an operating name, legal name, brand name, or any other name that is **different from the one provided above**, provide this name below. (Specify “N/A” if not applicable).

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2) If the proposal is being 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 Bidder’s Business Number (BN).

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4) Provide the Bidder’s Procurement Business Number (PBN) extension (Specify “N/A” if not applicable). *A PBN is not required in order to submit a proposal to the ISC-Testing Stream. However, a PBN is required before a contract could be awarded to a Bidder in the event the proposal pre-qualifies into the ISC-TS pool.*

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5) 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	

Bidder Representative

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

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

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8) Provide the Bidder Representative's email address. **This email will be used for all official correspondence associated with this proposal.**

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

Business:	
Cell:	

Outreach

10) How did you find out about this funding opportunity? Select all options that apply:

- Prior awareness of, or participation in, the Build in Canada Innovation Program (BCIP)
- From the National Research Council Canada's Industrial Research Assistance Program (IRAP)
- Web search
- Social media content
- By being a subscriber on Innovative Solutions Canada's newsfeed
- Innovative Solutions Canada website
- From Public Services and Procurement's Office of Small and Medium Enterprises Regional Offices (OSME)
- From a Government of Canada department or agency
- From an Academic institution
- From an Incubator or accelerator
- Other (please specify) _____

Statistical Information

11) The ISC-Testing Stream collects the following statistical information for the purpose of aggregate reporting. The information you provide will not influence the evaluation of your proposal. The term “business” in this section refers to the Bidder, or company, submitting this proposal.

Size of business:

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

Percentage of the business owned by women:

- 0%
- Under 50%
- 50%
- Above 50%
- 100%

Percentage of the business owned by an Indigenous person(s):

- 0%
- Under 50%
- 50%
- Above 50%
- 100%

Percentage of the business owned by visible minority(ies):

- 0%
- Under 50%
- 50%
- Above 50%
- 100%

Percentage of the business owned by youth (15 to 30 years old):

- 0%
- Under 50%
- 50%
- Above 50%
- 100%

Percentage of the business owned by person(s) with disabilities:

- 0%
- Under 50%
- 50%
- Above 50%
- 100%

MANDATORY CRITERIA

MC-1 Canadian Bidder: The Bidder must meet the definition of a Canadian Bidder. A Canadian Bidder is defined as a Canadian person or entity submitting a proposal on its own behalf and having a place of business in Canada where the person or entity 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, the total proposal price to Canada stated in “Section Four – Financial Proposal”, must be Canadian goods or Canadian services, as defined in the Canadian Content certification. Refer to the Appendix 6 of the solicitation documents.

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 Pre-Commercial Status: 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 at Appendix 4 of the solicitation documents.

I certify that at solicitation closing date the proposed innovation was not available in the marketplace, and has not been previously sold on a commercial basis.

MC-5 Previously Pre-qualified Innovation: The proposed innovation or any other versions of the proposed innovation must not have been previously awarded a contract in the Build in Canada Innovation Program (BCIP) or its predecessor, the Canadian Innovation Commercialization Program (CICP), nor in the Innovative Solutions Canada (ISC) Challenge Stream, and it is not currently active in a pool of pre-qualified innovations.

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

MC-6 Maximum Funding: The Bidder’s Financial Proposal must not exceed \$550,000 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 proposal value and potential ISC Testing Stream contract is \$550,000 CAD.

MC-7 Program Eligibility: The Bidder’s proposal must be aligned with the mandate of the ISC Testing Stream where Canada procures, through a Contract, the Bidder’s Innovation with the purpose of testing it in an operational environment.

I certify that the proposed innovation falls within the ISC Testing Stream mandate.

Acknowledgements

By submitting a proposal, the Canadian Bidder acknowledges that:

1. The Bidder’s 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;
2. All the information provided in this proposal is true and complete;
3. The Bidder has submitted the proposed innovation under only one of the ISC Testing Stream Components (Standard or Military);
4. If the proposed innovation or any other previous version of the innovation was previously included in a CICP, BCIP, or ISC Challenge Stream pool of pre-qualified proposals, the Bidder’s proposal validity period must have expired;
5. The Bidder does not have a proposal for the same innovation under evaluation under a ISC Testing Stream Call for Proposals;
6. The Bidder understands that a signature may be requested later if a Public Services and Procurement Canada (PSPC) contract is to be awarded;
7. The Bidder accepts the Terms and Conditions contained in the solicitation document and its associated attachments, in their entirety.

By checking this box and submitting this proposal, the Bidder agrees to the Mandatory Criteria, Certifications, and Acknowledgements identified herein.

Yes.

SECTION ONE – INNOVATION

General Information

This will be used to provide context to the proposal.

1) Provide the name of the proposed innovation.

