Request for Proposals
Saint John Smart and Connected Community Data Project Management

Project Description and Purpose	**Enterprise Saint John** invites your firm to submit a proposal to manage a project with the following key outcomes:

1. Implementation of a formal data infrastructure to support the collection, sharing and analytics of real-time data, and community data sets.

2. Population of this infrastructure with representative data sets from business, government, academic and non-governmental organizations within the Saint John region. This will enable the initiation of the first pilot projects conducted by researchers and innovators and future data analytics work.

3. Design, development and implementation of security and access protocols to ensure the ongoing accuracy and integrity of the community data infrastructure and its resident data sets.

4. New insights and value generated for companies and organizations contributing to the community data repository by addressing key questions and problems through data analytics

The purpose of this project is to enable the emergence of Saint John as a smart and connected region that attracts new companies, investment, and partners who want to innovate and build on top of the deep and vast infrastructure of people, processes, data, and technology to which we have access in and from our connected community.

Background	Saint John wants to attract and grow a talented pool of innovative thinkers and creators who will be the builders of our smart and connected community using data that will enable economic and social change to thrive. This initiative is focused on the creation, sharing, and use of data as one of the pillars to creating a smart and connected industrial region. It starts with tapping and building on the data within our strong industrial sector from where the knowledge and approach can cascade to all levels of the community.

Ready or not, the Industrial Internet and the Internet of Things (IoT) are upon us. The connectivity of people, data, processes and devices is spawning an enormous amount of opportunity. Businesses will be the leading adopters of IoT as they look to lower operating costs, increase productivity, expand to new markets or develop new products. Saint John has a core of leading industries that are poised to tap the IoT as a means of furthering their competitive advantage. Governments are right behind as they look to improve the cost-effective delivery of services and their citizens' quality of life.

A major implication of IoT is that data can be mashed together and used in astonishing new ways. We have the technical capability and tools to change lives by capturing and then more effectively using the data. We can build on the data and analytics that exist in key industries to share and strengthen others. We can target social problems and, with the use of data, understand the challenges so we can produce better outcomes. We can harness data and technology to transform government so it is more citizen-centric and open. We can use sensors, beacons, and wireless devices to transform the way we operate our industrial operations as well as running our municipal operations.

The result will be the creation of new business ideas, new jobs and the acquisition of new talent. Difficult problems will be solved, operations improved, new opportunities uncovered and the increased business competitiveness of our major industrial and private |

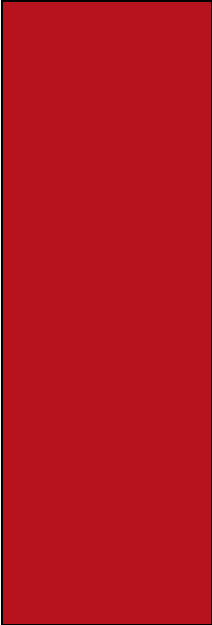|	
	sector companies will result. Creating jobs is of course a major priority, for all of us. We want data-focused jobs in Saint John, and a lot of them.

Project Governance	The Saint John Community Data Strategy will involve a broad selection of participants, as represented in the figure below.

COMMUNITY DATA STRATEGY PARTICIPANTS

Enterprise Saint John will lead this initiative with a network of community partners. In doing so, it will be guided by an Advisory Board of leading thinkers who represent organizations committed to Saint John.

Andrew MacGillivray	Chair
Stuart Baker	True Growth Network Strategist, Rogers
Steve Carson	CEO, Enterprise Saint John
Geoff Flood	CEO, T4G Limited
Charlie Harling	Vice-President, Bell Aliant
Neil Jacobsen	Deputy Commissioner, City of Saint John
Paul Mansz	Partner – IT Services, EY
Rod Murphy	Regional Vice-President Atlantic, Cisco Systems
Janet Scott	Director of Business Development, Enterprise Saint John
Cathy Simpson	Vice-President, T4G Limited
Monica Wachowicz	Cisco Chair in Big Data, UNB

The project owner will be Enterprise Saint John. It will be the first point of contact for the successful contractor and will make routine decisions as required according to the project plan and scope. Day to day project management will of course be the responsibility of the successful respondent.

Any major decisions, including the approval of project plan and acceptance of deliverables will be reviewed with the Advisory Board and funding partners.

Objectives	The objectives of this project are:

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1. To Build the Data Infrastructure
   a. Build and manage a data repository and technical foundation for capturing, analyzing, and utilizing data with community organizations and private-sector partners. This will include data storage, tools to access and analyze the data, ongoing monitoring, collaboration, and education. The tools include hardware and software.
   b. Expand this infrastructure to build a connected region with beacons, embedded sensors, data tools, and wireless technology.

2. To help companies acquire business intelligence, optimize operations and develop new business models
   a. Assess and inventory the data assets and needs of 20 organizations to answer questions and address key problems
   b. Identify new and existing data sources that could help solve problems, exploit new business opportunities and/or provide new insights
   c. Analyze and consolidate the assessed information to make recommendations for next steps to leverage these data assets. For example, determine the potential for these data assets to be included in a Saint John Open Data initiative, the nb+ initiative, or for use in combination with other data assets for research, application development and commercialization
   d. Capture and connect data sets to community repository and show examples of new value to companies through data analytics

Deliverables	The list of Deliverables identified in this section is not exhaustive: proponents are expected to provide additional appropriate recommendations to fulfill the objectives of this project. 1. Community data repository established with ongoing management and maintenance procedures established as well as a plan for long-term sustainability 2. Access & security protocols established for the community data repository 3. Beacons, embedded sensors & wireless communications networking capabilities established as fastest, and most reliable network in Canada 4. Initial data sets (in the order of 200 data sets, from ~20 organizations) identified and populated into the data repository 5. New value worth at least $2 million identified through data analytics

Outcomes	The following outcomes will be measured and tracked. Respondents are expected to identify appropriate targets/measures for each outcome and to suggest appropriate corrective actions should the targets/measures not be met.
	
