



Request for Proposals

Provision of a Makerspace Needs Assessment
for Co. Innovation Centre

Date of Issue: Tuesday, October 15th, 2024

Submissions Deadline: Tuesday, November 5th, 2024



Co. Innovation Centre

COIC is an innovation hub that fosters industry, business, and ecosystem collisions across multiple sectors. It enables collaboration and technology growth to accelerate the development of the innovation-driven economy across the province. This trailblazing initiative was born out of the needs of the innovation community and broader ecosystem and has been in the works for more than 15 years. It is directly supported by techNL, in partnership with Energy NL, Canada's Ocean Supercluster (OSC), and Energy Research & Innovation Newfoundland & Labrador (ERINL), and econext, with support from many other companies, organizations, and volunteers.

COIC opened on June 7, 2024 in a newly renovated 54,000 sq ft building, strategically situated within a growing innovation district. The space itself is dedicated to cultivating innovative connections, collaborations, and co-creations, between industry and established & growing businesses through unique programming (remote operations and artificial intelligence will be key focuses), access to special technology assets, proximity to other innovators, and as a demonstration space providing visibility. More information is available online at: www.coic.co.

About techNL

techNL is a not-for-profit membership association that enables a thriving innovation-driven economy in Newfoundland and Labrador. techNL provides visibility, business growth services and a collective influential voice to the tech sector in Newfoundland and Labrador with a vision to make Newfoundland and Labrador the most sought-after Canadian tech ecosystem, globally recognized for its collaborative community, diversity, and quality of life.

A key focus on business growth includes programs and services to support talent pipeline expansion, member connections, digital transformation and ecosystem development in Newfoundland and Labrador. More information can be found on the website www.technl.ca.



**Request for Proposals (RFP):
Co. Innovation Centre Makerspace- Needs Assessment and Development
Recommendation**

Issued by: Co. Innovation Centre

RFP Issue Date: October 15th, 2024

RFP Closing Date: November 5th, 2024

Budget: Maximum total project budget of \$20,000 CAD

Introduction and Project Background

The Co. Innovation Centre (COIC) and techNL are seeking proposals from qualified consultants (consultants experienced with technology development, especially hardware) to conduct a comprehensive needs assessment for businesses in Newfoundland & Labrador, and to develop recommendations for establishing a “makerspace” within COIC’s light industrial space.

As COIC is a hub for cross-industry collaboration and innovation, providing support for software and hardware development, prototyping, and innovation testing is a critical offering. The makerspace will serve as a key facility to enable students, entrepreneurs, startups, and established businesses to access essential tools, technologies, and collaborative workspaces. The Centre’s aim is to fill gaps in the current innovation ecosystem by providing advanced facilities that meet the needs of a wide range of local businesses.

In terms of this RFP, the focus should be on ensuring a multiuse space that will meet the needs of growing and established businesses across Newfoundland and Labrador, particularly those needing to engage in hardware development, software development, manufacturing and/or prototyping. The space will be accessible to businesses across all sectors.

This collaborative makerspace at the Innovation Centre will also be designed with input from youth perspectives, as it is intended for use by youth, alongside entrepreneurs, businesses, and the broader community. This completed report will be shared with education stakeholders and used to guide the creation of programming and engagement within the space. The space needs to enhance students’ access to hands-on tools and technical resources that aren’t widely accessible. An intended outcome of this uniquely designed space is increased collaboration and engagement between youth and industry.



Scope of Work:

The successful consultant will be responsible for the following:

1. Best Practices Review

- Conduct a global review of **leading makerspaces**, especially but not limited to those within innovation centres (Canada, US, globally). Compile a comprehensive list of the makerspaces identified, with summary information on each.
- Include an analysis and summary of the makerspaces, which should evaluate each makerspace's business model, types of technologies and equipment used, primary users and who can access, and other relevant information.
- The analysis should also include 5-10 mini case studies, highlighting models of interest that align with COIC's priorities.