Character limit: 100 characters

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

Character limit: 500 characters

3) Theme (please select one theme)

Medical Category:

- Prevention and Protection
- Testing and Diagnostic
- Patient Monitoring, Tracking, and Wellness

Non-Medical Category:

- Situational Awareness and Critical Response
- Sanitization

Assessment	
The following areas will be assessed according to the <u>Evaluation Grid</u>:	
MC5	Previously Pre-qualified Innovation
SC1	Innovation
PS1	Advance on State of the Art
SC2	Technology Readiness Level (TRL) validation
SC4*	Alignment to Theme
PR6*	Proposed innovation's effective impact regarding selected Theme

*No specific section of the proposal is allocated for these evaluation criteria: The proposal in its entirety will be used for the evaluation of SC4 and PR6.

MC5: Previously Pre-qualified Innovation

1) Has your company ever received a BCIP, CICIP, or an ISC contract, or do you have an active pre-qualified innovation?

- Yes
- No

An innovation can only be awarded one contract through the BCIP, CICIP, or ISC. 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, CICIP, ISC, or are presently pre-qualified, and **quantify** where possible.*

Character limit: 5000 characters

SC1: Innovation

This criterion is intended for the Bidder to demonstrate how the proposed innovation is innovative, in other words how it improves upon current approaches, or how it improves upon current practices relevant to its purpose or application.

The purpose of this criterion is not for the Bidder to sell the merits of the proposed innovation, but to demonstrate in a technical manner that it is innovative.

1) The ISC definitions of innovation are as follows:

- 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.

Clearly describe evidence to support how the proposed innovation meets **one or more** of the definitions of innovation above, as compared to the existing state of the art.

The evidence cited should be measured, quantified, or observed data. Indicate how this evidence was obtained, for example, laboratory testing, beta client, third party testing.

Do not include anecdotal observations.

Character limit: 4000 characters

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

Character limit: 3000 characters

PS1: Advance on State of the Art

This criterion is intended for the Bidder to demonstrate that the proposed innovation improves upon current approaches and state of the art, or how it improves upon current practices relevant to its purpose or application, in a manner that yields competitive advantages. (e.g. Photocopier vs the printing press, vs manual copying, etc.)

Describe in detail the competitive advantages and level of advancement over existing technologies. Where appropriate, name existing technologies as well as potential substitutes or competitors.

1) Improvements (minor or major) over existing technologies or substitutes. Use direct comparison.

Character limit: 3000 characters

2) How the proposed innovation will create competitive advantages in existing market niches or market spaces.

Character limit: 3000 characters

[SC2: Technology Readiness Level \(TRL\) Validation](#)

This criterion is intended for the Bidder to demonstrate that at the time of proposal submission, the proposed innovation is ready for testing in an operational environment.

Under the present Call for Proposals, and regardless of its technology readiness level (TRL) at time of submission, the production of the submitted innovation has to be rapidly scalable and deployable into a Government of Canada organization test environment.

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

TRL 7 is the minimum acceptable readiness level for testing under the ISC Testing Stream.

TRL 1. Basic principles of observed and reported.

TRL 2. Technology concept and/or application formulated.

TRL 3. Analytical and experimental critical function and/or characteristic proof of concept.

TRL 4. Component(s)/subsystem(s) and/or process validation in a laboratory environment.

TRL 5. Semi-integrated component(s)/subsystem(s) and/or validation in a simulated environment.

TRL 6. System and/or process prototype demonstration in a simulated environment.

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

TRL 8. Actual technology completed and qualified through tests and demonstrations.

TRL 9. Actual technology proven through successful deployment in an operational setting.

The following questions will serve to validate the proposed innovation is at TRL 7 or above.

2) Describe the highest level of testing and validation conducted, and the type of environment(s) in which this was done, in the development of the proposed innovation (e.g. lab test, simulated environment, field testing, debugging, etc).

Character limit: 3000 characters

3) Describe the technical challenges that arose and how they were overcome during the development of the proposed innovation.

Character limit: 2500 characters

4) Describe the current or anticipated technical challenges that remain to be addressed in order to reach commercial launch.

Character limit: 2500 characters

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)

Character limit: 3000 characters

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

Assessment	
The following areas will be assessed according to the Evaluation Grid:	
PS2	Intellectual Property Strategy
PR1	Commercialization Strategy and Market Risks
PR2	Adoption Potential – Features and benefits
PR3	Adoption Potential – Cost to End User

PS2: Intellectual Property Strategy

This criterion is intended for the Bidder to demonstrate that they have a suitable Intellectual Property strategy, relevant to the proposed innovation, and appropriate to support its commercialization.

1) Describe your Intellectual Property (IP) strategy to protect the proposed innovation, and how it is appropriate for your sector or industry.

Character limit: 4000 characters

2) From the lists of IP protections provided below, please select all boxes that apply to your IP strategy.

- Patents (owned or licensed)
- Copyrights
- Trademarks
- None / Not Applicable

- Industrial Design
- Trade secrets
- Other (please specify)

3) If patents are part of your IP strategy, please select the applicable status below relating to the proposed innovation, in Canada and internationally.

Patent Status in Canada

- Filed pending approval
- Patent(s) granted in Canada
- None / Not Applicable

Patent Status International

- Filed pending approval
- Patent(s) granted internationally
- None / Not Applicable

4) 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.

