

Advanced Research and Commercialization Program
c/o MNP LLP
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Attention: Jessica Lunn

REQUEST FOR EXPRESSIONS OF INTEREST

REFERENCE: ARC-2018-1

CLEAN ENERGY VEHICLE ADVANCED RESEARCH AND COMMERCIALIZATION PROGRAM

Issue Date:	September 4, 2018
Closing Date:	October 24, 2018 before 4:00 p.m. PDT
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1. INTRODUCTION

- 1.1 The Advanced Research and Commercialization (“**ARC**”) Program is one of a suite of programs offered under the Province of British Columbia’s (“**BC**”) Clean Energy Vehicle (“**CEV**”) Program, which is designed to reduce barriers to the adoption of CEVs to realize both their environmental and economic benefits. MNP LLP (“**MNP**”, “**ARC Management**”) entered into a Contribution Agreement with the Government of BC to deliver the ARC Program.
- 1.2 The purpose of the ARC Program is to provide targeted funding to support the development of BC companies operating in the CEV sector, and to encourage international investment in the CEV sector in BC. ARC Program investments are intended to:
 - (a) Showcase BC technologies with export potential;
 - (b) Support pre-commercial technologies that are made or designed in BC;
 - (c) Demonstrate commercial success for BC-based technologies; and
 - (d) Support companies that wish to locate or invest in BC.
- 1.3 ARC Management is inviting Expressions of Interest (“**EOI**”) under the ARC Program. The following information outlines the intent of this Request for Expressions of Interest (“**RFEOI**”) process and provides instructions to prospective applicants who wish to submit an EOI under this RFEOI.
- 1.4 This RFEOI is open to any private entity or organization operating in the CEV sector validly incorporated or registered in Canada (“**the Applicant**”). The CEV sector includes companies and organizations involved in all aspects of the CEV supply chain – from raw materials to final consumer products – related to vehicles or vehicle components, fuel and infrastructure, and transferable technologies and services. CEVs are defined to include battery electric vehicles, plug-in hybrid electric vehicles and hydrogen fuel cell electric vehicles.
- 1.5 The following general groups of activities are eligible for funding under the ARC program (“**Eligible Activities**”):
 - (a) Pre-commercial research and development of a BC-based CEV product, service or technology;
 - (b) Commercialization of a BC-based CEV product, service or technology, including investments in manufacturing facilities or processes; and
 - (c) Use or demonstration of a BC-based CEV product, service or technology.
- 1.6 The following general groups of activities are not eligible for funding under the ARC program:
 - (a) Marketing activities, including attendance at trade shows; and
 - (b) Consumer-based activities, such as purchase or sales incentives.
- 1.7 The current funding call has a total allotment of \$675,000 to fund eligible projects. There is no minimum or maximum amount of funding per project.
- 1.8 The proponent must commit to contributing at least 10% of the total project cost (could be in-kind contributions of labour, equipment or other resources that are directly applicable to the proposed project). While grant stacking is encouraged, the total BC government contribution must not exceed 50% of total project costs.

- 1.9 Project costs must be incurred in Canada, with a preference for costs to be incurred in BC.
- 1.10 The duration of the proposed work should not exceed three years from project start to project completion.
- 1.11 Applicants are advised to pay careful attention to the information provided in this RFEOI. Failure to satisfy any term, condition or mandatory requirement of this RFEOI may result in rejection of the submission.

2. EOI REQUIREMENTS

- 2.1 EOIs must be clear and well-written and must concisely describe the components of the proposed project, including each of the requirements set out in sub-sections 2.2 and 2.3 below.

2.2 EOI Overview:

- (a) Indicate: "ARC-2018-1".
- (b) Indicate: Title.
- (c) Identify the Applicant as set out in sub-section 1.4 of this RFEOI and the individual(s) authorized by the Applicant to commit the Applicant to execution of a Project Grant Agreement (name, title, and contact information). Also, identify the individuals(s) familiar with the project and authorized to represent the Applicant regarding technical details of the proposed project (name, title, relevant professional credentials, and contact information).
- (d) Describe the Eligible Activities considered by the Applicant referred to in sub-section 1.5 of this RFEOI that directly relate to the purpose of the ARC Program set out in sub-section 1.2 of this RFEOI.
- (e) Provide relevant background information of the Applicant and any Project Partners as referred to in sub-section 3.2(c) of this RFEOI.

