



Request for Proposals
Atlantic Canada Site Certification Program
Database & Web Site Development

Issue Date: April 8 2020
Closing Date: May 1, 2020



***Ref 04-08-20 WD**

**REQUEST FOR PROPOSAL-
Notice to Prospective Consultants**

April 8th, 2020

You are invited to review and respond to this Request for Proposal (RFP), entitled ***Atlantic Canada Site Certification Program Database & Website Development***. In submitting your proposal, you must comply with these instructions.

Please note that no verbal information given will be binding unless such information is issued in writing as an official addendum.

In the opinion of the Atlantic Association of Community Business Development Corporations, this RFP is complete and without the need for explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Joe Brennan
(Atlantic Association of Community Business Development Corporations)
902-747-2232 (Office)
902-631-2397 (Cell)
joe.brennan@cbdc.ca

Please note we require all responses to this RFP to be based on fixed priced quotes, no estimated quotes will be considered.



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1.0 Introduction

The Atlantic Association of CBDCs, in cooperation with the Atlantic Foreign Direct Investment team (FDI team) of the Atlantic Trade and Investment Growth Strategy (ATIGS), invite interested firm(s) (Consultant) to respond to this Request for Proposals (RFP) for support in providing Database & Web Site Development Services to the Atlantic Canada Site Certification Program.

2.0 Contracting Agency

For the purposes of this contract, the Atlantic Association of CBDCs will be the contracting agency.

The Atlantic Association of Community Business Development Corporations (AACBDC) is engaged in community-based business development through a network of autonomous, not-for-profit organizations that work with all levels of government and the private sector to meet the needs of small and medium enterprises (SMEs).

In Atlantic Canada, there are 41 corporations dedicated to assisting small and medium enterprises including start-up, expansion, modernization and maintenance of business entities in all sectors of the economy.

The Atlantic Association of Community Business Development Corporations (AACBDC) administers, on behalf of its 41 member CBDCs, a number of programs and initiatives. AACBDC is governed by a volunteer Board of Directors that are selected by each of the Atlantic provinces to provide oversight and governance of the affairs of the organization.

3.0 Background

3.1 Atlantic Growth Strategy

The Government of Canada and the four Atlantic provinces recognize that trade and investment is a key economic driver in the Atlantic region.

Through an all-inclusive, pan-Atlantic, whole-of-government approach - the Atlantic Growth Strategy (AGS) (<http://www.acoa-apeca.gc.ca/ags-sca/Eng/atlantic-growth.html>) undertakes cooperative actions aimed at stimulating economic growth in the region.

The AGS is harnessing the four Atlantic Province's assets to strategically:

- identify shared economic priorities and collaborate on the design and implementation of actions;
- emphasize region-wide measures;
- align actions with national and provincial priorities;
- engage and consult with the region's stakeholders, entrepreneurs, as well as Indigenous, community and industry leaders; and
- monitor progress and report publicly on results.

3.2 Atlantic Trade and Investment Growth Strategy (ATIGS)

One component of the Atlantic Growth Strategy identified to support economic growth is the multi-year Atlantic Trade and Investment Growth Strategy (ATIGS).

The mandate of ATIGS is to: "Expand business activities between Atlantic Canada and international markets, and strategically market the region as a whole by displaying the best Atlantic Canada has to offer the world to attract new investments."

ATIGS objectives include:

1. increase the Atlantic exporter base;
2. increase the value of Atlantic exports;
3. increase the number of Atlantic exporters diversifying into global markets; and
4. increase foreign direct investment (FDI) in Atlantic Canada.

To support this strategy, the federal and provincial partners have signed a joint Atlantic Trade and Investment Growth Agreement. Collectively, the partners will invest \$20 million over the next five years to implement firm-focused, strategic market development plans to expand Atlantic Canada's international business activities.

