



Natural Resources Canada

**GeoConnections Program
Project Proposal Guidelines 2020-2021**

**New Data as a Service (DaaS) solutions to increase geospatial data
findability, discoverability, and interoperability**

Announcement Code: GNS20-21IFP

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GEOCONNECTIONS CONTRIBUTIONS FUNDING SCOPE

GeoConnections is an ongoing Program with the mandate and responsibility to lead the evolution of Canada's Spatial Data Infrastructure (SDI) through the use of standards-based technologies and operational policies. Canada's SDI is an on-line resource that is focused on data sharing and integration, and is an invaluable resource that helps decision makers from all levels of government, the private sector, non-government organizations and academia make better decisions in addressing key economic, social and environmental priorities.

GeoConnections co-funds the development of innovative solutions and further development of Canada's SDI with eligible Proponents through regular invitations for Contribution Projects. For Fiscal Years 2020-2021, GeoConnections is directing funding towards Projects that address the following theme.

ANNOUNCEMENT OF OPPORTUNITIES THEME

As the world is stepping into a data driven economy characterized by cloud computing, Internet of Things (IoT) and Artificial Intelligence (AI) enabled services, geospatial communities in Canada and elsewhere are presented with tremendous new opportunities to contribute. In this digital economy, more and more geospatial data and services are made available from traditional and emerging technologies, and from traditional data providers and new players; and, increasingly users desire to derive location intelligence instantaneously. The advancement of the CGDI, specifically to increase geospatial data findability, discoverability and interoperability, is more relevant than ever.

The GeoConnections Contributions Announcement of Opportunity aims to increase Canadian corporations' and individuals' capacity to derive business intelligence on demand. Such capacity can improve Canadian quality of life, increase Canadian geospatial community competitiveness, and contribute to the Canadian digital economy.

Data as a Service (DaaS) presents a potential solution. In a DaaS environment, the physical location of data can be anywhere in the world. DaaS supports a greater diversity of software applications, as any provider can develop applications to use DaaS feeds via Application Programming Interfaces (APIs). DaaS has the potential to liberate data for multiple users and uses.

Proponents have to address issues around data findability, discoverability, and interoperability in DaaS environments. By findability, we mean how easy it is for potential geospatial data users to locate data, information and services; by discoverability, we mean how easy it is for potential geospatial data users to discover relevant data, information and services that may support their needs; and by interoperability, we mean the ability of different types of electronic devices, networks, operating systems, and applications to work together effectively, without prior communication, to exchange information in a useful and meaningful manner.

Some of the potential issues to address are listed below:

- **Issues related to data findability and discoverability:**
 - Users may not be able to find geospatial data on the Internet in the same manner as other information (e.g. through search engines);
 - Users may not be able to discover data related to the topics of their interest;
 - Users may need to access numerous platforms to find the data they need;
 - Earth observation data acquired from different technologies such as satellites, remotely piloted aircraft systems or drones, light detection and ranging systems, etc., may not be widely findable or discoverable by the general public;
 - Data from international sources may not be easily findable or discoverable to Canadians.

- **Issues related to Interoperability:**
 - Significant amounts of open geospatial data were developed by organizations for specific purposes, in specific formats, requiring specialized software applications to work with and manage this information;
 - Geospatial data may not be easily integrated with other types of data used for applications in specific areas of interest;
 - Users may have to download data, in multiple formats from multiple sources;
 - Developers need to deal with multiple APIs and formats to extract suitable data.

The selected Projects may be in the forms of:

- Application software that derive answers from distributed sources of geospatial data and non-geospatial data on demand regardless of where geospatial data are hosted, what format data are in; and regardless of where users are and which types of devices they are using; and/or

- APIs to provide access to open geospatial data on demand regardless of where geospatial data are hosted, what format data are in; and regardless of where users are and which types of devices they are using; and/or
- Application software that produce geospatial analysis-ready data (ARD)

Technologies developed by the Projects must be standards-based and preference will be given to Proposals that leverage open source technologies.

GEOCONNECTIONS PURPOSE AND OBJECTIVES

Through this Announcement of Opportunities, the GeoConnections Program is soliciting interest for Contribution Projects that will align with the Program's purpose and objectives:

Purpose

The purpose of the GeoConnections Program is to provide the Canadian population with integrated Geospatial information over the Internet.

Objectives

- Keep Canada at the leading edge of accessing, sharing and using geospatial information over the Internet;
- Support the integration and use of geospatial data to support effective decision making.

WHO CAN SUBMIT A PROJECT PROPOSAL?

Proponent must be from one of the following types of a legal entity:

- Academic institutions;
- Canadian or International profit and non-profit organizations;
- Corporations;
- Individuals;
- Industry and their associations;
- International governments;
- Provincial, Territorial, Regional, Municipal and Rural government departments, agencies and some Crown Corporations as set out in Schedule III, Part 2 of the Financial Administration Act; or
- Research associations.

HOW MUCH CAN BE APPLIED FOR?

GeoConnections will provide funding up to **\$250,000** in total per Project. Proponents will not be funded for more than one Project.

GeoConnections will only fund cost-shared Projects. GeoConnections will fund a maximum of 75 percent of Total Project Costs. The Proponent and its Collaborators must contribute the remaining 25 percent of Total Project Costs. Total federal government assistance, including the amount requested from GeoConnections, cannot exceed 90 percent of Eligible Expenditures.

WHAT IS THE PROCESS?

Developing a Project Proposal consists of the following steps:

1. Proponent first reviews the requirements and criteria for funding contained in this Project Proposal Guidelines 2020-2021.
2. Proponent submits a completed Proposal to GeoConnections as described in this Project Proposal Guidelines 2020-2021.
3. GeoConnections will evaluate all Proposals and select Projects that will move into the next phase.
4. If selected, the Proponent will receive an invitation to work with GeoConnections to develop a formal Contribution Agreement.