	• Number/volume of hardware & software resources implemented, by type
	• Value of hardware & software resources implemented
	• Number and size of datasets populated into the Community Data repository
	• Value of data analytics effort in addressing identified issues, opportunities and key questions
	• Number and categorization of users accessing the Community Data repository
	    o Public users
	    o Researchers
	    o Private users
	    o Other

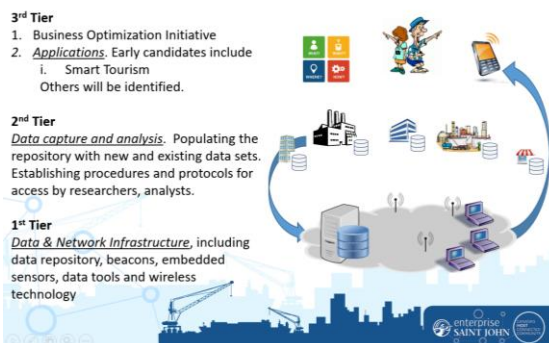|	
Assumptions	1) Resources Non-cash contributions to the project will be available from interested stakeholders, including the City of Saint John, Cisco Systems Canada Co. and Bell Aliant. 2) The responsibility of the respondent is purely project management leading to the identified deliverables. Requisite hardware & software components will be provided by the project owner and other participants. Additionally, consulting and implementation resources will be provided as necessary. The successful proponent, in its project management role, will be required to source and coordinate additional resources, including issuing RFPs as necessary. 3) Additional projects The full Saint John Community Data program will involve additional projects that will leverage the infrastructure established in this inaugural project. Already identified are a Smart Tourism project and a Business-Led Innovation project.

Constraints	4) Time

The provisional project timeline is as follows. Respondents are expected to identify recommended milestones for completion of each Objective as part of the RFP response. Milestones will be adjusted as appropriate by Enterprise Saint John in consultation with the successful respondent.

Description/Deliverable	Date
RFP released for consultant	March 13, 2017
RFP closes	March 31, 2017
Consultant selected	April 15, 2017
Initial project meeting	By end May 2017
Infrastructure in place	December 2017
Data sets available	March 2018
Project close-out	May 31, 2018

5) Project Reporting

The successful contractor will be expected to meet with Enterprise Saint John on a monthly basis throughout the term of the project. Any communication with the Advisory Board is to be directed exclusively to the designated contact at Enterprise Saint John.

Key Success Factors	1. Thorough knowledge of the information & communications technology sector, with special knowledge of the concepts and technologies relevant to the emerging concentration on 'Big Data' and the Internet of Things.
	2. Demonstrated capability in project management, with successful track record in managing complex, multi-stakeholder information/communications technology projects on time and on budget.
	3. Demonstrated capability in effective communications with both technical and non-technical project participants.

Selection Criteria

The successful contractor will be determined based on the scoring rubric attached as Appendix A. Please note that determination of best value may not result in the lowest cost proposal being accepted.

Please include the following information in your quotation:

- All costs related to the above requested tasks and deliverables,
- Your company biography and track record with similar or related work, similar projects completed, references etc., knowledge of marketplace, key staff and resources to complete the work, your methodology for completing the work and your idea of deliverables including the final report. Resumes of those potentially working on this project should be included. Similar information should be provided for any sub-contracting companies you intend to use.
- Identify fixed and variable costs per participating company.
- Any administration expenses - faxes, mailings, telephone, etc. (Do not include costs of meeting rooms).
- Please summarize cost information in a summary table.

Payment Schedule

You will be expected to submit invoices on a monthly basis for work performed and expenses incurred according to the project plan.

Payment will be made by cheque, typically within four weeks of receipt of the invoice. Please ensure your organization is setup to receive cheques from a Canadian organization (if international).

Enterprise Saint John reserves the right to NOT award a contract as a result of this solicitation

Quotations are due Friday March 31, 2017 by 3:00 PM Atlantic Daylight Time (-3.00 GMT).

Please e-mail all proposals directly to Mike Bacon, Enterprise Saint John (mbacon@enterprisesj.com). Questions for clarification should be directed to the same contact. Should questions or requests for clarification be received, the questions and their answers will be distributed to all those invited to respond to the RFP.

Appendix A

Saint John Community Data Project Management Evaluation Grid

RATED REQUIREMENTS (Maximum 100 points, Minimum 60 points)

Criteria	Value	Score
Significant knowledge of the information & communications technology sector, particularly with respect to 'Big Data' and the Internet of Things	10	
Demonstrated ability to create methodology required to achieve project outcomes	10	
Significant knowledge of the Saint John business and research community, particularly with respect to the identification and management of data sets relevant to the	10	
Demonstrated ability to manage processes that create new value for companies and organizations through data	10	
Knowledge of, or capacity to research and create data management policies	10	
Quality of Proposal		
Demonstrated understanding of the project, its objectives and metrics for evaluation	10	
Completeness and suitability of approach	5	
Resources available to firm and capacity to undertake project, including complete identification of sub-	10	
Identified work plan and schedule	5	
Cost	10	
Additional value to be delivered in support of the project	10	
TOTAL	**100**	