The ATIGS Management Committee (MC) has created an FDI team that has been given the mandate to collaborate on projects which will focus on increasing foreign direct investment in Atlantic Canada. Foreign direct investment is defined as investment transactions with individuals/entities outside of Canada.

The FDI team aims to strategically market the region by displaying the best it has to offer to:

- attract new global investments;
- ensure regional investment stakeholders have the information and training required to respond to incoming foreign interest; and,
- encourage the coordination and leveraging of federal and provincial resources in an effort to close more foreign investment deals in Atlantic Canada.

One initiative that has been identified by the FDI team with the potential to aid in the greater facilitation of foreign investment is an Atlantic Canada Site Certification Program. This program is intended to provide a streamlined and efficient approach for businesses and organizations interested in investing in Atlantic Canada by identifying sites that are "development ready" for corporate occupiers, specifically new businesses considering locating in the region.

The Atlantic Association of CBDCs is supporting the objectives of ATIGS by assuming responsibility for the implementation and management of the Program.

3.3 Atlantic Canada Site Certification Program Overview

Site certification is viewed as an effective economic development tool that helps create a competitive edge to successfully and more quickly attract business operations to a given location.

A site certified designation in some jurisdictions such as Ontario, Iowa and North Carolina, is issued to properties that have successfully completed a set of pre-defined program requirements. These requirements demonstrate that a property is primed for development and ready for investment for corporate occupiers to bring new business growth and jobs to the region.

Site certification is viewed as an effective economic development tool that helps create a competitive edge to successfully and more quickly attract business operations to a given location. Information is key and providing immediate access to data and other property information helps bring attention and focus to those locations that are ready to capitalize on an investment opportunity for corporate occupiers. An Atlantic Canada Site Certification Program can enhance the region's ability to gain the attention of investors and site selectors and attract companies / corporate occupiers and foreign direct investors (FDI) to their regions.

The objective of the Atlantic Canada Site Certification Program is to build an inventory of pre-qualified locations/sites that address the needs of investors. These sites receive a designation, after having undergone due diligence that demonstrates the property has met the standards required to be certified as development-ready, including relevant permitting and zoning. This due diligence adds certainty to the development process and reduces an investor's risk and time to market. It also helps the local real estate marketplace understand requirements for these foreign direct investors.

With key information in hand, the region is better equipped to compete and pre-qualified sites can be aggressively promoted to attract foreign direct investors. Similar programs exist throughout the US and other jurisdictions, so investors are becoming more familiar with their process and value, which in turn can increase investor engagement opportunities and the region's competitiveness globally.

3.4 Engagement Overview

The Atlantic Association of CBDCs has identified the need for a Consultant with technical knowledge and expertise in web development to develop a web-based database and accompanying portal for the Atlantic Canada Certified Site Program.

Some examples of comparable web sites can be found below for reference:

- Tennessee Certified Sites: <https://tnecd.com/sites/certified-sites/>
- Iowa Certified Sites: <https://www.iowaeconomicdevelopment.com/business/certifiedsites>
- American Electric Power Certified Sites: <https://aeped.com/find-sites-buildings/>

3.5 Engagement Oversight

The Atlantic Association of CBDCs has appointed Joe Brennan as Program Manager to liaise with the Consultant for ongoing information and project management requirements. For the length of this engagement, the Consultant will report to the Program Manager.

Additional oversight may be provided by the Atlantic Canada Site Certification Committee, which is comprised of:

- Two representatives from Atlantic Canada Opportunities Agencies (ACOA);
- One representative from Invest in Canada;
- One representative from each of the four Atlantic Provinces (e.g. ATIGA members);
- One representative from Project Applicant

4.0 Objectives

The objective of this engagement is to develop a public-facing web-based database and portal for the Atlantic Canada Certified Site Program.

To this end, the Consultant will work collaboratively with the Atlantic Association of CBDCs and the FDI team to develop a web site that i) enables site owners to submit an application to the Atlantic Canada Site Certification Program and ii) enables potential investors to access key information about certified sites.