PROPOSAL PREPARATION AND SUBMISSION

Please note the following:

- Proponents are responsible for preparing and submitting their Proposals. Please use the email address provided in this Project Proposal Guidelines 2020-2021 if there are any questions regarding the submission process.
- Proposals must be written and must be submitted by the Proponent.
- Proposals may be submitted in either English or French.
- Proponents must follow and submit the completed Proposal template (below) provided by GeoConnections. **Proposals are limited to 35 pages (Letter size) including appendices.**
- Proponents must also provide a set of their most recent financial statements.
- Proponents may include additional information as appendices to the Proposal. No other information besides what is contained in the Proposal will be used to evaluate the Project.
- GeoConnections requires that a senior member of the organization representing the Proponent, submit the completed Proposal, along with an accompanying cover letter on the organization's letterhead that they have signed and dated.
- Once received, Proposals will be evaluated against the evaluation criteria available in this Project Proposal Guidelines 2021-2021.

Completed Proposals must be submitted by email to GeoConnections at: nrcan.info-geoconnections-info-geoconnexions.rncan@canada.ca

The deadlines are as follows:

STEPS	DATES
Announcement of Opportunities closing date*	March 2, 2020
Deadline to submit Project Proposals	On or before March 2, 2020

*Based on the level of funding available and number of Projects submitted, GeoConnections reserves the right to modify the closing date of the Proposal submission phase. In this event, a notification will be published on the GeoConnections website.

GeoConnections funded Projects must be completed on or before March 31, 2021.

Natural Resources Canada Service Standards

SERVICE STANDARDS	GEOCONNECTIONS PROGRAM
Acknowledging receipt of Proposal	We will acknowledge receipt of a Proposal within five business days of the date received by the Program, 95 percent of the time.
Providing funding decision	We will issue an official written notification of the funding decision within 40 business days, 90 percent of the time. Timing is highly dependent on a Proponent's responsiveness to requests from the Program for information during the due diligence and risk assessment review.
Issuing payment	We will issue payments within 30 calendar days of the successful fulfillment of requirements as outlined in the Contribution Agreement. We target to meet this standard 90 percent of the time.

FINANCIAL INFORMATION

Funding

GeoConnections will only fund cost-shared Projects. In cost-shared Projects, the Proponent and its Collaborators agree to contribute financially to the Project either in cash or in-kind contributions or both. The cash amount requested from GeoConnections cannot exceed 75 percent of Total Project Costs.

The maximum funding available from GeoConnections for all Projects is \$500,000 in Fiscal Year 2020-2021. Funding is only available for Projects starting after March 31, 2020 and completed on March 31, 2021 at the latest.

The Proponent must provide a list of all federal organizations participating in the proposed Project and shall ensure that the total federal government assistance, including the amount requested from GeoConnections, does not exceed 90 percent of Eligible Expenditures. Funding received from another GeoConnections-funded Project cannot form part of the Total Project Costs or leveraged funds.

If any funding for a Project is dependent upon another funding program, GeoConnections requires written confirmation from that Collaborator regarding that funding. The confirmation must include how much funding is being provided, and whether the funding has been secured or not.

A payment schedule will be established and outlined in the final Contribution Agreement, and will be based on agreed-upon work accomplished, milestones achieved, tasks completed, Eligible Expenditures Incurred, etc.

Note: Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.

Eligible and Ineligible Expenditures

The GeoConnections Program will reimburse funds for Eligible Expenditures as described below. Eligible Expenditures for an approved Project under the Program must be directly related to, and necessary to carry out the Project.

Eligible Expenditures include:

- Labour – salaries, professional fees and temporary personnel costs paid to employees on Proponent's payroll, for actual time spent on the Project, plus any employee benefits up to a maximum of 20 percent of Project labour costs;
- Subcontracts for services up to 20 percent of total Eligible Expenditures (i.e. professional, scientific, technical);
- Administration costs associated with the Project including: translation, printing and binding, promotion of workshops and publication of Project report;
- Communications, audio-visual equipment and facilities rentals;
- Travel to conduct the project;
- GST, PST or HST related to other Eligible Expenditures, net of any tax rebate to which the Proponent is entitled.

Ineligible Expenditures include:

- The purchase of land or payment of property taxes;
- Hospitality (GeoConnections' funds cannot be used to reimburse Proponents for hospitality expenses.)
- Capital costs (including computers);
- Costs associated with the development of the Proposal;
- Geospatial Data.

PROPOSAL REVIEW AND PROJECT SELECTION

A team of reviewers will review and evaluate the Proposals. Reviews will be based on the Proposal evaluation criteria provided in as an appendix in this Project Proposal Guidelines 2020-2021.

Proposals will be reviewed for completeness, feasibility, and alignment with the objectives outlined within this Project Proposal Guidelines 2020-2021. Proposals that pass the evaluation will be considered for funding but are not guaranteed funding. Consideration for funding is also based on the number of qualified Project Proposals, amount of funding requested, and funding available. In addition, the following factors may be considered in determining the amount of funding awarded:

- Number of similar Projects being considered for funding;
- Size and scope of the Project;
- Risks associated with the Project;
- Existence of more cost efficient alternatives to deliver the Project being proposed.

Development of a Contribution Agreement

GeoConnections will invite the Proponents of successful Proposals to discuss Contribution Agreements. At that time, a staff member from GeoConnections will be assigned as the Project Authority. Please note an invitation to discuss an Agreement is not a guarantee of funding.

The resulting Agreements will describe the terms and conditions of GeoConnections and set out expectations such as Proponent’s Project duration, their outputs, their milestones and tasks, dates, Proponent’s human resources (organization, team member name, role/title, per diem and days of effort/person); their communications plan, and their financial details.

The following project management tasks will be required from selected Proponents as part of the Contribution Agreement development process.

