



## Proposal Evaluation and General Submission Guidance

1. Proposals for the Durham Region Community Challenge must be submitted as outlined on the Durham RTDS website [www.durhamrtds.ca](http://www.durhamrtds.ca) by the deadline indicated on the website challenge page.
2. Proposals will go through a two-stage process. The first stage will be an evaluation of the submitted proposals in order to select respondents for a second stage. Applicants selected for stage two will be asked to make a presentation (virtual or in person) on their proposal to a selection committee.
3. If pictures, sketches or videos are included in the proposal, please provide a link to a “play ready” source and **do not** embed them in your challenge response.
4. Please adhere to the page limits for each section listed below.

Scoring that will be used to select successful proposals at both stages, is described below.

### Applicant Proposal Scoring System

- 0 = Not applicable, if used
- 1 = The challenge respondent’s proposal appears to have significant weaknesses in this section of the criteria.
- 2 = The challenge respondent’s proposal appears to have some weaknesses in this section of the criteria.
- 3 = The “challenge” respondent’s proposal shows sufficient capabilities in this section of the criteria.

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- 4 = The challenge respondent's proposal shows additional strengths in this section of the criteria.
- 5 = The challenge respondent's proposal shows significant strengths in this section of the criteria.

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## Application Form

The following sections should be completed by the Applicant.

### Applicant Information:

1. Applicant Name:
2. Applicant Contact number:
3. Applicant email address:

### Company Information

1. Company Name:
2. Company head office address:
3. Number of full-time employees:
4. Year of incorporation:
5. Incorporation in Ontario (yes or no):
6. Years in business:

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## Proposed Solution

1. Provide the Proposed Solution Title:

### **Section 1. Qualifications and experience of applicant and team members (maximum 1 page response, worth 20 per cent of overall score)**

1. Please identify of all team members participating in your proposed project (including all partners and subcontractors if any) along with their respective roles and responsibilities in the project team.
2. Please identify the proposed project manager and main contact.
3. Please provide a brief history that highlights any achievements, relevant qualifications, demonstrated expertise, or existing customers.

### **Section 2. Assessment of how the proposed solution will meet the terms of the Challenge (maximum 1 page response, worth 30 per cent of overall score)**

1. Describe the Applicant's proposed solution and how it will address the Challenge.
2. Describe the Applicant's proposed solution advantage over existing market alternatives (if any exist).
3. Describe how the Applicant will measure success for the proposed solution.
4. Identify the questions that the Applicant hopes to answer about the solution / business model / domain / market / customer behaviours, etc.

### **Section 3 - Proposed Solution Project Logistics (maximum 2 page response, worth 20 per cent of overall score)**

1. Describe the proposed solution including key milestones and major activities that would help the Applicant achieve the goals of the Challenge over project period.
2. Provide a project Gantt chart along with adequate timeline descriptions in weeks.
3. List and explain any specific resources, infrastructure, information, support or assistance, to which the Applicant will need access over the life of the project.

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### Section 4. Technology Readiness Level

Please circle the appropriate Technical Readiness Level for your solution based on the definitions below. Please note that only TRL levels 4-8 will be considered for the Challenge (worth 5 per cent of overall score).

1. Basic principles observed
2. Technology concept formulated
3. Experimental proof of concept
4. Technology validated in lab
5. Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
6. Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)
7. System prototype demonstration in operational environment
8. System complete and qualified
9. Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

### Section 5. Community Benefit (Assessment for benefits to economic development goals, or collaboration with other OVIN partners) (Maximum 1 page response, worth 10% of overall score)

Please consider any benefit to the community or beneficial partnerships that may develop as a result of the project. This can include partners of the Durham RTDS (Spark Centre; advisory services, Durham College; artificial intelligence, cybersecurity, mixed & augmented reality, Ontario Tech U ACE: climactic wind tunnel testing, environmental testing, EV charging research centre, Fortran: intersection management platform, Flodraulic: Municipal specialty vehicle electrification and data acquisition, Inovex: big data management and data lake management, Hopin Tech: Ride sharing

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platform), eCamion: battery and charging expertise, Siemens: simulation and modeling software)

### **Section 6. Anticipated Intellectual Property**

Do you anticipate any intellectual property (IP) generation in this proposed project? If so, please describe. (maximum 1 page response, question not scored)