4.1 Work Undertaken to Date

In the fall of 2017, the FDI team undertook a feasibility study on an Atlantic Canada Site Certification Program. The feasibility study was completed by Deloitte.

In the spring of 2019, the ATIGS partners undertook a project to design the Atlantic Canada Site Certification Program.

5.0 Project Scope

The objective of the project will be to develop a web-based database and portal (“the web site”) that includes:

- Certified Sites Program Application Portal; and
- Property Information Database.

Outlined below are the functional requirements of the database specific to these two areas, as well as general requirements for the project, the web site and the ongoing support and maintenance of the web site.

5.1 General Project & Web Site Requirements

Outlined below are general requirements for the project and the web-based database & portal.

Project Requirements:

- Review of the Atlantic Canada Site Certification Program Guide and associated materials, including the Application Form and Property Information Sheet templates;
- Review of other Site Certification web sites and programs to demonstrate a clear understanding of the requirement for this project;
- Consultation with the Project Manager as required;
- Development of a project plan outlining how the Consultant aims to achieve the objectives outlined in the RFP;
- Demonstration of working prototypes of the certified sites web site;
- Biweekly touchpoints throughout the project; and
- Training of the Atlantic Association of CBDCs staff on how to manage the web site and upload and edit content. This includes the development of reusable training assets such as a training guide or recorded webinar (the format(s) are to be described in the response to the RFP).

Technical Requirements:

- The web site will support HTML5 to enable access to the site from a mobile device;
- The web site must support both English and French language requirements;
- Atlantic Association of CBDCs staff must have the ability to access stored data and revise the content on the site;
- The web site must be compliant with Mac and PC, as well as with the latest two versions of Internet Explorer, Mozilla Firefox, Chrome and Safari;
- Ensure the website design is consistent with other deliverables outlined in the promotional strategy for the Atlantic Canada Site Certification Program;
- The web site must meet the Canadian federal government guidelines around web accessibility;
- The web site must adhere to all Canadian privacy and data regulations. Any data collected from the application and web site must follow the SOC2 Privacy Principle Guidelines;
- The web site must meet the security requirements listed in Appendix A;
- The Consultant should demonstrate in their proposal how their selection of design tools and/or applications is in line with leading practice;
- We assume this will be a standalone web site and that there will be no interoperability or integration between the web site and the federal government, ACOA systems and/or the Atlantic Association websites;
- Functionality to be able to filter based on-site needs in each Atlantic Canadian province to showcase and/or promote the listings on specific provincial and/or regional initiatives. The website(s) may

need to be embedded within other partners and provincial government website(s) to help promote the listings and achieve maximum program results;

- Access to a Content Management System (CMS)/ backend of the site to catalogue inquiries received and report back to the committee on a quarterly basis;
- The Certified Sites Program Application Portal and Property Information Database will be accessible in both French and English;
- The web site must be able to perform web site analytics (set up Google Analytics), this includes:
 - Number of visitors to the web site;
 - Number of page views by page;
 - Referral sources to the website;
 - Promotional campaign results and impacts; and,
 - The geographic location of visitors.

Ongoing Maintenance & Support Requirements:

- The Consultant will either: i) host the Certified Sites web site, or ii) subcontract hosting requirements to a web hosting company approved by the Atlantic Association of CBDs;
- The website must be available in English and French, with users selecting their language preference on landing on the site, or based on their user profile;
- The Consultant should outline their recommended hosting strategy;
- The website must provide pages to promote the site selection program in accordance with the promotional strategy that is also being developed. Information on the promotional strategy will be provided by the Program Manager;
- Ongoing maintenance and management of the site;
- Ongoing technical support for any identified issues with the web site;
- Certified Sites web site must be available for 99% of business hours, excluding upgrade windows agreed upon with the Atlantic Association;
- Upgrade processes must not result in any business hour downtime – all planned upgrades are to occur on weekends or holidays; and
- Certified Sites web site must be able to support 40 internal users and 500 external applicants with flexibility for the creation of a database of some 1,000-2,000 properties across Atlantic Canada.