TASK NAME (TARGET DATE)	TASK DESCRIPTION
Earliest Project Start Date (April 1, 2020)	Proponents may only commence Projects on or after April 1, 2020 pending contribution agreement final signatures.
Interim Narrative Report and Payment Request (September 30, 2020)	Submit claim for payment; interim financial report; approved time sheets, interim narrative report, copies of Subcontracting invoices; explanatory note listing all the Eligible Expenditures Incurred up to September 30, 2020
Eligible Expenditures End Date (March 31, 2021)	The Eligible Expenditures Period begins when the agreement has been signed and ends on March 31, 2021. Ensure that all Eligible Expenditures are documented and proper documentation (e.g. invoices, receipts, financial statements etc.) are provided in the final report.
Final Narrative Report (May 31, 2021)	A final narrative report to describe how the activities have contributed to the achievement of the objectives, the benefits, and the key performance indicators of the Project as described in the Statement of Work, including the results of the Project in comparison to the original outputs and work plan.
Final Financial Report (May 31, 2021)	A financial report that demonstrates how the Contribution funding was used including the receipts for services being funded by Canada.
Signed certification of Eligible Expenditures Incurred and Paid (May 31, 2021)	Authorized signature certifying that the claims for payment of Eligible Expenditures of the Project have been Incurred and Paid by the Proponent.

Basis of Payment

Payments schedule will be established within the Contribution Agreement. The basis on which Contribution final payments and any interim payments are to be made will be based on: achievement of pre-determined performance expectations or milestones, a description of the performance expectations or milestones to be provided, and reimbursement of Eligible Expenditures. Detailed financial statements and invoices are to be submitted as part of the request for payment. At a minimum, an interim Project Progress Report and payment request is due September 30, 2020.

Non-Repayable Contributions

GeoConnections will be using Non-Repayable Contributions. Contributions will be made towards Projects that contribute to the purpose and objectives of the Program and do not generate profits.

ROLES, RESPONSIBILITIES AND CONTRIBUTIONS

GeoConnections promotes collaboration, particularly those that support Project delivery. This section details the roles and responsibilities of all potential contributors on Projects.

GeoConnections

GeoConnections supports Projects by providing Contribution funding. It is responsible for inviting Proponents to submit Proposals and providing clarifications. It is also responsible for evaluating Proposals, developing Agreements, monitoring progress, evaluating outputs, and recommending payments.

Note: GeoConnections and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.

Proponent

The Proponent assembles the Proposal, leads and coordinates all Project activities, and acts as a single point of contact with GeoConnections on Project issues. The Project Proponent has both a mandate and the resources to coordinate the Project and maintain Project results beyond the Project's completion. Proponents are responsible for coordinating the work of all team members including Project Collaborators and Subcontractors. Proponents are responsible for any subcontracted activities required for Projects.

Collaborators

The Proponent must include one or more collaborating organizations in the Project.

Collaborators are persons or organizations that agree to contribute financially by providing cash contributions, in-kind contributions, or both to the Proponent to be used for the Project. An in-kind contribution is a contribution of services or time to which a dollar amount can be attributed, that would otherwise be purchased and paid for by the Proponent to achieve the Project results. Collaborator's contributions should not be invoiced to the Proponent, and, therefore; cannot be submitted to GeoConnections as Eligible Expenditures Incurred by the Proponent. A Collaborator's cash or in-kind contributions must be accounted for towards the Proponent/Collaborator's portion of the Total Project Costs. Together, **the Proponent's and Collaborator's cash and/or in-kind contributions must total at least 25 percent of the Total Project Costs.**

Collaborators may be from any type of legal entity described earlier. Collaborators must also demonstrate an on-going vested interest in the Project and show their support from the senior level of the organization. The Collaborator's contribution and commitment to the Project should be specified in a Letter of Collaboration, written on the organization's letterhead and signed by a senior officer (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal), and should be included with the Proposal submission.

Subcontractors

Subcontractors are persons or organizations who enter into a contract with the Proponent to provide services or time related to the Project, and who will invoice the Proponent for those services.

If applicable, the Proponent must identify all Subcontractors in their Proposal and must discuss these with GeoConnections before a Contribution Agreement is signed. The Proponent must also clarify with GeoConnections which expenditures, if any, would be considered eligible or non-eligible for reimbursement. GeoConnections recommends, as part of due diligence, that Proponents sign a formal contract with each of their Subcontractors for any GeoConnections Project.

INTELLECTUAL PROPERTY

All Intellectual Property that arises in the course of the Project shall vest in the Proponent, or be licensed to the Proponent in the event that a Proponent's Subcontractor retains title to such Intellectual Property. The Proponent shall supply to the Project Authority the reports and documents described in the Proposal and the Proponent will grant to Canada a non-exclusive, irrevocable, world-wide, free and royalty-free license in perpetuity to use, modify, and, subject to the Access to Information Act, make publicly available such reports and documents for non-commercial governmental purposes.

OFFICIAL LANGUAGES REQUIREMENT

All public information documents related to the Project prepared or paid for in whole or in part by Canada must be made available in both official languages, when Natural Resources Canada judges that this is required under the Official Languages Act. Proponents, if they are to provide/deliver documents or outreach to the public as part of their Project outputs, will be responsible for providing them fully in both languages and; therefore, will incur all costs for translation and personnel. When applicable, these costs must be included in the Proposal budget.

CONFLICT OF INTEREST

No public servant or public office holder, either currently or formerly employed by a federal entity, and to whom the *Conflict of Interest Act*, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Sector applies, can derive any direct or indirect benefit from a Project funded via a Contribution Agreement unless the provision or receipt of such benefits is in compliance with such legislation and codes; and that no member of the Senate or the House of Commons shall be admitted to any share or part of the Project, or to any benefit arising from it, that is not otherwise available to the general public.

Additionally, any individual working for the Proponent who formerly provided consultancy services to Natural Resources Canada that are related to the Contribution Agreement or developing the Project, the Proponent would be considered to be in a real, perceived, or potential conflict of interest situation.

