



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

**REQUEST FOR INFORMATION (RFI) FOR BUSINESS ACCELERATOR AND INCUBATOR
PERFORMANCE MEASUREMENT FRAMEWORK DATA AND ECOSYSTEM PARTNERSHIP
INITIATIVE**

FOR THE PERIOD COMMENCING APRIL 2024 UNTIL MARCH, 2029

** February 2024



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1. INTRODUCTION

The Department of Innovation Science and Economic Development Canada (ISED) is issuing this Request for Information (RFI) to assess the capacity and availability of suppliers (including organizations, partnerships, or individuals) within Canada's business accelerator and incubator (BAI) sector to provide either, or both, ecosystem partner and data collection services required as part of the Business Accelerator and Incubator Performance Measurement Framework (BAI PMF) Data and Ecosystem Partnership Initiative.

This is not a bid solicitation. A contract will not result from this RFI, and it will not necessarily result in any procurement action; respondents are not to develop sessions or training programs relative to the work described herein, but to provide a response that clearly reflects the respondents ability to facilitate the work outline herein. Replies received in response to this RFI may influence ISEDs decision to release, and the content of, a Request for Proposal (RFP).

The following sections provide both basic intent information as well as specific technical and capability information being sought out of this RFI.

2. LANGUAGE

The interested parties have to note the following language used in this RFI:

- “shall” indicates a mandatory requirement;
- “should” indicates a preference;
- “may” indicates an option;
- “BAI” indicates Business Accelerator and Incubator;
- “BAI PMF” indicates Business Accelerator and Incubator Performance Measurement Framework;
- “will” indicates a statement of intention or fact.;

3. SOUGHT SERVICES

ISED is interested in securing the services of a supplier, including organizations, joint applications, partnerships or individuals, capable of co-leading the BAI PMF initiative through its next phase and ensuring its continued success. Requirements for the BAI PMF will fall under two streams:

1. BAI Ecosystem Partner: the selected organization will support ISED's PMF promotional activities, increase participation among the BAI community and regional organizations, and engage with public and private agencies to support and encourage alignment of reporting practices. The BAI Ecosystem Partner will also engage the BAI community, through established BAI PMF Working Groups, to determine how best to maximize value from the PMF data for the BAI community and propose achievable activities to ISED in this regard.
2. PMF Data Collection Partner: The selected organization for the PMF Data Collection Partner will implement a data collection tool, offer a convenient process for collecting PMF survey data, support BAI participants in submitting their data, as well as share these data with BAI participants, ISED, and Statistics Canada in a manner consistent with the project's confidentiality requirements and data terms of use. Furthermore, the PMF Data Collection Partner must have and demonstrate the capacity to protect client confidentiality and securely host client data on servers located in Canada. When necessary for promoting the project or engaging with stakeholders, in collaboration with the ISED Project Leads, and the BAI Ecosystem Partner, the PMF Data Collection Partner may be required to present or participate in workshops. All work under this contract, including all platform tools and associated materials (including but not limited to training guides, technical support, terms of service and other material) must be delivered fully and completely in both English and French.



4. RESPONDENT CAPABILITIES

Any interested supplier shall meet the following requirements for the two streams of the Business Accelerator and Incubator Performance Measurement Framework:

1. **BAI Ecosystem Partner:** The BAI Ecosystem Partner will be expected to demonstrate a deep knowledge and network within the Canadian BAI community at the national level, and preferably demonstrating additional strengths at two or more diverse regional levels. Minimum essential requirements will include:
 - Active membership of and recognized leadership in Canada's BAI community;
 - Experience and deep knowledge of economic performance metrics, specifically, familiarity using the BAI Performance Measurement Framework (PMF).
 - Strong network with Canada's accelerator and incubator ecosystem, and greater innovation landscape.
 - Demonstrated national level engagement that is complemented by strengths at two or more diverse regional levels.
 - Must demonstrate a plan to sustain and grow BAI PMF beyond current participation rates.
 - Established infrastructure and capacities necessary to deliver ecosystem partner services at a cost within BAI PMF (\$65K)
2. **BAI Data Collection:** the contractor selected to complete the work for the PMF Data Collection Partner must have the following experience and capabilities:
 - Implementing a data collection tool at a national level which offers a convenient process for collecting survey data, extended support for participants in submitting their data, as well as sharing data with BAI participants, ISED, and Statistics Canada in a manner consistent with the project's confidentiality requirements and data terms of use.
 - Must demonstrate the capacity to protect client confidentiality and securely host client data on servers located in Canada. When necessary for promoting the project or engaging with stakeholders
 - The PMF Data Collection Partner may be required to present or participate in workshops.
 - The PMF Data Collection Partner must showcase the necessary infrastructure and capability to provide data collection services at scale within the BAI PMF's budget.
 - Must demonstrate a plan to sustain and grow BAI PMF beyond current participation rates.
 - All work under this contract, including all platform tools and associated materials (including but not limited to training guides, technical support, terms of service and other material) must be delivered fully and completely in both English and French.

5. INTERACTION WITH RESPONDENTS, ASSESSMENT OF RESPONSES AND FOLLOW UP

There will be a dedicated team responding to Questions that may arise through this RFI process. Answers to any questions will be posted alongside the RFI in both official languages. Q&A is a great opportunity for respondents to request clarification on any information outlined in the RFI and ensure submissions are

Responses to this RFI will be assessed by Innovation Science and Economic Development staff. Assessment will be based on, but not limited to, completeness of the response; capability to meet capacity requirements in identified regions; technical credibility of the response; and experience and capability of the respondent. In this process, ISED reserves the right to request clarifications from respondents and as such, the respondent shall identify a point-of-contact.



6. DELIVERABLES

Respondents are requested to provide their response package via email to the following email address on or before March 20th at 2:00 PM EST - cmmbidreceiving-receptiondesoffrescgm@ised-isde.gc.ca

7. REQUESTS FOR CLARIFICATION

Any questions or comments related to the information herein should be directed by email to the following Contracting Authority:

Name: Sophie Montminy

Title: Contracts and Procurement Advisor

Department: Innovation, Science and Economic Development Canada (ISED)

Telephone: 343-542-9283

Email: Sophie.montminy@ised-isde.gc.ca

8. CONCLUSION

Respondents are reminded that this is an RFI, not an RFP, and in this regard, respondents should feel free to provide comments, identify concerns, and where applicable, propose alternative recommendations on how the proposed training services can be provided. Respondents are invited to provide comments regarding the content, format and/or organization of the RFI document. Also, in responding to this RFI, any assumptions respondents may wish to make must be clearly outlined.

Responses to this RFI will be restricted to official Government of Canada usage, however the information collected through this RFI may influence the content of any resulting RFP. Therefore, it shall be expected that the concepts provided could become part of a competitive acquisition. Responses to this RFI will not be used to prequalify or otherwise restrict participation in any future RFP.

The Canadian Government will not reimburse expenditures incurred related to this RFI.