5.2 Certified Sites Program Application Portal

One of the core functions of the web site will be a portal that will enable site owners to complete an online application and securely submit supporting documents.

Key functional requirements specific to the application portal include:

Requirements:

- Applicants to the Atlantic Canada Site Certification Program will need the ability to submit an application to the certified sites program in a secure manner. The application portal must:
 - Clearly profile the marketing brand/image for the Atlantic Canada Site Certification Program and commensurate benefits;
 - Provide information accessible to potential applicants including:
 - Background and benefits (to applicants) of the Atlantic Canada Site Certification Program
 - The process of applying to get a site certified
 - The minimum eligibility criteria for certification
 - The website must be able to support the promotional strategy that is under development;

- Enable applicants to create an online profile on the site with an associated unique ID account for submission and storage of the applications and documents;
- Enable applicants to fill-in and submit an online form based on the application form. A mock-up of the application form will be provided;
- Enable applicants to upload and submit required documentation online;
- Enable applicants to pay the program fee securely online;
- Enable the Atlantic Association of CBDCs to securely transmit data to the applicant portal containing:
 - Status of the certified sites application
 - Instructions on making online payments
 - Any other relevant information
- Applicants must be able to view the data listed above through their unique accounts;
- Applicants should be able to see a summary of their progress towards having a completed application; and,
- Retain applicant profiles and data on the database. This includes partially completed application forms, completed & submitted application forms and documents uploaded by the applicant.

5.3 Property Information Database

One of the core functions of the web site will be a database containing information on the sites that have been certified; potential investors will be able to access this information via a web portal.

Key functional requirements specific to the property database and portal include:

Requirements:

- Clearly portray the brand/marketing images for the Atlantic Canada Site Certification Program for potential target site selectors, corporate space occupiers and other key potential user groups;
- Contain a database of the profiles of certified sites of some 1,000-2,000 properties. The design of the profiles must be based on i) the Property Information Sheet template (See Appendix B) and ii) consultations with the Atlantic Association of CBDCs;
- Support the promotional program being developed to promote the program to site selectors and investors;
- Profile submission function which enables the Atlantic Association of CBDCs staff to submit and revise profiles for certified sites;
- The ability for users of the database and portal to both sort and filter site listings by key site characteristics, including:
 - Location
 - Acreage
 - Building size
 - Zoning
 - Site category (i.e., Development Land - Office, Development Land - Industrial, Vacant Buildings - Industrial)
 - Province
 - Asking price (for sale or lease)
- Map of the Atlantic Region with "site markers" indicating the location of each site. The map must:
 - Be able to move/zoom to focus on specific locations;
 - Link users to the profile of individual sites by selecting the site marker associated with the site; and,

	<ul style="list-style-type: none"> Review and sign off on deliverables submitted by Consultant 	<ul style="list-style-type: none"> Demonstrate the working prototypes of the web site at pre-determined biweekly touchpoints Lead training sessions outlining how to navigate and upload materials to the certified sites web site 	Week of July 13
Ongoing maintenance and support of the Certified Sites web site	<ul style="list-style-type: none"> Flag any issues identified with the Certified Sites web site and convey to the Consultant 	<ul style="list-style-type: none"> Resolve identified issues with the Certified Sites web site 	Ongoing