REPORTING AND MONITORING

Proponent Project Manager

The main contact and Project Manager designated by the Proponent.

GeoConnections Project Authority

A GeoConnections Project Authority will be assigned to monitor each Project. This Project Authority will be responsible for recommending the approval of milestone payments. Milestone reports and corresponding tasks or outputs will be submitted to the Project Authority for evaluation.

Orientation Meeting or Teleconference

The Proponent's Project Manager will schedule and conduct an initial orientation meeting or teleconference involving the GeoConnections Project Authority.

Progress-Review Meetings or Teleconferences

Progress-review meetings or teleconferences must be scheduled by the Project Manager and the Project Authority to demonstrate Project progress and to discuss any relevant Project issues. These meetings may or may not be tied to milestones.

Project Progress Reports

The Proponent's designated Project Manager shall provide periodic Project Progress Reports to the GeoConnections Project Authority. Reporting templates will be provided by GeoConnections. These reports will be required before any payments are made and shall contain at minimum, but not be limited to:

- Title page;
- Summary of the work accomplished in comparison to the work plan, attachments, including URLs of Project outputs and operational results;
- Explanation of any problems encountered and their solutions;
- Changes to the work plan for the next tasks; and
- Detailed financial statement report for the Project to date.

Final Report

At the end of the Project, the Proponent's Project manager must provide a detailed final report. The final report is required before the final payment can be made. A final reporting template will be provided by GeoConnections. This report should include the following:

- A final Project budget as per the template (including copies of invoices, vouchers, etc.);
- A description of how the Project objectives were met including a comparison of expected versus achieved outputs;
- A self-evaluation against Key Performance Indicators;
- Discuss the experience of using existing geospatial standards and any proposed improvements.

- Discuss challenges (institutional, technical and policy) encountered;
- Outline plans for possible follow-on activities and projects; and
- Describe any communication strategies that were undertaken or are planned.

Promotion of Project Results

All Proponents who receive funding from GeoConnections are encouraged to promote Project results with the appropriate audiences of stakeholders or users. This section summarizes these requirements further.

A Proponent that does promote the Project results must publicly acknowledge the GeoConnections contribution by displaying the Natural Resources Canada signature and/or Canada wordmark (as provided by GeoConnections) on media, public, and stakeholder news releases, presentations, websites, brochures and other publications or documentation describing the Project and its results.

Where only text is allowed, the acknowledgement will include the following wording: “Financial support provided by GeoConnections, a national collaborative initiative led by Natural Resources Canada. GeoConnections supports the integration and use of the Canadian Geospatial Data Infrastructure (CGDI), an on-line resource that improves the sharing, access and use of open geospatial information.”

Where logos of supporting agencies are included in a product, the Natural Resources Canada signature and/or Canada wordmark must be used, as provided by Natural Resources Canada.

Where both text and logos are used, both the text and logo forms of acknowledgement must be used.

Proponents will communicate with GeoConnections when issuing, printing or publishing any publicity material to allow for possible coordinated announcements. Material must be submitted to the Project Authority. GeoConnections will offer a link to Project news releases and articles via its website, and may otherwise promote the Project’s successes in consultation with the Proponent.

RIGHTS OF GEOCONNECTIONS

GeoConnections reserves the right to:

- Reject any or all responses to this Announcement of Opportunities;
- Seek clarification and verify any or all information provided;
- Enter into discussions with Project Proponents on any or all aspects of a Proposal;
- Accept any Proposal in whole or in part;
- Clarify/confirm intellectual property rights;
- Promote and communicate the Project and its results;
- Cancel and/or re-issue this Announcement of Opportunities at any time;
- Administer, approve, and allocate funding based on the sole discretion of the GeoConnections Program; and
- Conduct Proponent audit activities such as an independent and objective assessment of a Proponent’s compliance with terms and conditions of a Contribution Agreement.

CONTACT INFORMATION

All enquiries must be directed by email to:

nrcan.info-geoconnections-info-geoconnexions.nrcan@canada.ca

APPENDIX 1: PROJECT PROPOSAL EVALUATION CRITERIA

Each Proposal will be evaluated according to the evaluation criteria below. There are three (3) sections of evaluation criteria:

Mandatory Criteria – Proponents must pass all of the mandatory criteria in order for their Proposal to be accepted for further evaluation.

Ranked Criteria – Proponents must provide responses for each ranked criteria. Proponents are encouraged to respond as completely as possible to receive the maximum number of points. **Proponents must record at least one (1) point in each ranked criterion in order for their proposal to be accepted for further evaluation.**

Asset criteria – Proponents may be awarded additional points if they satisfy any of the asset criterion.

Mandatory Criteria (M)

<p>M1: Relevance GeoConnections theme for FY 2020-2021 (Pass/Fail) Does the Proposal address the GeoConnections Fiscal Year 2020-2021 theme for new Data as a Service (DaaS) solutions that will increase geospatial data findability, discoverability, and interoperability? Specifically:</p> <p style="padding-left: 40px;">Does it develop new application software that will increase Canada’s capacity to derive decisions from distributed sources of geospatial data and non-geospatial data on demand regardless of where geospatial data are hosted, what format data are in; and regardless of where users are and which types of devices they are using?</p> <p style="padding-left: 40px;">And/or</p> <p style="padding-left: 40px;">Does it develop Application Programming Interface (API) that will provide access to open geospatial data on demand regardless of where geospatial data are hosted, what format data are in; and regardless of where users are and which types of devices they are using?</p> <p style="padding-left: 40px;">And/or</p> <p style="padding-left: 40px;">Does it develop Application Programming Interface (API) or software applications that will increase geospatial Analysis Ready Data?</p>
<p>M2: Relevance to GeoConnections Objectives (Pass/Fail) Does the proposed Project address one or more of the key objectives of the GeoConnections Program?</p> <ul style="list-style-type: none"> • Keep Canada at the leading edge of accessing, sharing and using geospatial information over the Internet; • Support the integration and use of geospatial data to support effective decision-making
<p>M3: Project Milestones and Tasks (Pass/Fail) Do the proposed Project milestones and tasks include a defined timeline and descriptions, which are in line with the Key Performance Indicators of the Proposal?</p>
<p>M4: Eligibility of Proponent (Pass/Fail) Is the Proponent from one of the legal entities as listed in this Project Proposal Guidelines 2020-2021?</p>
<p>M5: Stacking Provisions (Pass/Fail) Does the proposed Project meet the stacking provisions of a maximum federal government assistance of 90% of Eligible Expenditures?</p>
<p>M6: GeoConnections Contribution (Pass/Fail) Is GeoConnections assistance to the proposed Project not more than 75% of total Project costs?</p>
<p>M7: Eligible Expenditures (Pass/Fail) Do all Eligible Expenditures listed in the Proposal qualify as eligible as per the guidelines within this Project Proposal Guidelines 2020-2021?</p>

