



AC:STUDIO

GIG MARKETPLACE RFP AND PROPOSAL GUIDE



THE
ACCELERATOR
CENTRE



CONESTOGA
Connect Life and Learning

ENTREPRENEURSHIP
COLLECTIVE

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ABOUT OUR PARTNERSHIP



AC:Studio x Conestoga Gig Marketplace

The AC:Studio program was designed to support high-potential startup founders, whether they have an existing business idea or they are looking for their next startup adventure. This hybrid accelerator/venture studio program combines the best of our award-winning AC:Incubate program with a venture studio model that funds high-impact startups, matches great ideas with talented founders. Through the partnership with Conestoga College's Gig Lab, this support will go beyond the usual mentorship and workshops, and provide startups with access to tactical support through the Gig Lab freelancers.

PART ONE:

INVITATIONS AND SUBMISSIONS

Invitations to Freelancers

A Request for Proposals (the “RFP”) is an invitation by an AC:Studio company exclusively to prospective freelancers on the Conestoga Gig Marketplace to submit a proposal for a specific project.

Proposal Submission to AC:Studio Companies

A Proposal Submission (the “Proposal”) is a response by a Conestoga Gig Marketplace freelancer to an RFP from an AC:Studio company.

RFP Contacts

AC:Studio Companies - Questions related to the RFP process should first be directed to company mentors and/or the Program Manager at the Accelerator Centre:

*Chris Leclerc, Manager Venture Studio Program and Client Experience
Accelerator Centre
Cleclerc@acceleratorcentre.com*

Accelerator Centre Program Manager - To contact Conestoga in relation to the RFP process, the Program Manager at the Accelerator Centre can direct any questions via email to:

*Rose Mastnak, Director, Conestoga Entrepreneurship Collective
Rmastnak@conestogac.on.ca*

Gig Marketplace Freelancers - To contact Conestoga in relation to the RFP process, Gig Marketplace freelancers can direct any questions via email to:

*Rose Mastnak, Director, Conestoga Entrepreneurship Collective
Rmastnak@conestogac.on.ca*

RFP Timetable - Phase One

2022/2023	RFP WINDOW ONE	RFP WINDOW TWO	RFP WINDOW THREE	RFP WINDOW FOUR
RFP's issued to Gig Marketplace freelancers	Oct 10-14	Nov 7-11	Dec 5-9	Jan 9-13
Deadline for questions	Oct 25	Nov 22	Dec 20	Jan 24
Proposal submission deadline	Oct 28	Nov 25	Dec 23	Jan 27
Review of proposals by AC:Studio companies	Oct 31-Nov 4	Nov 28 - Dec 2	Jan 2 - 6	Jan 30 - Feb 3
Job award deadline	Nov 4	Dec 2	Jan 6	Feb 3
Deposit invoice deadline	Nov 4	Dec 2	Jan 6	Feb 3

Submission of RFPs to Freelancers

Go to the AC:Studio Company landing page on the Conestoga Gig Marketplace at:
<http://conestogagigs.ca/accelerator-centre/>

- Download and complete the official RFP form and save as a PDF.
- Search for freelancers that fit your needs.
- Complete the submission form, attaching the completed RFP form as a PDF. Attach any additional documentation to support project needs as a PDF.
- You will receive an email confirming completion of the submission.

Submissions by any other method will not be accepted.

RFPs to be Submitted on Time

RFPs must be finalized and uploaded on or before the Submission Deadline for the RFP Window set out in the RFP Guide.

Submission of Proposals to Companies

Go to the AC:Studio Freelancer landing page on the Conestoga Gig Marketplace at:
<http://conestogagigs.ca/freelancer-rfp-submission/>

- Freelancers must have received an RFP from an AC:Studio company in order to submit a proposal. No unsolicited proposals will be accepted.
- Questions may be submitted to companies ONLY using the Q&A form provided on the landing page.
- Complete the proposal form and save as a PDF.
- Complete the submission form, attaching the completed Proposal form as a PDF. Attach up to one (1) additional document to support your proposal as a PDF.

Submissions by any other method will not be accepted.

Proposals to be Submitted on Time

Proposals must be finalized and uploaded on or before the Submission Deadline for the RFP Window set out in the RFP Guide.

Freelancers will receive an email confirmation receipt upon submitting their proposals.

Amendments of RFPs and Proposals

Companies may amend their RFP's before the Submission Deadline by re-submitting a revised RFP through the Gig Marketplace portal to the selected freelancers and including a message to all regarding the nature of the amendment.

Gig Marketplace freelancers may amend their proposals prior to the Submission Deadline by re-submitting a revised proposal through the Gig Marketplace portal. Revised proposals must be clearly marked "Revised" for differentiation.

Withdrawal of RFPs and Proposals

To withdraw an RFP, a company should send a notice of withdrawal to the RFP Contact for AC:Studio companies.

To withdraw a Proposal, a freelancer should send a notice of withdrawal to the RFP Contact for Gig Marketplace Freelancers.