7.0 Proposal Structure

Table 1: Response Structure

Table 1: Response Structure	
Introduction	This section should introduce and briefly describe the firm, its capabilities and its experience in handling an assignment of this nature.
Understanding of the Issue	This section should explain the Consultant's understanding and interpretation of the objectives and requirements of this project. The successful Consultant(s) will have demonstrated a good understanding of the work to be undertaken.
Work Plan and Methodology	<p>This section should include:</p> <ul style="list-style-type: none"> A description of the Consultant's process and approach to designing, developing and launching the Certified Sites web site. The proponent will detail: <ul style="list-style-type: none"> The design tool(s) and application(s) to be used in developing the Certified Sites web site, with supporting rationale The response times and priority definitions (e.g., One hour for issues classified as urgent, two hours for issues classified as high priority-critical) Hours of coverage and days coverage, including days not covered A description of the Consultant's approach to receiving, addressing and escalating any issues encountered with the Certified Sites web site. (This is to include during the development, testing, and once the site is live); A project schedule including deliverables and milestones (the Consultant(s) will be required to make regular oral and written reports to the Atlantic Association of CBDCs and Atlantic Canada Site Certification Committee on the progress of the work);

	<ul style="list-style-type: none"> • Summary of travel required to complete the project. Video/teleconference meetings with the Atlantic Association of CBDs and the Atlantic Canada Site Certification Committee will be carried out as required.
<p>Summary of Qualifications and Experience</p>	<p>This proposal must include:</p> <ul style="list-style-type: none"> • A brief résumé of the qualifications and experience of the Consultant as they relate to this RFP. It should clearly outline corporate knowledge of the sector and regional knowledge; • Experience in developing and managing public-facing web-based database aimed at audiences in multi-lingual, communities, ideally English and French in Atlantic Canada; • Years in business, number of employees, address, ability to develop materials in both official languages; • A list of key project personnel to be used in the project outlining their roles, responsibilities and their relevant experience; • (If applicable) a list of any subcontractors (individual or organizational) that the Consultant intends to use when providing services under this RFP; and • Corporate profiles and short-form résumés of key project personnel, as well as references for related work to be included. Preference will be given to a Consultant(s) with a proven ability to complete the task, evidenced by two (2) similar reference projects (include the URL for the web sites), and demonstrated experience in the sector (5 years minimum).
<p>Pricing</p>	<p>Pricing is to be detailed out in a table and should include:</p> <ul style="list-style-type: none"> • All professional fees • Travel costs (if applicable) for face to face meetings; • Other costs <p>This section must provide the total cost for the engagement and be divided into two categories:</p> <ul style="list-style-type: none"> • Design & Launch Fee: Designing, developing and launching the Certified Sites web site; • Maintenance & Support Fee: Ongoing support and maintenance of the Certified Sites web site <p><i>The Design & Launch Fee is a one-time fee associated with the design, development and launch of the Certified Sites web site; the fee will be payable once the launched web site meets the requirements outlined in the RFP.</i></p> <p><i>The Maintenance & Support Fee is an annual fee associated with the ongoing maintenance and support of the Certified Sites web site.</i></p>

	<p>Travel costs will only be reimbursed for actual travel incurred and will follow federal guidelines (https://www.njc-cnm.gc.ca/s3/en). Travel costs are to be included in the price outlined in both categories.</p> <p>Prices quoted shall include Harmonized Sales Tax (HST 15%), must be in Canadian currency, and shall be firm until the contract has expired. It is the intent that these prices remain fixed until completion and that no contract containing price escalations will be accepted prior to the anticipated completion date outlined in this RFP.</p> <p>The Atlantic Association of CBDCs may hold back up to 20% of the total project cost, to ensure the products and services meets the requirements specified in the RFP.</p>
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8.0 Project Schedule

The project schedule should assume an approximate starting date of May 18, 2020. The deliverables and activities outlined in the project scope (section 5.0) design and launch phase must be completed by July 13, 2020. The term of the contract for the ongoing maintenance and support of the Atlantic Canada Site Certification website is up to and including March 31, 2021, with the option to renew for an additional one-year term not to exceed March 31, 2022.

9.0 Submission of Proposal and Vendor Information

Proposals must be received by the Atlantic Association of CBDCs contact no later than 4:00 pm on May 1, 2020.