<p>M8: Maximum Amount Payable (Pass/Fail) Is the amount requested from GeoConnections for this specific Project no more than \$250K in FY 2020-2021?</p>
<p>M9: Project Duration (Pass/Fail) Does the proposed Project respect the pre-defined Project timelines (Commencing no earlier than April 1, 2020 and ending no later than March 31, 2021)?</p>
<p>M10: Completeness of Application. Proposals need to satisfy each of the following requirements (Pass/Fail):</p> <ul style="list-style-type: none"> • Does the Proposal submission include a cover letter on the Proponent's letterhead, dated and signed by an authorized senior officer of the Proponent's organization? • Is the Proposal complete and does it follow the provided template? • Are compliance statements provided with the Proposal? <ul style="list-style-type: none"> ○ Official Languages Requirement; ○ Conflict of Interest and Post-employment Code for Public Office Holders; and ○ Confirmation that no member of the House of Commons or Senate will be admitted to any share or part of this proposed activity or to any benefit arising therefrom ○ If applicable, the M-30 form for Quebec Projects. • Is the Proponent's organization financial statement report provided with the Proposal?
<p>M11: Project Collaborators (Pass/Fail)</p> <ul style="list-style-type: none"> • Does the Proponent identify at least one collaborator? • Is at least one Letter of Collaboration provided with the Proposal?

Ranked Criteria (R)

Proponents must answer all ranked criteria. Answer as fully and completely as possible.

<p>R1: Project Management Oversight and Performance Management (Max points: 3) Does the Proposal demonstrate very strong Project management oversight and performance management (very strong mechanisms in place for project management and a comprehensive project implementation plan)?</p>
<p>R2: Financial Viability of Proponent (Max points: 3) Does the Proposal provide an independent audit report with significant details to assess the financial situation of the Proponent organization?</p>
<p>R3: Cash Leverage (Max points: 3) What is the cash leverage based on the following calculation:</p> $\% = \frac{\text{Proponent's cash contribution} + \text{Collaborators' cash contribution}}{\text{Total Project cash budget}}$
<p>R4: Project Team and Resources (Max points: 3) Do the team qualifications show extensive experience and expertise relevant to all aspects of the Project's technical and management scope, and that the team is clearly capable of successfully completing the Project?</p>
<p>R5: Technical Feasibility (Max points: 3) Does the Proposal provide a complete and comprehensive description of technical feasibility, which includes use of proven methodologies and past experience (pilot projects, demonstrations, etc.)?</p>
<p>R6: Risk Assessment (Max points: 3) Does the Proposal contain a complete risk assessment with realistic plans for risk management?</p>
<p>R7: Identification of Stakeholders and benefits to Stakeholders (including but not limited to potential users) (Max points: 3) Does the Proposal identify Stakeholders and potential impact on Stakeholder organizations?</p>

R8: Collaborator Engagement (Max points: 3)

Does the Proposal clearly identify Collaborators' role and specific tasks in the Project, common objectives and goals, and include the dollar value of their cash and in-kind contributions to the Project?

R9: Standards-based solutions (Max points: 3)

Does the Proposal identify standards and best practices to be used? Would the Project have the potential to improve future standards-based solutions?

The following are examples of standards and best practices that will be considered:

- *Demonstrating the use of web service best practice and architecture such as OpenAPI, REST APIs*
- *Demonstrating the use and value of open geospatial standards (from OGC, ISO, IHO, W3C, etc.)*

Asset Criteria (A)

A1: Open Source (Max points: 4)

Does the Proposal identify the solution as open source software and describe how the Proponent will actively promote their solution to identified potential adopters?

A2: API Design and Interoperability (Max points: 3)

Does the Project respect REST (Representational State Transfer) architecture requirements for geospatial API design based on open standards?

The following are examples of open API standards and best practices that will be considered:

- *Demonstrating the use of web service best practice and architecture such as OpenAPI, REST APIs*
- *Demonstrating the use and value of open geospatial web service and API standards (from OGC and others)*

A3: Use of Emerging Technologies such as IoT, cloud computing, Big Data, AI, blockchain, etc. (Max points: 2)

Does the Proponent demonstrate how the solution will use and improve emerging technologies?

A4: Interoperation of Multiple Data Sources and Technologies (Max points: 2)

Does the Proponent identify their data sources and derived technologies, and demonstrates how it will integrate multiple data sources and technologies?

A5: Usage and Production of Open Data (Max points: 2)

Does the Proponent specify the usage and production of open datasets as part of software/API development and, if applicable describes how such open datasets would be findable, discoverable and interoperable?

A6: Incremental Need and Value (Max point: 1)

Does the Proponent provide a clear rationale on why they could not proceed without federal government funding?

APPENDIX 2: PROJECT PROPOSAL TEMPLATE

PROTECTED once completed

Regular text identifies section headings and required text.

Text in italics denotes instructions. Replace with your text.