Character limit: 1500 characters

5) Please identify and detail any restrictions regarding the Bidder's use of any written 3rd party IP licence(s) (e.g. freedom to operate). Your answer should include any conditions such as expiry date or exclusivity. Specify N/A if not applicable.

Character limit: 1500 characters

PR1: Commercialization Strategy and Market Risks

This criterion is intended for the Bidder to demonstrate that they have a credible strategy to commercialize the proposed innovation, identifying market risks and providing suitable mitigation strategies for these risks.

1) 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 the proposed innovation will be successful
- How this success will be sustained in the long term

Character limit: 5000 characters

2) 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

Character limit: 5000 characters

3) What are the potential risks to achieving 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 Risk Rating Matrix, provided below the table.*

***You may 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>Character limit: 1000 characters</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>Character limit: 1000 characters</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 checked="" type="checkbox"/> Major	<i>Character limit: 1000 characters</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 checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major	<i>Character limit: 1000 characters</i>
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ISC Testing Stream Risk Rating Matrix

LEVEL OF RISK		IMPACT			
		INSIGNIFICANT	MINOR	MODERATE	MAJOR
LIKELIHOOD	RARE	VERY LOW	LOW	LOW	MODERATE
	UNLIKELY	LOW	LOW	MODERATE	HIGH
	LIKELY	LOW	MODERATE	HIGH	HIGH
	ALMOST CERTAIN	MODERATE	MODERATE	HIGH	CRITICAL

SAMPLE

PR2: Adoption Potential – Features and Benefits

This criterion is intended to assess to what degree the proposed innovation’s features and benefits are attractive to the relevant target market.

1) 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.

Character limit: 2000 characters

2) 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

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

Character limit: 1000 characters

3) 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 PR3. 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).

Character limit: 4000 characters

PR3: Adoption Potential – Cost to End User

This criterion is intended to assess to what degree the cost of the proposed innovation and the efforts required to adopt it are attractive and relevant for the target market.

1) 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

Character limit: 2000 characters

2) Provide your planned selling price to your **target commercial end-user (not the ISC Testing Stream)**. This estimate should reflect the costs required to maximize the key features and benefits described in the proposal.

Costs	Amount (\$CAD)
Proposed innovation selling price	
Services (excluding installation)	
Training / Installation	
Other costs	
Total costs	

2.1) Describe the nature of the proposed innovation selling price (per unit, per month, per order)

Character limit: 1000 characters

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

Character limit: 1000 characters

3) 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).

Character limit: 1000 characters

4) 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

Character limit: 2000 characters

SECTION THREE – TEST PLAN

The proposed Test Plan is intended to prove or validate that the proposed innovation will function as it is described in the proposal – depending on the nature of the proposed innovation, this could be as simple as a demonstration.

General Information

This will be used to provide context to the proposal.

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

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

Character limit: 2000 characters

Assessment	
The following areas will be assessed according to the Evaluation Grid :	
SC3	Safety considerations
PR4	Objectives, scope, and feasibility of proposed test plan
PR5	Test plan risks and risk mitigation strategies

SC3: Safety Considerations

*This criterion is intended for the Bidder to demonstrate that they have obtained, **at the time of submission for this proposal**, the certifications, licences, and approvals required to safely test the proposed innovation in an operational setting.*

This is to ensure that the potential testing department is not exposed to safety issues or risks during the conduct of the test.

1) 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 safe 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).

If none are required, explain why.

Character limit: 2000 characters

2) Provide details on certifications, licences, and approvals left to obtain that are not required for safe testing but are required before commercialization. If none are required, explain why.

Character limit: 2000 characters

PR4: Objectives, Scope, and Feasibility of Proposed Test Plan

1) Describe the objective(s) of testing the proposed innovation, i.e. what would constitute a successful test.

Character limit: 2000 characters

2) Describe how the proposed test would be performed in the testing department and the environment(s) required to test the proposed innovation (i.e. laboratory, field, IT sandbox, etc.).

Character limit: 2000 characters

3) 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

Character limit: 2000 characters

4) Provide the quantifiable objectives and specific performance metrics, to be measured or demonstrated through the proposed test plan. Responses should be specific and, where applicable, should include the following:

- 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 proposed ISC tests or previous tests
- Any other requirements needed throughout the innovation's testing period

Character limit: 3000 characters

5) 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.

PR5: Test Plan Risks and Risk Mitigation Strategies

1) 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 PR6. 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 Risk Rating Matrix, provided below the table.*

***You may 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>Character limit: 1000 characters</i>
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ISC Testing Stream Risk Rating Matrix

LEVEL OF RISK		IMPACT			
		INSIGNIFICANT	MINOR	MODERATE	MAJOR
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	UNLIKELY	LOW	LOW	MODERATE	HIGH
	LIKELY	LOW	MODERATE	HIGH	HIGH
	ALMOST CERTAIN	MODERATE	MODERATE	HIGH	CRITICAL

SAMPLE

SECTION FOUR – FINANCIAL PROPOSAL

Financial Proposal for ISC-TS Test Plan

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

This section will also be used to validate MC6: “The Bidder’s Financial Proposal must not exceed \$550,000 CAD”.

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.

Character limit: 2000 characters

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.