- Proposals should not exceed twenty (20) pages, excluding appendices. Appendices are acceptable as outlined above.
- A digital copy is required.
- The successful proponent will be contacted within 14 business days of the RFP closing.

Please submit an electronic version of the proposal in Word and Adobe Portable Document Format (PDF) to the following email address: Joe.brennan@cbdc.ca.

10.0 Proposal Evaluation

The Atlantic Association of CBDCs will evaluate the proposals. The lowest-priced proposal may not necessarily be accepted. The Atlantic Association of CBDCs reserves the right to recommend rejection of all proposals and either cancellation or re-issue the RFP if necessary.

The qualifications, commitment, related experience and knowledge of the project personnel will be key evaluation factors. The experience of the consulting team in undertaking assignments of this nature and magnitude will be a significant factor in proposal selection. The evaluation framework outlined in Table 2 will be used in the selection with special attention given to the methodology, the project management and the delivery plan.

The Evaluation criteria used to evaluate proposals fall into the following categories as referenced in Section 7:

Table 2: Selection Criteria

	Factor	Scoring
1.	Consultant (s) past experience demonstrates the ability to provide requested services	15
2.	Consultant (s) demonstrates an understanding of the project, its objectives and metrics for evaluation	25
3.	Completeness and suitability of approach (proposed methodology)	20
4.	Capacity (identification of resources to undertake the project as well as relevant skills and experience by the individual)	15
5.	Pricing	25
	Total	100

Please note: we may choose to interview a shortlist of consultants as part of the evaluation process.

11.0 Awarding of Contract

The resulting contract will contain such reasonable terms as the Atlantic Association of CBDCs may require.

Negotiation sessions may be held to work out contract details and other expectations of the parties applicable to the services/work, based on the RFP and the proposal(s) submitted.

The award of contract will be made by the Atlantic Association of CBDCs, based upon the results of the evaluation of submitted proposals. The Atlantic Association of CBDCs will notify the successful Consultant in writing via electronic means. Those that are not successful will receive written notification via electronic correspondence as soon as possible once the award of the contract has been accepted and the negotiations have been concluded with the successful Consultant.

12.0 Contact

All inquiries and requests for clarification must be submitted via email. Requests for clarification should be directed to joe.brennan@cbdc.ca.

The Atlantic Association of CBDCs will administer the contract for this project. Contact for this RFP is:

Name: Joe Brennan
Organization: Atlantic Association of CBDCs
Address: 54 Loggie Street, Mulgrave, NS B0E 2G0
Email: joe.brennan@cbdc.ca
Telephone: (902)747-2232 Ext 202 or (902) 631-2397 (Cell)

13.0 General Conditions

Verbal information or representations shall not be binding on the Atlantic Association of CBDCs. Only changes, alterations, modifications or clarifications approved in writing will be binding. In order to be valid all such changes, alterations, modifications or clarifications shall be issued in the form of addenda and all such addenda shall become a part of this RFP.

The proposal of the successful Consultant will form part of any resultant contract agreement by attachment and incorporation by reference. Claims made in the proposal will constitute contractual commitments. Any provision in the proposal may be included in the resultant contract as a direct provision thereof. The successful Consultant, as a condition of submitting its proposal, accepts a customized contract that will be negotiated.

Any resultant contract from this RFP will be governed by the by-laws of the Atlantic Association of CBDs and shall be issued in the name of the successful Consultant exactly as that successful Consultant's personal or corporate name is stated in the RFP response document. Funds payable for materials delivered pursuant to any resultant contract shall be paid only to the Consultant who is so listed as a party to any resultant contract. Only legal registered names of proponents are acceptable.

The proposal will contain the signature, name and title of the person authorized to sign on behalf of the Consultant on the proposal submitted in response to this RFP.