2.3 Required Information:

- (a) Overview of the Eligible Activities considered.
- (b) Basic description of methods and project plan, including project timelines.
- (c) Basic description and estimate of the funding required.
- (d) Basic description of external funding and/or in-kind resources from the Applicant that directly apply to Eligible Activities considered.
- (e) Basic description of anticipated project results (e.g., job creation, increased exports, improvement in technology readiness level).
- (f) Brief description of proposed management and delivery team along with resumes for key team members.

NOTE: EOIs must follow the EOI template provided for this RFEOI.

3. SCREENING AND EVALUATION CRITERIA

- 3.1 **Screening Criteria:** an EOI may be screened out immediately (i.e. the EOI will not be reviewed) based on one or more of the following factors:

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- (a) The EOI is not written in English;
 - (b) The EOI is incomplete and/or does not provide sufficient information for a proper evaluation;
 - (c) The EOI is not sufficiently comprehensible or easy to read;
 - (d) The proponent does not meet the eligibility criteria as set out in sub-section 1.4 of this RFEOI;
 - (e) The proposed project is not expected to be completed within three years after the project start date;
 - (f) The activities foreseen as part of the proposed project are not consistent with the Eligible Activities set out in sub-section 5 of this RFEOI, and/or include activities set out in sub-section 6 of this RFEOI;
 - (g) The proposed project carries substantial risk of detrimental side effects (e.g. environmental impacts);
 - (h) The proponent does not commit to contributing at least 10% of the total project cost; or does not provide evidence of funds and/or in-kind support for their share of project costs;
 - (i) The proponent does not demonstrate that they have secured funding through other sources, and/or the total proposed BC government contribution exceeds 50% of total project costs; and
 - (j) The proposed project includes costs that are incurred outside of Canada.

3.2 **Evaluation Criteria:** The following criteria will be used to evaluate project proposals:

- (a) The proposed project supports the commercialization, demonstration or export of a BC-based CEV product, service or technology;
- (b) The proposed project demonstrates innovation, creativity and/or pursuit of excellence in its field;
- (c) The proposed project promotes synergies/collaboration with other entities in BC's CEV sector (such as through a partnership or consortium bid) or otherwise encourages the development of a CEV cluster in BC;
- (d) The proposed project provides positive economic benefits (e.g. job creation, export growth);
- (e) The proposed project leverages external funding;
- (f) The proposed project contributes to a reduction in GHG emissions in BC;
- (g) The proposed scope and timeline is reasonable for project completion; and
- (h) The proposed project management team has the capacity to carry out the proposed initiative.

4. LEGAL NOTICE

4.1 By submitting an EOI, you confirm that you have read, understand and accept the information contained in this RFEOI and, that each of you, the Applicant and all individuals and entities that

collaborate or are otherwise involved in the preparation of the EOI or the delivery of the proposed project (“**Project Partners**”) agree as follows:

