

**Nova Scotia Innovation Corporation
(operating as Innovacorp)
Head Office: 400, 1871 Hollis St.
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**Request for Proposals for Entrepreneur in
Residence, Cape Breton, Nova Scotia
July 2020**

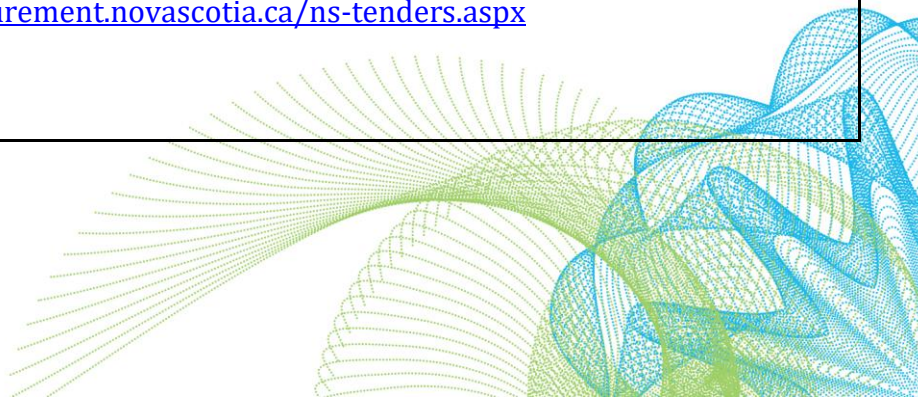
RFP Number: INN20200701

Electronic submissions only. Facsimile bids **will not** be accepted for this Request for Proposals

At a minimum, the terms & conditions and supplements listed below apply to this procurement. These documents are available from the Tenders website as shown below. By submitting your response to this Request for Proposals, you acknowledge that you have read and complied with these documents.

Atlantic Standard Terms and Conditions -and- Supplement-Request for Proposals (RFP)

<https://procurement.novascotia.ca/ns-tenders.aspx>



BACKGROUND

Innovacorp is Nova Scotia's early stage venture capital organization. It finds, funds and fosters innovative Nova Scotia start-ups that strive to change the world. Its vision is that this region will be among the world's top 10 start-up ecosystems.

Early stage investment is at the core of Innovacorp's business model. The organization also gives entrepreneurs access to world-class incubation facilities, expert advice and other support to help them commercialize their technologies, accelerate their companies, and succeed in the global marketplace.

Innovacorp is a Nova Scotia crown corporation, governed by a private sector-led board of directors. Based in Halifax with team members in Wolfville and Sydney, the organization works with start-ups across the province.

SITUATION OVERVIEW

Innovacorp seeks a management level professional who has experience starting or running successful companies, is passionate about start-ups, and thrives on helping others succeed in their ventures. Interested parties are invited to submit a proposal to perform the services of Entrepreneur in Residence (EiR) working with our team in Sydney, Nova Scotia.

Under the leadership of Innovacorp's regional manager for Cape Breton, the EiR brings significant business experience and expertise and an extensive network to support IT, health tech and bioprocessing start-ups. The businesses currently being supported range in stage, from entrepreneurs who are still identifying the market pain and solution, to start-ups that are raising seed capital so they can build traction with customers.

SCOPE OF SERVICES

1. Responsibilities:

- Provide business guidance to and mentor Cape Breton start-up founders on topics such as raising capital, growth strategies, path to market, team composition, market dynamics, etc.
- Deliver talks and workshops in areas critical for start-ups such as value creation, value proposition, business models and strategy, communication, sales, and pitching.
- Provide network access to external experts or companies for advice, support and speaking engagements.
- Assist with the formation of special interest groups (e.g., technical user groups, angel investor groups, mentoring groups, hosted events, discussion panels, etc.) to help bring together local entrepreneurs from business and technical domains to build the local start-up community.
- Understand and encourage the commercialization path of university-based discoveries.
- Become familiar with research groups at local universities and institutions and be part of the knowledge sector business community, to help encourage talent attraction and team formation among start-ups.

- Provide mentorship and leadership to other entrepreneurship organizations in the community as required.
- Collaborate with community partners to grow entrepreneurship and the economy of Cape Breton.
- Collaborate with Innovacorp staff to review and enhance regional initiatives and develop entrepreneurial outreach strategy, programs and events as appropriate.

