

# **FOREST INNOVATION CHALLENGE FUNDING**

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## **RFP PREPARATION & SUBMISSION**

FOREST TECHNOLOGY

COMMERCIAL ACCELERATION PROGRAM (CAP)

# RFP PREPARATION AND SUBMISSION

## In General

RFP Submissions must align to the project as outlined in the eligibility criteria and background documents.

## RFP Preparation

The RFP for the Forest Technology CAP is segmented into ten (10) major parts. Respondents must address all ten parts in their response to this RFP. Appendix A gives guidance and identifies specific elements required under each of the ten major parts.

The ten major parts are:

Part 1: Company Background

Part 2: Technology Overview

Part 3: Innovation & Technical Readiness

Part 4: Deployment Timeline & Activities

Part 5: Deployment Budget

Part 6: Deployment Benefits

Part 7: Market & Value Chain Research

Part 8: Success Metrics

Part 9: Project Management

Part 10: Appendices

## Evaluation Criteria

RFP Submissions will be evaluated against the following criteria which have their weighted percentage indicated in brackets:

Innovation and Market Alignment (weighted at 35%)

- First-in-kind/Novel;
- Alignment with industry and market trends;
- Buyer or industrial interest;
- Potential market impact;
- Deployment scope;
- Quality of commercialization strategy;

- Project's ability to address challenges/opportunities of Forest Innovation Forums;
- Technological feasibility;
- Level of technical challenge;
- Commercial viability;
- Project timeline does not exceed 2 year limit.

Benefits to Ontario and Canada (30%)

- Jobs investment / jobs creation;
- Local, regional, provincial and/or national benefits
- Environmental benefits

Deployment and Risk Management (25%)

- Deployment scope;
- Technology deployment constraints;
- Risk of success factors;
- Quality of risk management plan;
- Realistic estimates of funding.

RFP Submission Details (quality) (10%)

- Submission clarity;
- Submission comprehensiveness.

## RFP Submissions

RFP Submissions for this open call must be submitted in writing before 11:59pm EST, December 31, 2021 to CRIBE at this email address: RFP@CRIBE.ca. Listed below are the format requirements for the RFP submission:

- Please include "Forest Technology CAP" and the name of your project in the subject line.
- Submit in PDF format only;
- All pages, appendices, attachments and any related graphics or images must be submitted as a single PDF document packet;
- There is a 15 page maximum for RFP responses to Appendix A requirements; however, concise submissions are encouraged;
- RFP submissions must address all ten major parts as listed in Appendix A.

# APPENDIX A: RFP GUIDANCE AND SPECIFIED DETAILS

## Part 1: Company Background

- A. Company or companies leading this technology deployment;
- B. Name of your technology;
- C. Deployment Lead (person, organization, email & phone number);
- D. Primary Contact (person, organization, email & phone number).

## Part 2: Technology Overview

- A. Executive Summary;
- B. Technology Summary;
- C. Background.

## Part 3: Innovation & Technical Readiness

- A. Explain what is novel and compelling about your innovation or technology;
- B. Provide an assessment of the TRL (technical readiness level), if applicable;
- C. Describe planned, current or former deployments, (include location and results);
- D. Outline other relevant factors defining the proposed Data or Technology Solution.

## Part 4: Deployment Timeline & Activities

- A. Location of deployment (if applicable);
- B. Deployment Deliverables;
- C. Components of project Milestones;
- D. Deployment schedule and project timeline.

## Part 5: Deployment Budget

- A. Statement specifying the requested amount of funding from the Forest Technology CAP;
- B. Listing of eligible project activities and the respective cost estimates presented in an attached or embedded Excel Spreadsheet.
  - 1. In an appendix, provide a Basis of Cost Estimates document of how capital and project costs have been established;

Eligible Project Activity	Estimated Cost	Estimated Date of Cost to Project
Aaa	\$XX,XXX	dd mm yyy
Bbb	\$XX,XXX	dd mm yyy
Ccc	\$XX,XXX	dd mm yyy
Ddd	\$XX,XXX	dd mm yyy

<b>Total</b>	<b>\$XX,XXX</b>	
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C. With an attached or embedded Excel Spreadsheet, outline the project’s funding amounts and sources, their status of confirmation, along with dates at which these moneys will be available to the project:

Source (Entity) Details	Estimated Cost	Estimated Date of Cost to Project	Confirmed? Yes / No
Www	\$XX,XXX	dd mm yyy	
Xxx	\$XX,XXX	dd mm yyy	
Yyy	\$XX,XXX	dd mm yyy	
<b>Total</b>	<b>\$XX,XXX</b>		

**Part 6: Deployment Benefit: What are the benefit implications following success of deployment?**

- A. What are the benefits to Ontario?
- B. What are the benefits Regionally and/or to Canada?
- C. What are the benefits and implications beyond Ontario and Canada?

**Part 7: Describe the information which has been compiled to support commercialization of your technology**

- A. Target customers / potential users;
- B. Trend analysis and industry comparison;
- C. Value Chain / Supply Chain, outline;
- D. Market research;
- E. Formal buyer interest or commitments (if any, to date);
- F. Permitting, licensing, and insurance for equipment operation (if applicable);
- G. Description of Strategic Advantage (resulting from or leveraged during deployment);

**Part 8: Success Metrics**

- A. What factors define the success of this deployment?
- B. How do you plan to monitor and assess data or technology deployment success?

**Part 9: Project Management**

- A. Deployment scope (range, in-elements, out-elements, boundaries and limitations);

B. Technology Deployment constraints;

**Part 10: SUPPORTING DOCUMENTATION (examples below, attach if only if applicable, not mandatory)**

- A. Financial documents;
- B. Business case;
- C. Technical and/or process description;
- D. Testbed and results documentation (comprehensive, detailed);
- E. Letters of (... Intent, MOUs, Funding Letters, Support, Regulatory, Partnership, etc)
- F. Risk Management Plan (comprehensive);
- G. GHG reduction; displacement calculations;
- H. Environmental Approvals or similar.