Estimated Timeline: 4 weeks from contract signing

2. Ecosystem 'Needs Assessment' for Newfoundland and Labrador (NL)

- Conduct a detailed needs assessment of the existing makerspaces in Newfoundland and Labrador, identifying gaps, overlaps, and opportunities that will enhance the local innovation ecosystem.
- This assessment must include interviews and/or engagements with key stakeholders, such as education entities, emerging and established businesses that are using or leveraging technology (across industries), particularly those with software, hardware, or prototyping needs.
- It was initially assumed there will be a need for stakeholder engagement via qualitative interviews. The consultant will need to prepare a plan (with clear methodology) that ensures a broad and diverse level of engagement, that is representative enough to drive insights from potential users of the space. The plan should be reviewed with the COIC team, and the plan updated or adjusted accordingly.
- This assessment must identify the current gaps that can be addressed by a new makerspace and provide recommendations for unique services the Centre can offer to elevate the ecosystem.

Estimated Timeline: 8 weeks from contract signing (concurrent with the case studies review)



3. Final Report and Recommendations

- Prepare and deliver a detailed final report outlining actionable recommendations for developing a makerspace at Co. Innovation Centre.
- The report should present 2-3 potential scenarios for the makerspace, each scenario addressing different outcomes based on the needs assessment and best practice review.
- Each scenario should include a breakdown of recommended technology, equipment, and/or assets, workspace configurations (e.g., clean spaces, dirty spaces, virtual environments), target audience, and budgets for setup and equipment.
- The report should also include a proposal on operational models for running and managing the space, including considerations for security, privacy, accessibility, and membership structures. The report should also include suggestions around models for tracking project success (OKRs, KPIs, etc).

Estimated Timeline: 12 weeks from contract signing

Target Audience for the Makerspace:

The makerspace is intended to serve a wide range of users, beginning with high school students, but expanding to include startups, growing small businesses, academic researchers, and established companies from various industries, particularly but not limited to those engaged in software and hardware development, prototyping, and innovation testing. It will also cater to companies that require specialized tools and equipment for advanced modeling, testing, and development.

Submission Requirements:

Respondents must submit a proposal not exceeding three (3) pages (plus appendices) that includes:

- **Organization and Experience:** Overview of the consultant or firm, with specific examples of similar work (makerspace development, needs assessments).
- **Key Personnel:** Bios and relevant experience of key personnel who will be working on this project.
- **Proposed Methodology:** Detailed plan of how the consultant will complete the best practices review, conduct the needs assessment, and develop the final report and recommendations.



- **Service Options and Pricing:** Full-service offerings, broken down by each phase of work, including any value-added services. The proposal should not exceed the \$20,000 CAD budget.
 - **Timeline for Completion:** Confirm the consultant's availability and proposed schedule to meet the RFP timeline requirements.
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Evaluation Criteria:

Proposals will be assessed based on the following criteria:

- **Cost-Effectiveness:** Competitive pricing that aligns with the \$20,000 CAD budget.
 - **Vendor Experience and Reputation:** Demonstrated track record in delivering makerspace development, needs assessments, and understanding of the Newfoundland and Labrador innovation ecosystem.
 - **Innovative Approaches:** Value-added services or creative approaches to the scope of work.
 - **Proposed Methodology and Timeline:** Clear, feasible plan for completing the project on time.
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Evaluation and Decision Timeline:

- **Proposal Submission Deadline:** November 5th, 2024.
 - **Proposal Evaluation Period:** Approximately 1 week from submission deadline.
 - **Finalist Interviews (if applicable):** If applicable, will occur between November 12th & November 22nd, 2024.
 - **Consultant Selection Notification:** Week of November 25th, 2024.
 - **Project Start Date:** December 2nd, 2024.
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Deliverables:

- **A detailed landscape analysis** of current best practices in global makerspaces (5-10 case studies).
- **A needs assessment report**, including interviews with local stakeholders.
- **Final recommendation report** with 2-3 scenarios and detailed recommendations, including technology, equipment, workspace configurations, and budgets.
- **Optional:** Presentation to the project team.



Submission Process:

Proposals must be submitted electronically as a PDF or DOC document to Stephanie Snelgrove at stephanie@coic.co, by 5:00pm November 5th, 2024. Questions can be directed to the same contact email.

Terms and Conditions:

- Standard contract terms of techNL are provided in Appendix D.
 - Proposals will be kept confidential and evaluated based on criteria provided.
 - The lowest-priced proposal will not necessarily be selected.
 - The total budget for this project is capped at \$20,000 CAD.
 - Proposals must be submitted in Canadian dollars.
 - No payment will be made for the preparation and submission of proposals for this project.
 - No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible.
 - Co. Innovation Centre reserves the right to request further clarifications and meet with applicants for proposal evaluation purposes.
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Appendices:

Appendix A: Contract Terms and Conditions

Example of standard contract terms of Co. Innovation Centre for project-based consulting services.



Appendix A: Contract Terms and Conditions

Standard contract terms of Co. Innovation Centre for project-based consulting services.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT (the "**Agreement**") is made as of [Contract Start Date].

BETWEEN:

[CORPORATION NAME], a body corporate, incorporated and operating under the laws of the Province of Newfoundland and Labrador, Canada (the "**Corporation**")

- and -

[CONTRACTOR NAME] (the "**Contractor**")

(each, a "**Party**" and, together, the "**Parties**")

RECITALS:

- A. The Corporation wishes to engage the Contractor for the purpose of providing the services described in the attached Appendix and such other services that may be reasonably incidental to them or to which the Parties may agree from time to time (collectively, the "**Services**").
- B. The Contractor has agreed to provide the Services to the Corporation in accordance with, and subject to, the terms of this Agreement.

THE PARTIES AGREE AS FOLLOWS:

ENGAGEMENT

1.1 Engagement. The Corporation engages the Contractor to provide the Services and the Contractor agrees to provide the Services on the terms and conditions of this Agreement. The Contractor agrees to complete the Services within the Term.

1.2 Performance of Duties. The Contractor agrees to provide the Services for and on behalf of the Corporation. The Contractor represents and warrants to the Corporation that the Contractor has the required skills, abilities, qualifications and experience to perform the Services. In performing the Services, the Contractor will:

- a) act honestly, diligently, in good faith and in the Corporation's best interests;
- b) exercise the care, diligence and skill of a reasonably prudent person performing similar services in comparable circumstances.
- c) act in accordance with sound industry standards and practices;
- d) act in accordance with all applicable laws, regulations and standards;
- e) devote sufficient time and attention to the Corporation's business and affairs to perform the Services effectively and to the best of his or her ability; and
- f) comply with the Corporation's policies and procedures in effect from time to time.



1.3 Personal Nature. The Contractor's obligations and rights are based on the provision of the Services by the Contractor and his or her singular skills and qualifications. The Contractor will not subcontract any portion of the Services without the Corporation's prior written consent.

1.4 Other Engagements. The Corporation acknowledges and agrees that the Contractor may undertake work for other businesses provided that such work does not hinder the proper, timely and efficient performance of the Services or otherwise breach the terms and conditions of this Agreement.

1.5 Reporting. Upon the Corporation's request, the Contractor will provide reports regarding the Contractor's progress and performance of the Services.

1.6 Independent Contractor. In performing the Services under this Agreement, the Contractor will at all times be an independent contractor of the Corporation and not an employee. Nothing in this Agreement will be construed as, or have the effect of constituting, any other relationship between the Parties, including one of agency, partnership or joint venture, or of creating any employer and employee relationship.

1.7 Risk and Insurance. The Contractor will provide the Services under his or her own supervision and risk. The Contractor will provide all work space, equipment, and materials to complete the Services. The Contractor will have the sole responsibility to obtain suitable insurance coverage for the Contractor while performing the Services.

REMUNERATION

1.8 Compensation. The Corporation will pay the Contractor the gross amounts of compensation set out in the attached Schedule "A", plus applicable taxes (the "Contractor Fees"). To the extent that the Corporation is required by any applicable law or order to withhold any sum from a payment, the Corporation will be entitled to do so.

1.9 Taxes and Remittances.

- a) The Corporation shall not, unless duly advised by its legal advisors, withhold any amounts for income taxes or make any deductions in respect of Canada Pension Plan, Employment Insurance, workers' compensation, health care, professional dues or levies, or other expenses whatsoever from the Contractor Fees payable to the Contractor.
- b) The Contractor will be responsible for remitting all applicable taxes, payments, deductions, remittances, and levies to government authorities and/or regulatory bodies for which the Contractor may be liable at law in respect of any payments to it from the Corporation, including income taxation and social welfare deductions.

1.10 Expenses. Subject to the pre-approval of the Corporation, the Corporation will reimburse the Contractor for all reasonable expenses the Contractor incurs in the course of performing his or her duties and responsibilities under this Agreement that are consistent with the Corporation's policies in effect from time to time with respect to travel,



entertainment and other business expenses. Reimbursement of expenses are subject to the Corporation's requirements with respect to reporting and documentation of such expenses.