PART TWO:

EVALUATION AND AWARDS

Verify, Clarify and Supplement

When evaluating proposals, AC:Studio companies may request further information from the freelancers in order to verify, clarify or supplement the information provided in the freelancer's proposal.

Evaluation Criteria

AC:Studio companies must indicate the most important criteria they will use to evaluate proposals on all RFP form submissions.

After a thorough review of the proposal submissions, the preferred freelancer will be contacted to finalize the agreement.

Notification of Other Freelancers

Once an agreement is made between an AC:Studio company and a freelancer, the company will notify the other freelancers directly via email. The notification is to include the #1 reason that the job was awarded to the winning proposal.

Acceptance of Proposal

Company to sign accepted proposal submission and return to freelancer to confirm engagement.



PART THREE:

TERMS AND CONDITIONS

Disqualification for Conflict of Interest

AC:Studio companies may disqualify a freelancer for any conduct, situation, or circumstances that, in its sole discretion, constitute a Conflict of Interest.

Illegal or Unethical Conduct

Freelancers must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. They must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of AC:Studio companies; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

RFP Process Non-Binding

This RFP process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract.

PART THREE:

TERMS AND CONDITIONS

Dispute Resolution for Gig Marketplace Freelancers

Any proponent with concerns about the RFP process is required to contact Conestoga by email. The email must contain:

- (a) a clear explanation of the freelancer's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
 - (b) the freelancer's contact details, including name, telephone number, and email address.
- Conestoga will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which Conestoga will either provide the proponent with a formal response by email, or, will meet with the proponent for a formal debrief session.

Dispute Resolution for AC:Studio Companies

Any AC:Studio company will concerns about the RFP process is required to contact their AC:Studio Client Experience Coordinator (CEC) by email. The email must contain: (a) a clear explanation of the company's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and (b) the company's contact details, including name, telephone number, and email address. The CEC will send an initial response to acknowledge receipt of the company's notice and indicate the date by which will either provide the company with a formal response by email, or, will meet with the company for a formal debrief session.

Intellectual Property Ownership

All work completed by Gig Marketplace freelancers in response to an RFP from an AC:Studio company, including all intellectual property rights in respect thereof, is the sole property of the AC:Studio company. Freelancers cannot use any of the work created for an AC:Studio company for any other client or project.

If Gig Marketplace Freelancers use third party materials in their project for an AC:Studio company, it is their responsibility not to breach any third-party rights.

PART THREE:

TERMS AND CONDITIONS

Confidential Information of AC:Studio Companies

All information provided by or obtained from AC:Studio companies in any form in connection with this RFP either before or after the issuance of this RFP:

- is the sole property of the AC:Studio company and must be treated as confidential;
- is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- must not be disclosed without prior written authorization from the AC:Studio company; and
- must be returned by the proponent to the AC:Studio company immediately upon the request of the company.

Confidential Information of Gig Marketplace Freelancers

Freelancers should identify any information in their proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the AC:Studio company. The confidentiality of such information will be maintained by the company, except as otherwise required by law or by order of a court or tribunal. Freelancers are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by AC:Studio companies to advise or assist with the RFP process, including the evaluation of proposals. If a freelancer has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

PART THREE:

TERMS AND CONDITIONS

Pricing

All budgets provided from AC:Studio companies must be in Canadian dollars and do not include HST.

All pricing in proposals from Gig Marketplace freelancers must be in Canadian dollars and include any necessary duties and taxes.

Indemnity

Service contracts are between the AC:Studio company and the Gig Marketplace freelancer.

All Parties shall indemnify and hold harmless Conestoga College, its agents and employees from and against any claim for damages arising from an occurrence of bodily injury or the destruction of tangible personal property provided that the damages are caused by the negligence or breach of this Agreement by the Parties, or by anyone for whom the Parties are responsible in law, in the performance of this Agreement and provided that the Parties are given notice of the claim by Conestoga College within a reasonable time following the occurrence but in any event within 48 hours of Conestoga College first acquiring knowledge of the circumstances of the claim. Conestoga College expressly waives the right to claim against for, or be indemnified by the Parties from and against, any other claims and further agrees to indemnify and hold harmless the Parties, its agents, and employees from and against any claim for damages which are not caused by the negligence or breach of this Agreement by the Parties, or by anyone for whom the Parties are responsible in law.

PART THREE:

TERMS AND CONDITIONS

Billing/Payment Terms

Payment of freelancers will flow through Conestoga College.

Freelancers are to invoice a maximum of 50% of the project costs as a downpayment. Deposit invoices must be issued during awards week as detailed in the RFP Timeline. Final invoices are to be issued upon completion of the project. Any project of less than a week in duration should be invoiced 100% upon completion.

All invoices are to be sent for approval to:

Rose Mastnak, Director, Conestoga Entrepreneurship Collective
Rmastnak@conestogac.on.ca

Project Completion Notification

Upon completion of an AC:Studio company project, freelancers are to submit a Project Completion Notification form that can be found on their landing page:

<http://conestogagigs.ca/freelancer-rfp-submission/>

This will stimulate payment of the final invoice.