- (a) ARC Management may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this RFEOI, including but not limited to the EOI requirements, the EOI selection and review process and the EOI adjudication criteria.
- (b) ARC Management reserves the unqualified right to accept or reject any or all EOIs for any reason. ARC Management is not required to accept the highest ranked EOI nor is it required to accept any EOI for advancement to the full project proposal stage.
- (c) The final decision with respect to EOIs to be included in a short-list rests solely with the ARC Review Panel (“**Review Panel**”). The Review Panel’s evaluation of the submission may be based on, but is not in any way limited to, the criteria set out in this RFEOI. The Review Panel may consider any criteria determined by ARC Management to be relevant to the ARC Program’s mandate, regardless of whether such additional criteria have been disclosed to the Applicant.
- (d) No conduct, act or omission of ARC Management, or its directors, officers, consultants, program advisors, committee members, agents, servants and their respective successors and assigns (collectively the “**ARC Parties**”) other than a written notice to the Applicant in writing signed by an authorized person for ARC Management, will constitute an acceptance of an EOI.
- (e) EOIs that do not comply with the requirements described in this RFEOI may be rejected in whole or in part or not considered by the Review Panel. ARC Management reserves the unqualified right to accept or reject a non-compliant EOI.
- (f) This RFEOI is an invitation for EOIs only. It is not an offer and the submission of an EOI does not create a contract or agreement of any kind between ARC Management and the Applicant.
- (g) Acceptance of an EOI does not create a binding contract between ARC Management and the Applicant or an obligation to fund the activities proposed in the EOI. ARC Management shall not be obligated in any manner whatsoever to any Applicant until a written agreement between ARC Management and the Applicant (“**Project Grant Agreement**”) has been duly executed relating to an approved full project proposal.
- (h) As between the parties, the submission and all documents and materials you submit to ARC Management in connection with the EOI and this RFEOI and all intellectual property in and to the foregoing are the exclusive property of ARC Management immediately upon delivery. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement and will be owned by the application, as set out in Section 5.
- (i) You, the Applicant and any Project Partners will keep this RFEOI confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare a full project proposal as requested by ARC Management or to apply for additional third-party funding for the project.
- (j) You, the Applicant and any Project Partners will not make a claim against ARC Management or the ARC Parties for any reason whatsoever relating to this RFEOI. You are undertaking the expenditures required to prepare and submit an EOI entirely at your own risk, and you waive any right and release ARC Management and the ARC Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred

whatsoever and howsoever arising out of or relating to this RFEOI or any EOI prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.

- (k) ARC Management takes no responsibility for the accuracy of the information supplied during this RFEOI process by ARC Management or the ARC Parties.
- (l) Neither ARC Management nor any of the ARC Parties will have any liability whatsoever to you, the Applicant, or any Project Partners, or any of them, in connection with this RFEOI or any submission prepared in response to it.

5. INTELLECTUAL PROPERTY

5.1 Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement and will be owned by the Applicant. However, some general principles apply:

- (a) Background intellectual property (patents, copyright, software) and third-party technology remains with its original owner(s);
- (b) ARC Management retains rights to the project results, including without limitation the technical data, reports, analysis and discussion, and retains the right to share project results with interested parties; and
- (c) Project technology (based on patent disclosures) developed as a part of the co-funded activities will be owned by the successful Applicant.

6. INFORMATION SESSIONS

6.1 ARC Management encourages Applicants to participate in one of two Information Sessions by teleconference to address questions that may arise with respect to this RFEOI. The first Information Session will be held on September 27, 2018 and the second Information Session will be held on October 11, 2018. Details on the time, agenda and how to participate will be posted on ARC's website, www.arcbc.ca, at least two weeks prior to the scheduled Information Session.

7. EOI SUBMISSION

- 7.1 EOIs must be identified as follows: **Expression of Interest: ARC-2018-1**
- 7.2 EOIs must be sent by email to: admin@arcbc.ca and must include **Expression of Interest: ARC-2018-1** in the subject header of the email. Only EOIs formatted in PDF or Microsoft Word will be accepted.
- 7.3 **Deadline for EOIs:** Only those EOIs received before the close of business at 4:00 p.m., local Vancouver time, on October 24, 2018 will be accepted for evaluation. EOIs received any time thereafter will not be accepted for evaluation.

8. NEXT STEPS

- 8.1 Applicants whose EOIs are rated highly, determined to be of sufficient quality, and are well aligned with ARC's mandate will be invited to submit a full project proposal to ARC Management. Further information regarding full project proposal submissions, including evaluation criteria and timelines, will be made available at the time full project proposal invitations are made.
- 8.2 Applicants whose EOIs are not short-listed for full project proposal invitation will be notified when the RFEOI review process is completed. Applicants who wish to receive feedback regarding their EOI can set up a short debrief phone call with ARC Management. Information about arranging this discussion will be provided in the notification letter.