The responsibility rests with the Consultant to submit a complete proposal, with proper and adequate detail to substantiate all aspects of its proposal. Incomplete proposals shall be deemed to be non-compliant. A complete proposal should include but not be limited to:

- Legal name and status: The proposal shall state the correct legal name and legal status of the proposing entity and the correct mailing address.
- Consultant contact: The name, title, telephone and fax numbers, E-mail address and civic address of a representative who may be contacted for clarification or other matters relating to the proposal shall be provided.
- Content: The proposal will be clear, concise, and must include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal shall not simply rephrase or restate the requirements, but rather shall provide a convincing rationale to demonstrate how the Consultant intends to meet these requirements.

The successful Consultant must be licensed to conduct business in its own jurisdiction and may be required to produce a certificate of good standing for that jurisdiction.

All terms and conditions will apply to all subcontractors and the Consultant will be responsible for subcontractors' compliance. The Consultant will be responsible for all work done by the subcontractors. The Consultant will be responsible for all damages and will complete any work unfinished by the subcontractors.

Release of Funds

The following constitutes the release of payment by the AACBDC to the prospective web consultant:

1. 10% released upon signing of the contract.
2. 40% released upon presentation and signoff of completed website draft.
3. 30% released upon successful completion of the website going live.
4. 20% released 30 days after the website has gone live.

14.0 Intellectual Property and Disclosure

All proposals and any intellectual property that is developed as a result of this project, including all data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports and related information produced by the Consultant in completing this work submitted shall become the property of the Atlantic Association of CBDs. By submitting a proposal, the consultant hereby grants the

Atlantic Association of CBDs a license to distribute, copy, print or translate the proposal for the purposes of the invitation and completion of the project, including to the members and representatives of ATIGS.

All documents submitted by partner agencies shall remain property of the issuing organization. All information is proprietary and as such shall be treated as confidential. Information obtained by the Consultant as a result of participation in this project is confidential and must not be disclosed without written authorization.

15.0 Appendix A – Security Requirements

- Authentication: Secure authentication mechanisms are required to prevent unauthorized individuals from accessing the web site/database and its data;
- Authorization: Appropriate security control requirements are defined to restrict access to properly authorized users;
- Privacy and confidentiality: Appropriate security control requirements are defined to protect against unauthorized disclosure of sensitive or confidential data;
- Integrity: Appropriate security control requirements are defined to protect against unauthorized modification of transactions or data;
- Audit logging and monitoring: Appropriate audit logging and monitoring requirements are defined to allow tracing of business-critical actions to a specific user;
- Data leakage: Appropriate security control requirements are defined to prevent leakage of sensitive or confidential data;
- Common coding vulnerabilities have been considered during the design of the application and all third-party components are confirmed free from known vulnerabilities;
- Requirements for the separation of IT environments (i.e., design, development, testing, and production); and,
- Appropriate security testing has been completed for the web site/database, including:
 - QA testing and User Acceptance Testing
 - Static code scanning
 - Dynamic code scanning

16.0 Appendix B – Property Information Sheet Template



Property Name

Address:

Site Address
Postal Code

Available Acres:

Acres Available for Sale/Lease:
Largest Contiguous Acres:

Ownership & Sales Terms:

Ownership:
Price:
Sale/ Lease:

Zoning Information:

Zoning of the Site

Utilities:

Electricity:

Natural Gas:

Water:

Waste Water:

Clean Energy:

Telecommunications:

Site Physical Characteristics:

Presence of Existing Facilities:

Presence of Easements:

Topography Description:

Site Obstructions (e.g., Unusable Land):

Aerial Photograph:

Aerial Photographs of the Site. Boundaries of Site and adjacent territory can be marked on the photograph

Provincial/ Regional Map:

Map of the Province showing the location of the Site

Community Profile:

Short Description of the Community

Transportation Details:

Nearest Highway:

Nearest Rail Line:

Nearest Airport:

Nearest Port:

Seller/ Program Contact Information:

Email:

Phone: