



Attachment 2 – Frequently Asked Questions (FAQ)

Disclaimer: Should there be any discrepancy between the content on this document and the Call for Proposals (CFP) event on SAP Ariba, legal precedent is given to information on SAP Ariba.



GENERAL INFORMATION



PROPOSAL SUBMISSION



CONTRACTING



HOW TO APPLY



HELPFUL LINKS



GENERAL INFORMATION

WE HAVE A SOLUTION THAT WOULD BE SUITABLE FOR MULTIPLE THEMES WITHIN THE CFP. SHOULD WE SUBMIT MULTIPLE PROPOSALS, EACH AGAINST ITS OWN THEME, OR SUBMIT A SINGLE PROPOSAL THAT REFERENCES MULTIPLE THEMES? WHICH WOULD BE MOST SUITABLE FOR THE REQUIRED RESPONSE?

It is at the bidder's discretion how to format their proposal(s); However, in this situation, we would recommend that you only select the challenge that is best aligned to your solution, and is most applicable to your LGO. Submitting multiple proposals would only be recommended if by selecting different challenges, would causes your resulting proposal, costs and/or project execution to change.

Please refer to section 3.2.6 for further information on how to submit multiple proposals.

IT SEEMS THAT THE CFP ALLOWS FOR FEDERAL GOVERNMENT ORGANIZATIONS TO APPLY AS BIDDER AND LGO. I WAS WONDERING IF YOU COULD PLEASE CONFIRM THIS.

Per section 3.1 Who May Apply of the Call for Proposals document: A proposal submission must be comprised of a team that includes a Canadian Lead Government Organization (LGO) (federal, provincial, territorial, and municipal) and a public or private sector partner organization that is different than the LGO. Any of the project partners may take on the role of the bidder, who assumes the responsibility of submitting the proposal and serves as the point of contact for the duration of the CFP process.

CAN A UNIVERSITY BE THE BIDDER OF A PROPOSAL?

Yes, a university is eligible to be a Bidder.

CAN WE PARTNER WITH A UNIVERSITY?

Yes, you may partner with a University. Refer to Section 3.1 Who May Apply.

ARE CANADIAN UNIVERSITIES QUALIFIED AS LGO? ALSO, I WOULD LIKE TO CONFIRM THAT A CITY IS ELIGIBLE AS WELL.

Organizations must meet the criteria listed in part 3.1.1 of the CFP in order to be eligible as a Lead Government Organization. As such, Universities would not qualify as a LGO. However, municipal government organizations are eligible, as long as they meet the criteria in 3.1.1.

CAN A NOT-FOR-PROFIT ORGANIZATION SUBMIT A PROPOSAL ALONE OR DO THEY NEED TO PARTNER WITH A LGO?

As per section 3.1, of the CFP an LGO would be required.



**I WONDER IF THE FUNDING CONTRIBUTIONS FROM THE LGO ARE MANDATORY OR NOT?
IF YES, WHAT IS THE MINIMUM REQUIRED MATCHING FUND?**

Please refer to Annex Co-Investment Information and Section 4.3 of the CFP. There is no minimum required matching fund, however, “level of co-investment, particularly cash co-investment, as an indicator of shared risk” is one consideration taken into account by the Proposal Selection Committee.

**CAN THE DEPARTMENT OF PUBLIC WORKS SIMPLY CONFIRM THAT QUEBEC DEPARTMENTS
AND MUNICIPALITIES OR THOSE FROM ANOTHER PROVINCE CAN BE CONSIDERED AS
PARTNERS IN A PROJECT?**

Yes, in general, Quebec municipal and provincial government organizations can be considered as lead departments and/or partners. Municipal government organizations are eligible LGO's, as long as they meet the criteria in 3.1.1.

**WE ARE HAVING A HARD TIME UNDERSTANDING THE DEFINITION OF A LEAD GOVERNMENT
ORGANIZATION. WE DO NOT UNDERSTAND THE POINT 3.D. [UNDER THE THIRD CATEGORY
OF LGO OUTLINED IN 3.1.2]. MAY WE HAVE SOME CLARIFICATION ON THIS PLEASE?**

Point 3.d applies to any business entity which is owned by a governmental body and which is meant to serve a regional, provincial or federal interest. As outlined under 3.1.2.2 (2.) (d.) the LGO must possess 100 percent of the voting equity.

PROPOSAL SUBMISSION

**IN THE TABLE WHERE WE LIST RESOURCES, IS THE FIELD ENTITLED “DESCRIPTION” INTENDED
TO DESCRIBE THE PROJECT OR RATHER THAT PERSON’S ROLE ON THE PROJECT?**

The description field is intended to describe the project. The Bidder may wish to provide a short description of the resource's role on the project.

CAN A SOLUTION IN RESPONSE TO AN S&T CHALLENGE BE IN THE FORM OF A STUDY?

Yes, it is at the bidder's discretion to determine whether their solution aligns with the Challenge(s) as written. Proposals must follow the parameters as outlined in Annex.

**UNDER SECTION 3.1, A PROPOSAL SUBMISSION MUST BE COMPRISED OF A TEAM THAT
INCLUDES A CANADIAN LEAD GOVERNMENT ORGANIZATION (LGO) (FEDERAL, PROVINCIAL,
TERRITORIAL, MUNICIPAL) AND A PUBLIC OR PRIVATE SECTOR PARTNER ORGANIZATION**



THAT IS DIFFERENT THAN THE LGO – DOES THIS REQUIREMENT APPLY TO THE STUDIES PROJECT TYPE IN ANNEX?

The partnership requirements apply to all project types.

IN THE SUBMISSION FORM, THE SECOND SECTION IS LEAD GOVERNMENT ORGANIZATION (LGO). HOW DO WE FILL THAT IN OR IT IS NOT APPLICABLE FOR THE INDUSTRY?

Refer to Section 3.1 Who May Apply. The proposal submission must include an LGO, either Federal, Provincial/Territorial, or Municipal.

I WISH TO CONFIRM I UNDERSTAND THE FOLLOWING: IN-KIND CONTRIBUTIONS THAT SHOULD BE NOTED ON THE PROPOSAL INCLUDE:

A. THE LABOUR FROM THE BIDDER, A CANADIAN SME FOR WHICH WE DO NOT SEEK GOVERNMENT FUNDING;

B. THE LABOUR FROM A LGO THAT IS ENGAGED IN THE DEPARTMENT'S EFFORT TO REFLECT TESTING, USE, ETC OF THE INNOVATION ARE THESE UNDERSTANDINGS CORRECT?

Yes, both of the above points could be included as in-kind contributions in a proposal. Please refer to Annex Co-Investment Information for further information on in-kind contributions.

CONTRACTING

IS THE MONETARY AWARD CONSIDERED A GRANT (I.E. COVERING SPECIFIC EXPENSES) OR THE FEE FOR A SERVICE GIVEN?

No, it is a contract, not a grant. Payments are typically milestone based, after delivery and acceptance, and based on a Statement of Work developed at the contract negotiation stage.

WILL MULTIPLE PROPOSALS BE AWARDED?

Please refer to Section 4.2.5 Qualified Proposals. The establishment of the pool of qualified proposals and the selection of proposals for funding does not constitute a guarantee on the part of Canada that a contract / MOA will be awarded, however it is the intent to award multiple contracts / MOAs.

KNOWING THAT WE ARE EXPOSING OURSELVES AND THAT THE CHALLENGE WILL PROTECT THE INTELLECTUAL PROPERTY OF PATENTS, MY QUESTION IS THE FOLLOWING: DOES THE



CHALLENGE PROTECT PATENTS THAT EMERGE FROM IT AND THOSE GOING THROUGH THE BID PROCESS?

Per the 2003ABC (2022-09-01) Standard Instructions, 05 Submission of Bids, “6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the Access to Information Act

(R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21).” All patents are protected through the entire Call for Proposals process. For any intellectual property emerging from the solution, it is the Crown’s position to promote IP and patents in partners and generally, the intent is that the IP remain with the contractor. Please see section 4.8 Intellectual Property and Copywrite of the CFP, for more details regarding IP.

HOW TO APPLY

Please refer to section 3.4 How to Apply, of the CFP.

HELPFUL LINKS

[Registering on and logging in to SAP Ariba: A guide for businesses](#)

[Use this checklist to prepare to register on SAP Ariba](#)

[Viewing Government of Canada tender opportunities on Ariba Discovery | CanadaBuys](#)

[Responding to tender opportunities on Ariba Discovery](#)