PROPOSAL COVER PAGE

Proponent to use this template to prepare Project Proposal

To include:

- *Project Name*
- *Organization Legal Name*
- *Date*
- *Proponent to insert title page on Proponent's Letterhead*
- *Proponent to sign on Proponent's Letterhead*

PROPONENT INFORMATION

PROPONENT ORGANIZATION NAME:	<i>Insert your organization's name here.</i>
TYPE OF LEGAL ENTITY	<i>Refer to page 4 to ensure you organization is one of the eligible legal entities</i>
PROPONENT ORGANIZATION DESCRIPTION	<i>Describe your Proponent organization including its mandate and vision, current products and/or services, and priorities and/or factors that influence your business. Describe the use of geospatial data and satellite data by your organization, including IT and new technologies. Discuss the relationship your organization has with its end-users.</i>
PROJECT MANAGER'S CONTACT INFORMATION	<i>Name of contact, job title.</i>
	<i>Full mailing address:</i>
	<i>Telephone number:</i>
	<i>Email address:</i>
FINANCIAL VIABILITY OF PROPONENT	<i>Describe your organization's financial viability. Reference your organization's recent annual financial statements (cash flow, profit/loss, shareholder's equity statements and balance sheet).</i>

PROJECT INFORMATION

PROJECT TITLE:	<i>Insert your Project title.</i>
PROJECT OBJECTIVE:	<i>Provide a short sentence of the Project Objective.</i>
PROPOSED PROJECT START DATE:	<i>Start date of Project</i>
PROPOSED PROJECT END DATE:	<i>End date of Project</i>
PROPOSED PROJECT DURATION:	<i>Duration of proposed Project, in months</i>
PROJECT DESCRIPTION:	<i>Provide a short narrative sentence of description of the Project. Include in the description how it relates to the key outputs of the Project. Briefly describe the needs/issues in your industry that need to be solved, and explain why this would be a successful solution that will address it. Describe how you will share and disseminate Project results within your organization and/or stakeholders.</i>

RELEVANCE TO GEOCONNECTIONS THEME FOR FY2020-2021	<i>Describe how the proposed Project addresses the GeoConnections Fiscal Year 2020-2021 theme for “New Data as a Service (DaaS) solutions that will increase geospatial data findability, discoverability, and interoperability”.</i>
RELEVANCE TO GEOCONNECTIONS OBJECTIVES	<i>Describe how the Project address the following objectives of the GeoConnections Program:</i> <ul style="list-style-type: none"> • <i>Keep Canada at the leading edge of accessing, sharing and using geospatial information over the Internet;</i> • <i>Support the integration and use of geospatial data to support effective decision-making</i>
INCREMENTAL NEED AND VALUE	<i>Provide a clear rationale on why this project could not proceed without federal government funding.</i>

PROJECT TEAM

The Project Proposal must demonstrate that the Project Team has extensive experience and expertise relevant to all aspects of the Project’s technical and management scope, and is clearly capable of bringing about successful completion of the Project. For each team member, please fill-in the table below and submit a concise resume.

NAME:	
ORGANIZATION:	
ROLE:	
RESPONSIBILITIES:	
KEY QUALIFICATIONS:	

COLLABORATOR ENGAGEMENT

<p><i>Describe the Collaborators that will be involved in this Project and their relationship to your organization, past and present. Explain how this Project will advance common objectives and goals.</i></p> <p><i>Clearly identify and describe each Collaborator’s role in the Project plan.</i></p> <p><i>Letters of Collaboration must be provided by each organization that is contributing to the Project and be written on the organization’s letterhead and signed by a senior officer (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this Proposal). The Letter of Collaboration must include:</i></p> <ul style="list-style-type: none"> • <i>The contact’s name and title, full postal address, telephone numbers, email address, and the organization’s website address.</i> • <i>A description of the organization’s role and specific tasks in the Project, common objectives and goals the Project will realize.</i> • <i>A description of the commitment they will make to the Project in terms of cash and/or in-kind contributions. For in-kind contributions, describe what is being contributed and the dollar value for the contribution and specify if these amounts are secured or not secured as of the Proposal submission deadline date.</i> • <i>A description of any existing business arrangements. Example: Shared Intellectual Property, multiple patents part of an integrated solution.</i>

Notes:

- *Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.*
- *Letters of Collaboration submitted after the Proposal deadline will not be evaluated.*

STAKEHOLDERS

Identify stakeholders and the potential impact your solution may have on stakeholder organizations.

TECHNICAL FEASIBILITY

Provide a complete and comprehensive description of technical feasibility, which includes use of proven methodologies and experience (demonstrations, interoperability showcase, etc.).

STANDARDS USE

Identify which standards and best practices your solution will make use of and will potentially improve.

OPEN SOURCE CONTRIBUTION

Indicate if your solution will be open source and, if applicable, how you will promote your solution to identified adopters.

API DESIGN AND INTEROPERABILITY

Indicate if your solution will respect REST (Representational State Transfer) architecture requirements for geospatial API design based on open standards.

USE OF EMERGING TECHNOLOGIES

Indicate if your solution will make use of emerging technologies and, if applicable, how your solution will improve these technologies.

INTEROPERATION OF MULTIPLE DATA SOURCES AND TECHNOLOGIES

Identify your data sources and derived technologies, and how they will be integrated.

RISK ASSESSMENT

Provide a complete and comprehensive risk assessment with realistic plans for risk management.

USAGE AND PRODUCTION OF OPEN DATA

Indicate if your solution will make use of existing open datasets and if you will produce open datasets as part of software/API development. Describe how such open datasets would be made findable, discoverable and interoperable.

KEY PERFORMANCE INDICATORS (KPIs)

OBJECTIVE:	PERFORMANCE INDICATORS:	MEASUREMENT CRITERIA
Specify specific project objective	Specify the key performance indicators against Project objectives.	Indicate performance measures the Proponent will report on and include targets and data sources as applicable.
Specify specific project objectives (one entry per project objective)	Specify the key performance indicators against Project objectives.	Indicate performance measures the Proponent will report on and include targets and data sources as applicable.