1.11 Indemnity. The Contractor agrees to indemnify and hold harmless the Corporation and its directors, officers, and employees, from and against any liabilities, damages, fines, interest, penalties, claims, surcharges, or other costs on account of the Contractor's failure to make any payments, withholdings, deductions or remittances as may be required by law to be made by Contractor, including in respect of any amounts paid to the Contractor under this Agreement.

TERM & TERMINATION

1.12 Term. This Agreement will be in effect for a fixed term of X months commencing on DATE and terminating on DATE (the "Term") unless otherwise terminated in accordance with the terms of this Agreement.

1.13 Early Termination. Either Party may terminate this Agreement at any time by giving at least 10 days' advance notice to the non-terminating Party. In the event the Corporation terminates this Agreement pursuant to this section, the Corporation shall only be responsible to pay the Contractor for Services rendered up to the date of termination. The Corporation shall not be responsible for any additional payments contemplated for the remainder of the Term.

1.14 Breach of Terms by the Contractor. The Corporation may immediately terminate this Agreement upon giving written notice to the Contractor if the Contractor is in breach of any of the terms or conditions of this Contract without the express written consent of the Corporation or if the Contractor has failed to meet the Contractor's professional obligations.

1.15 Breach of Terms by the Corporation. The Contractor may immediately terminate this Agreement upon giving written notice to the Company if the Company is in breach of any of the terms or conditions of this Contract without the express consent of the Contractor.

1.16 Winding-up, Bankruptcy, or Insolvency of a Party. This Agreement may be immediately terminated by either Party upon written notice in the event of the winding-up, bankruptcy, or insolvency of a Party.

1.17 Effect of Termination. In the event that this Agreement is terminated for any reason, the Contractor shall be entitled to any portion of the Contractor Fees earned but not paid and, subject to Section 1.10, any expenses incurred by the Contractor but not reimbursed, in each case up to and including the date of termination.

NOTICES

1.18 Delivery of Notice. Any notice relating to, or required or permitted to be given in accordance with, this Agreement will be in writing and will be personally delivered, couriered, emailed or mailed as follows: (a) if to the Corporation, at its head office addressed to the President's attention; and (b) if to the Contractor, at the address set out on the signature page of this Agreement.



1.19 Time of Delivery. Any notice will be deemed to have been received: (a) if delivered, couriered, or emailed, on the next business day following when it is delivered; and (b) if mailed, on the fifth (5th) day (excluding Saturdays, Sundays and holidays) after it is mailed.

1.20 Change of Address. Each Party may change its address for the purpose of this 0 by delivering written notice of such change as set out in Section 1.18.

GENERAL

1.21 Representation. The Contractor represents and warrants to the Corporation that the Contractor's execution and delivery of, and performance of the obligations under, this Agreement does not and will not conflict with, breach, violate or cause a default under any contract, agreement, instrument, order, judgment or decree to which the Contractor is a party or by which the Contractor is bound.

1.22 Equipment. The Contractor agrees that all items the Corporation furnishes or provides to the Contractor and all of the Corporation's material and equipment used by the Contractor while engaged under this Agreement (collectively, the "**Corporation Property**") belong exclusively to the Corporation. The Contractor agrees to turn over to the Corporation all Corporation Property in his or her possession or under his or her control immediately at the Corporation's request or, in the absence of a request, upon the termination of this Agreement.

1.23 Use of Equipment. The Contractor shall not use any Corporation Property to access or store illegal material of any kind, including but not limited to material that might be considered pornographic or offensive to others working for the Corporation. All information stored on the Corporation Property is subject to review by any individual the Board designates and, except where such information is unrelated to the Corporation's business, is the Corporation's property. The Corporation is not responsible for the control of any personal information the Contractor places on the Corporation Property.

1.24 Email. If the Corporation provides the Contractor with an internet email address then the Contractor expressly acknowledges that such email address is not a personal or confidential address. None of the Contractor's email is confidential to him or her and the Corporation's management or any person the Board designates may review it at any time.

1.25 Severability. Each provision of this Agreement shall be legal, valid and enforceable to the fullest extent permitted by law. If a court of competent jurisdiction finds any provision of this Agreement or portion thereof to be void, invalid, illegal or unenforceable, the remainder of this Agreement or the application of such provision or portion thereof shall not be affected thereby.

1.26 Amendments and Waiver. This Agreement or any provisions may only be amended with both Parties' written consent. Any waiver must be in writing and any waiver of breach is not a waiver of any subsequent breach.

1.27 Entire Agreement. This Agreement supersedes all prior agreements, negotiations and discussions, whether oral, written or otherwise, between the Parties with respect to its



subject-matter. This Agreement contains the final and entire understanding and agreement between the Parties with respect to its subject matter. The Parties will not be bound by any terms, conditions, statements, covenants, representations, or warranties, whether oral, written or otherwise, not contained in this Agreement with respect to its subjectmatter.

1.28 Governing Law. This Agreement is governed and construed by the laws of the Province of Newfoundland and Labrador and the applicable federal laws of Canada, and the Parties will submit to the jurisdiction of the courts of the Province of Newfoundland and Labrador.

1.29 Assignment. The Contractor may only assign this Agreement with the Corporation's express prior written consent. The Corporation may assign to another person or entity any of its rights under this Agreement, including, without limitation, any successor in interest to the Corporation or its business operations.

1.30 Independent Legal Advice. The Contractor acknowledges that the Contractor has obtained competent independent legal advice prior to executing this Agreement, or does not wish to seek or obtain such advice. The Contractor further agrees that the terms of this Agreement are reasonable and that the Contractor is signing this Agreement freely, voluntarily and without duress.

1.31 Counterparts and Electronic Execution. The Parties may execute this Agreement in counterparts and may execute and deliver this Agreement in electronic form that can create a printed copy. When signed, each counterpart will be deemed an original and together will constitute the same agreement.

1.32 Protection of Intellectual Property. The Corporation shall be the sole owner of all documents, reports, materials and other products and proceeds of the Services, in any material form or support whatsoever, including, but not limited to, all materials, ideas, concepts, formats, suggestions, developments, software, computer programs and other computer software (including, without limitation, all source and object codes, algorithms, architectures, structures, display screens, lay-out and development tools), database, design, plans, drawings, writings, brochures, website content, sales and advertising literature and other marketing materials, copyrightable material and other intellectual property and any improvements thereon or derivative works or applications thereof and know-how related thereto (collectively, the "Intellectual Property") that the Contractor may acquire, obtain, develop or create in connection with the services rendered in the performance of the Services, free and clear of any claims by the Contractor (or anyone claiming under or on his behalf) of any kind or character whatsoever.

The Contractor agrees to disclose immediately to the Corporation or any person designated for such purpose the acquisition, development or creation of any Intellectual Property. The Contractor hereby assigns and agrees to assign in the future to the Corporation any and all rights, titles and interests in and to any Intellectual Property and all intellectual and industrial rights related thereto. The Contractor hereby irrevocably waives any and all moral rights in and to the Intellectual Property that he may have in each jurisdiction throughout the world. The Contractor shall, at the request of the Corporation, execute such applications,



assignments, certificates or other instruments as the Corporation may, from time to time, deem necessary or desirable to evidence, establish, maintain, perfect, protect, enforce or defend its right or title and interest in or to any Intellectual Property including, without limitation, as may be deemed necessary by the Corporation to apply for and obtain copyrights patents and/or other intellectual property rights in the name of the Corporation. The Contractor agrees to disclose immediately to the Corporation or any person designated for such purpose the acquisition, development or creation of any Intellectual Property.

SIGNED as of the day and year first above written.

{CORPORATION NAME},

Per: _____

Name: _____

Title: _____

{CONTRACTOR NAME}

CONTRACTOR ADDRESS FOR NOTICES:

{contractor address}

E-mail: {contractor email}



SCHEDULE "A"

Description of Services and Compensation

Description of Services:

The Services consist of:

[description of services]

Compensation:

The Corporation shall pay the Contractor a total gross sum of \$XXXX for the Services. This sum shall be paid in weekly installments of \$XXX per week. The first weekly installment shall be paid on DATE and every [X]day thereafter.

{CORPORATION NAME},

Per: _____

Name: _____

Title: _____

{CONTRACTOR NAME}

CONTRACTOR ADDRESS FOR NOTICES:

[contractor address]

E-mail: [contractor email]