2. Core Competencies:

- Senior management experience that includes strategic planning in a technology company.
- Knowledge of small business dynamics and the challenges start-ups face.
- Expertise and/or operational experience in one or more of the following areas: business development, sales, marketing, product management, and software development.
- General knowledge of the technology sectors and awareness of technology advancements.
- Ability to distill complex concepts while effectively communicating verbally and in writing to individuals or audiences from a variety of backgrounds.
- Demonstrated skills in project planning, taking necessary actions and achieving business results.
- Maturity and self-awareness to effectively work with and develop individuals of diverse genders, nationalities, and backgrounds.
- Proficient with and effective at implementing digital communication tools to maximize remote working relationships.

3. Qualifications

- An undergraduate or masters level business degree or equivalent training plus a minimum of 10 years of corporate and/or start-up experience and success.
- Experience in intellectual property strategy, raising capital and angel investing would be considered an asset as would experience working with bioprocessing companies, particularly regarding forming offtake partnerships.
- You embody the Innovacorp values including Respect, Integrity, Cooperation and Excellence.

4. Expected start date

- On or around August 17, 2020 but negotiable

PROPOSAL REQUIREMENTS

The incumbent shall provide the information requested below, in the sequence presented. Responses shall be as concise as possible. All appendices or attachments shall be clearly marked and cross-referenced. All costs associated with the proposal preparation and delivery and interview shall be the proponent's responsibility.

1. Experience Profile and Demonstrated Competencies (25%)

Provide a profile description including but not limited to the following:

- A letter of introduction summarizing interest in the role, reason for applying, most relevant experience and qualifications, and rationale for choosing yours as the best proposal.
- A resume outlining relevant, lived experience, competencies and qualifications.
- Client organization names and locations served, associated dates and timelines, expectations and objectives achieved.
- Relevant examples of success working with companies in the technology sectors cited above.
- Any other documentation demonstrating skills and expertise.

3. Approach (25%)

Describe the approach used to meet the responsibilities outlined in the scope of services to include:

- Process to support high-potential companies and those that can benefit most from services offered.
- Techniques or activities to develop and support the start-up community and company founders. Use examples where applicable.
- Process for working with Innovacorp's team/staff and community to inform, align and ensure timelines and deliverables are met.
- Communication and reporting plan
- A general timetable to best achieve the responsibilities outlined in the scope of services.

4. Pricing Response (20%)

Please include total project pricing exclusive of HST based on four days per month, three of those in Cape Breton, when travel is permitted due to health restrictions related to Covid-19.

- Provide the fixed maximum fee required to perform the full scope of services described above, including travel, accommodation and meals.
- Specify any potential costs or expenses not included in the fee.

5. References (10%)

Provide three references for any work done by you in the past five to eight years that is similar in nature, complexity and scope to the requirements specified in this RFP. Provide the name of each project reference, along with his/her phone number and email address. References provided should identify the scope of project(s) conducted, be able to comment on the extent of your expertise, and speak to their overall satisfaction with your services and the results achieved.

6. Interview (20%)

Applicants will be invited to conduct a structured, behavioural descriptive style interview that uses predetermined questions to assess knowledge, expertise, interpersonal skills and cultural fit.

Please identify any potential conflict of interest or restrictions that might limit your ability to work either virtually or in-person with companies.

Innovacorp reserves the right to negotiate all proposed fees prior to award. The fees quoted shall be inclusive of all costs from conception to delivery. Any taxes for municipal, provincial, or federal compliance will be the sole responsibility of the contractor.

EVALUATION CRITERIA AND AWARD

Innovacorp will review and discuss submitted proposals and select a shortlist for interviews with proponents. The successful company will be selected based on the proposal package and the interview, if applicable. **Specific evaluation criteria are noted below and will be scored via a matrix using the percentages indicated:**

- Relevant experience and expertise (25%)
- Approach to developing and supporting the start-up community and company founders (25%)
- Fees and Value for Cost (20%)
- References (10%)
- Interview (20%)

Innovacorp is committed to being a workplace that promotes an inclusive, culturally competent workforce that values diversity. We are aware of, sensitive to, and appreciative of all our differences, and ensure all position applicants and employees are treated fairly and equitably. This means no person is denied employment or consultant opportunities or benefits for reasons unrelated to their ability to do their job.

CALL FOR PROPOSALS SCHEDULE

Proposals must be submitted by noon AST on Monday July 20, 2020 directly to Shelley Kenney, Human Resources Manager, **via email electronic submission only** to skenney@innovacorp.ca.

Inquiries related to the proposal should also be submitted to Shelley Kenney at skenney@innovacorp.ca.