PROJECT MANAGEMENT

Describe mechanisms in place to ensure effective management and control of the Project. At minimum you must include:

- Project control and tracking methods; including monitoring of KPIs
- Communication and feedback mechanisms (with stakeholders and Collaborators)
- Plan for Project Progress Reports

SUMMARY TABLE OF MILESTONES AND KEY OUTPUTS

Complete the summary table below.

NUMBER	MILESTONE NAME	MILESTONE DESCRIPTION	KEY OUTPUTS
1	Milestone Name (enter date)	Describe milestone briefly	Only key outputs that correspond to milestones should be included here.
2	Milestone Name (enter date)	Describe milestone briefly	Only key outputs that correspond to milestones should be included here.

DETAILED PROJECT IMPLEMENTATION PLAN TABLE

Complete the Project Implementation Plan Table below. At minimum you must include:

- Well-defined milestones and associated tasks. Outputs as well as requests for payments are to be linked to these milestones and tasks. The payment amounts for each milestone must be specified.
- Calendar-based schedule. The schedule of work is left to the discretion of the Project Proponent.

WBSE	Task & work breakdown	Duration (Days)	Organization Name	Team Member Name	Days Effort/ Person	Daily Rate	Key Outputs	Start Date	End Date	Eligible Expenditures Requested from Program	Total Project Cost
1.	Milestone 1 e.g. Initiation Phase	58			80			Apr. 1, 2020			\$100,000
1.1	Project kick-off meeting	1	Proponent Subcontractor	F. White T. Green	2 1						\$1,900
1.2	Task A	7	Collaborator A Subcontractor	J. Brown T. Green	3 1						\$2,275
1.3	Users' needs	4	Subcontractor	T. Green	10						\$10,000
1.4	Examine existing standards	4	Subcontractor	T. Green	10				Jan 31 2019	\$5,000	\$1,400
2.	Milestone 2 e.g. R&D Phase	80			33			May 1, 2020			\$150,000
2.1	Task B	10	Collaborator B	T. Blanc	5						\$3,000
2.2	Task C	10	Collaborator B	T. Blanc	10						\$6,000
2.3	Task D								June 20, 2020	\$14,000	
									Total	\$250,000	\$400,000
										A. Total Eligible Expenditures requested from Program	B. Total Project Cost

PROJECT COSTS AND BUDGET

GEOCONNECTIONS CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	2020-2021
Labour (i.e. salaries, professional fees, temporary personnel costs) to carry out the Project, plus employee benefits – max 20% of Project labour costs)	\$0
Subcontract for services (up to 20 percent of total Eligible Expenditures)	\$0
Communications, audio-visual equipment and facilities rentals	\$0
Administration of the Project, including: translation, printing and binding, promotion of workshops and publication of Project report	\$0
Travel to conduct the Project	\$0
GST, PST and HST related to other Eligible Expenditures	\$0
A. TOTAL GEOCONNECTIONS CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	\$0

OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES (CASH & IN-KIND COSTS*)	2020-2021
Proponent in-kind contribution	\$0
Proponent cash	\$0
Collaborator in-kind contribution	\$0
Collaborator cash (excluding other federal funding)	\$0

<i>Other federal funding</i>	\$0
B. TOTAL OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES	\$0

* These cash and in-kind contributions will not be reimbursed through GeoConnections funding.

PROJECT BUDGET 2020-2021

A. TOTAL GEOCONNECTIONS CONTRIBUTION TOWARDS ELIGIBLE EXPENDITURES	\$0
B. TOTAL OTHER CONTRIBUTIONS TOWARDS ELIGIBLE EXPENDITURES	\$0
C. TOTAL PROJECT COSTS (A+B)	\$0

LABOUR (SALARIES AND BENEFITS)

TEAM MEMBER	ORGANIZATION	SALARY PER DAY*	HOURS PER DAY	PERCENTAGE OF SALARY THAT IS FOR BENEFITS (%)
<i>Member's name</i>	<i>The Proponent</i>			
<i>Member's name</i>	<i>The Proponent</i>			
<i>Member's name</i>	<i>The Proponent</i>			

* Only the real salary rates are authorized as Eligible Expenditures plus employee benefits – max 20 percent of Project labour costs.

PERCENTAGE OF CASH AND IN-KIND CONTRIBUTIONS TO TOTAL PROJECT COSTS*

SOURCE OF CONTRIBUTIONS	CASH (\$)	CASH (%)	IN-KIND (\$)	IN-KIND (%)	TOTAL (\$)	TOTAL PERCENTAGE (%)
<i>GeoConnections</i>	<i>250,000</i>	<i>40</i>	<i>N/A</i>	<i>N/A</i>	<i>250,000</i>	<i>40</i>
<i>The Proponent</i>	<i>100,000</i>	<i>40</i>	<i>25,000</i>	<i>10</i>	<i>125,000</i>	<i>50</i>
<i>Collaborator A</i>	<i>0</i>	<i>0</i>	<i>12,500</i>	<i>5</i>	<i>12,500</i>	<i>5</i>
<i>Collaborator B</i>	<i>12,500</i>	<i>5</i>	<i>0</i>	<i>0</i>	<i>12,500</i>	<i>5</i>
TOTAL	\$362,500	85%	\$37,500	15%	\$ 400,000	100%

* The amounts contained in this table are examples.

ADDITIONAL PROJECT DETAILS

Please provide any additional relevant Project details (optional).

COMPLIANCE STATEMENTS

By signing this Project Proposal, I am attesting that for this Project my organization (please check the boxes):

- will comply with the Official Languages Requirement;
- will comply with the Conflict of Interest and Post-employment Code for Public Office Holders; and
- confirms that no member of the House of Commons or Senate will be admitted to any share or part of this proposed activity or to any benefit arising therefrom

LIST OF PROPOSAL ATTACHMENTS

- Letters of Collaboration A, B, etc.
- Proponent's Organization Financial Statement Report
- M-30 form to be completed for Quebec Projects if relevant
- Project team resumes (Protected once completed)

AUTHORIZATIONS

 <<Name>>
Senior officer of the Proponent's organization
 <<Position>>,
 <<Organization>>

Date

 <<Name>>
Proponent's Project Manager
 <<Position>>,
 <<Organization>>

Date

Definitions

Agreement - a written agreement or documentation constituting an agreement between the Government of Canada and Proponent setting out the obligations or understanding of both.

Cash Contribution - expenses for the direct costs of activities that are directly related to achieving the objectives for which the Program Contribution would be awarded. It means the form of dollar amount for which cash is exchanged and that is essential to the Project and that would be used by the Project Proponent to fund its Project activities.

Daily Rate - is the individuals' daily rate. This includes employee benefits up to a maximum of 20 percent of labour cost. An explanation on how the daily rate was calculated must be provided by the Proponent. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable benefits, divided by 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level must be used.

Days Effort/Person – indicates the level of work effort in days for each team member.

Delivery Date – indicates the date for delivery of the final task of a particular milestone.

Duration (Days) – is the total length of time in working days that the activity will take.

Eligible Expenditures - expenditures Incurred by the Proponent, as set out in Eligible Expenditures Table, within the Eligible Expenditure period.

Eligible Expenditures Period - the period starting when the Agreement is signed to March 31, 2021.

Fiscal Year - the period beginning on April 1st of any year and ending on March 31st in the next year.

Incurred means, in relation to an Eligible Expenditure, that goods have been received by, and/or services have been rendered to, the Proponent.

Incurred and Paid means, in relation to an Eligible Expenditure, which the Proponent has paid for the said Eligible Expenditure.

In-kind Contribution - a cash equivalent contribution in the form of a dollar amount for which no cash is exchanged but that is essential to the Project and that would have to be purchased by the Project Proponent on the open market, or through negotiation with the provider, if it were not provided by the Project Proponent.

Key Outputs – indicates key outputs to be delivered at the milestone.

Organization Name – indicates the name of the organization (Proponent, Collaborator, and Subcontractor) responsible for the task.

Program - a group of related activities that are designed and managed to meet a specific public need and are often treated as a budgetary unit.

Program Contribution - a transfer payment subject to performance conditions specified in a Contribution Agreement. A Contribution is to be accounted for and is subject to audit.

Project - the Project described in the Proposal.

Proposal - a written Proposal completed and signed by the Proponent.

Proponent - an individual or entity that has been authorized to receive a transfer payment.

Proponent audit - an independent assessment to provide assurance on a Proponent's compliance with a funding Agreement. The scope of a Proponent audit may address any or all financial and non-financial aspects of the funding Agreement.

Start Date – indicates the date at which the first activity begins.

Subcontractors means external services to the Proponent organization to be acquired. These services shall be set out in the Proposal. The amount eligible from a Subcontractor or a consultant shall be the actual contract amount.

Task and work breakdown – name each task, sub-task and milestone. As a guideline, it is advisable to provide a breakdown/detail on any sub-task with a total effort of more than 20 working days. Use the previous Summary Milestone & Key Output Table to provide a more detailed description of key milestones.

Team Members Name – identifies the actual personnel assigned to carry out the described task. Note: Natural Resources Canada and staff cannot provide in-kind contributions, or act as Collaborators in a Project proposed under this Announcement of Opportunities.

Total Project Costs means the Contribution received from GeoConnections and all other verifiable Cash or In-kind Contributions either received or contributed by the Proponent and Collaborators and directly attributable to the Project.

WBSE – identifies a number for each task, sub-task and milestones.

PROPOSAL ATTACHMENT: FORM TO BE COMPLETED FOR QUEBEC PROJECTS

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Under sections 3.11 and 3.12 of the Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30 (hereinafter referred to as Act) certain entities, as defined by the Act, such as municipal bodies, school bodies or public agencies, must obtain authorization, as indicated by the Act, before signing any Agreement with the Government of Canada, its departments or agencies, or a federal public agency.

Consequently, any entity that is subject to the Act is responsible for obtaining such authorization before signing any Agreement with the Government of Canada. The form must be completed and included with Proposals from Quebec. If you answer “yes” to one of the three questions, you must, on behalf of your organization, take the necessary measures to obtain the proper authorization from the Government of Quebec before obtaining funding from the Government of Canada.

If you answer “no” to all three questions on the form, your organization is not subject to the provisions of Chapter M-30 and the Proposal evaluation process can move forward.

QUEBEC PROJECTS FORM

An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.

Bill M-30 pertains to any Project Proponents that receive funding from the government of Quebec. This form must be completed by the person representing the organization. It must be used for funding Proposals pertaining to the Government of Canada’s programs and initiatives. Please review the relevant provisions of the Act, complete and sign this form, and return it to the Project Authority.

Project Title:

Legal Name of Entity (Organization):

Program:

1. Under section 3.11, is the Proponent (proposed payee) a municipal body or school body (defined below) within the meaning of 3.6.2 of the Act? Yes ___ No ___
2. Under section 3.12, is the Proponent (proposed payee) a public agency within the meaning of section 3.6.2 of the Act? Yes ___ No ___
3. If an Agreement is signed between Proponent and the Government of Canada, will the Agreement affect a government agency, municipal body, school body or public agency within the meaning of the Act? Yes ___ No ___

If you answered “No” to all three questions, please sign this form and attach it to your Proposal along with any relevant supporting documents.

If you answered “Yes” to any question, you must do the following:

- Contact (as soon as possible) the Project Authority in charge of your Project for advice on how to proceed.
- Obtain and provide a copy of the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) to the GeoConnections Project Authority before signing the Contribution Agreement.

I, Name and Title of representative, certify that I have read and understood all the information above, and that the information I have supplied is accurate.

Signature of representative: Date: