

Establishing a Barrie Regional Innovation Centre Call for Proposals

Submission Guidelines

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Overview

Launched in 2010, Ontario's Regional Innovation Centres (RICs) program includes a network of 16 non-profit organizations dedicated to supporting regional development by helping innovative businesses start and grow.

- They are key players in the Ontario innovation ecosystem and provide programs and services to early-stage and/or growing technology companies with the potential to expand and succeed at a global scale.
- The network shares the following foundational principles:
 - Responding to regional needs;
 - Providing services to create and develop start-ups;
 - “No wrong door” network collaboration;
 - Delivering on government priorities; and
 - Ensuring financial accountability and transparency.

Following the 2024 Spring Budget announcement, MEDJCT is currently in the process of implementing enhancements to the RIC program, which include:

- improving client outcomes,
- strengthening the alignment of RIC priorities with those of the government, and
- establishing a Barrie RIC.

Establishing a RIC in Barrie

- A preliminary analysis was undertaken to assess the need and opportunity for a RIC in Barrie. Barrie was assessed using the following criteria:
 - 1) Economic Growth, Demographics and Growth Potential

- Barrie is one of the faster growing census metropolitan areas (CMAs) in Ontario, with GDP having grown by 46% over the ten-year period between 2010 to 2020¹.
 - Despite having a smaller economy compared to many of the other CMAs, Barrie has been growing on par with the larger CMAs and its rate of growth is higher compared to similar sized regions.
 - Population in Barrie has grown by 18% over the period 2012-2022 and is only second to Oshawa and Kitchener.
 - By 2041, Barrie's population is expected to grow to 298,000 (up from 149,964 in 2019).²
- Among the three fastest growing regions (Guelph, Barrie and Toronto), Barrie is the only CMA without a RIC.
- Median age of the population (as per 2021 census) is 41 years, indicating a young workforce that could be supportive of the economy. Data also reveals that 61% of the workforce in Barrie has a post-secondary education³.
- Other economic indicators such as employment, number of business enterprises in the professional, scientific and tech sector from Barrie also point towards a growing economy in Barrie focused on innovation and technology.

2) Catchment Area Analysis

- Barrie may not be well served by the existing RIC network.
 - Analysis of the RIC client survey data (2023) reveals that there are no clients from the city of Barrie that have been using RIC services.

3) Innovation Benchmarking

- Based on MEDJCT's regional innovation benchmarking of Ontario CMAs (data availability determined the list of CMAs in the analysis), Barrie falls within the emerging innovators category of innovation performance.
 - The benchmarking exercise ranked regions based on their innovation performance as measured by a composite score constructed from four different indicators: (1) the share of persons in STEM occupations, (2) patents

¹ CMA level GDP data while available from Statistics Canada, has a lag and therefore the latest available data is 2020. GDP data is available only for 16 Ontario CMAs.

² Source: A Place to Grow: Growth Plan for the Golden Horseshoe, <https://www.ontario.ca/document/place-grow-growth-plan-greater-golden-horseshoe>

³ Source: Invest Barrie

per 1000 employed persons, (3) the share of technology businesses in a region, (4) the region's share of Ontario venture capital investment.

- All CMAs that perform higher on the composite score than Barrie have a dedicated RIC.

4) Existing Innovation Ecosystem in Barrie

- Barrie has a relatively well-developed innovation ecosystem with various kinds of institutions.
 - While Barrie does not have a university, the city is home to Georgian College, with over 13,000 full-time students.
 - Georgian College partners with Lakehead and Laurentian University to offer degree programs, including collaborative industry-applied engineering and tech-focused degrees (e.g., applied life sciences, computer science).
- Proximity to the GTA also helps support Barrie's innovation ecosystem by providing the ability to take advantage of tech clustering and spillover of innovation outcomes.
- The overall findings indicate that Barrie is a growing economy and has a strong innovation support system in terms of demographics, business environment and innovation performance.
- A dedicated RIC could help Barrie's economy and innovation ecosystem, taking advantage of its potential by improving collaboration between local and regional partners, supporting partnerships with the rest of the RIC network, and aligning with sector/government priorities.

How to Submit

Proposals must be submitted through Transfer Payment Ontario (TPON) by 5:00 EST on July 9th, 2024.

Proposals must be submitted using the Barrie RIC Call for Proposals Application Form which can be downloaded in TPON.

The following attachments must accompany the completed Proposal Application Form:

- Proposed Budget
- Certificate of Incorporation

- Proof of Commercial Liability Insurance to an inclusive limit of not less than \$2,000,000 per occurrence, and \$2,000,000 products and completed operations aggregate.
- Letters of Reference / Support from clients, delivery partners or partner organizations
- Audited Financial Statements (Most recent, consecutive 3 years)

Parameters:

- Detailed breakdown of how, if chosen, your organization intends to utilize funding allocated to a RIC in Barrie.
- Demonstrate expertise as it relates to providing business support services in specific / relevant sectors.
- Identify areas of specialization, with evidence demonstrating expertise and ability to deliver RIC programming in line with these areas, and ensure programming reflects current government priorities.
- Existing and/or proposed plans to collaborate with partners in the region to further/promote innovation outcomes in and around Barrie, ON.
- A proposed Regional Innovation Plan (RIP), and Key Performance Indicators (KPIs).
- Plans (existing or proposed) to engage Intellectual Property Ontario (IPON) to promote the use and benefit of IP resources to local businesses and entrepreneurs.
- Contingency plan for funding surplus / deficit.

Eligibility

Submissions will only be considered based on the following criteria:

1. Organization must have a primary physical location in Barrie, ON with at least one year in operation in Barrie.
2. Organization must be a non-profit organization not currently receiving government of Ontario funds (i.e., receiving regular long-term funding from a publicly funded institution).

The following organizations are ineligible under this Call for Proposal (however, the entities listed below are encouraged to collaborate with the lead organization):

- Municipal or regional economic development agencies and/or corporations
- Small Business Enterprise Centres
- Angel investor organizations
- Post-Secondary Institutions (colleges, universities, hospitals)

- Government-funded enterprises
- Professional Services

Submission Requirements

To help guide responses to this Call for Proposals, the following information provides contextual insight into areas organizations may demonstrate competencies relevant to delivering the RIC program. This section also provides details on programmatic elements that must be included in the proposals.

Organization Description and Structure

- Organization chart
- Proposed Catchment Area
- Composition of Board / Skills Matrix
- A list of Steering/ Advisory and/or sub-committees and their role
- HR / talent policies
- Organization Vision & Mission Statement

Overview of Key Programs

Partnerships and Collaboration

Specializations:

- Sector-focus (if any)
- Function-focus (if any)

Intended Outcomes / Goals

Proposed Business Plan and Methodology

Proposed Budget / Financial Plan

Marketing/Communication and Engagement Strategies

Risk Assessment for RIC Activities / Contingency Plan

Eligible Expenses

Funding provided for the Barrie RIC will only go towards the reimbursement of Eligible Expenditures, as outlined below.

Eligible Expenditures are costs directly attributable to, and necessary for the carrying out of the proposed program. In order to be eligible, the cost must be incurred and paid on or after the effective date of any transfer payment agreement entered into between the province and the recipient, up to and including the completion date. To be clear, annually disbursed provincial funds must be spent on or before the end date of each operating period or each fiscal year.

Eligible Expenditures are actual cash outlays that must be documented through invoices, receipts, or records acceptable to Ontario and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes. Acting reasonably, Ontario’s decisions as to the expenditure eligibility and valuation are final and determinative.

ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<p>The following may be adjusted dependent on program requirements at the agreement stage:</p> <ol style="list-style-type: none"> 1. Salary, wages, and benefits for the senior management of the Recipient, business development staff, and administrative/technical support staff; 2. Office lease and maintenance expenses; 3. Office supplies and services; 4. Office furniture, equipment, and software; 5. Insurance; 6. Marketing and outreach (including meetings, events, and internet websites); 7. Statistical analysis and data acquisition; 8. Telecommunications and couriers; 9. Professional services directly related to operation of Recipient’s office, such as legal and financial services; and, 10. Travel, meal, and hospitality (other than entertainment and alcoholic beverages), to the extent such expenses comply with the Transfer Payment Agreement. 	<p>In general, Ineligible Expenditures include (but are not limited to):</p> <ol style="list-style-type: none"> 1. In-kind contributions or any expense fulfilled through an in-kind contribution; 2. Entertainment or alcoholic beverages; 3. Lobbying or government relations; 4. Legal, accounting or consulting in connection with financial reorganization, security issues, capital stock issues, obtaining patents and licenses, or the prosecution of claims against Ontario; 5. Federal or provincial income taxes, excess profit taxes or surtaxes, or any special expenses incurred in relation to taxes; 6. Fines or penalties; 7. Donations in form of goodwill or other intangibles (such as intellectual property, including licenses and patents); 8. Opportunity costs; 9. Standard discounts; 10. Interest; 11. Losses on investments, bad debts, and related collection expenses; 12. Losses on other projects or contracts; 13. Amortization of unrealized appreciation of assets; 14. Depreciation of any assets; or 15. Any expense (including taxes) for which the Recipient has received, will receive, or is eligible to receive a rebate, credit, or refund.

Funds in any eventual TPA between the province and the successful recipient will be disbursed in accordance with the payment schedule set out in the agreement. At each disbursement, there may be reporting requirements outlined in the agreement that must be provided to and approved by the Ministry prior to disbursement of funds. Potential applicants should be aware that the Ministry does not reimburse HST.

Budget

A budget estimate must be included in the proposal. The budget estimate must be submitted using the template included in the Barrie RIC Call for Proposals application found on TPON. Once completed, ensure that the table representing the budget estimate is uploaded into TPON as an attachment.

A more detailed budget may be required for the successful proposal at the contracting stage.

Review Process and Evaluation

This section outlines the evaluation framework that MEDJCT will deploy to guide the review of submissions.

Each submission will be reviewed by an internal team. A final score will be determined and agreed for each submission. The submission that receives the highest score will be invited to enter into negotiations over a Transfer Payment Agreement (TPA) with the Ministry. This negotiation process may include elements from the submission and may also include additional elements not included in this process, including more detailed information on reporting metrics, and a formal Regional Innovation Plan (RIP) requirements. A submission of a Business Plan will be developed by the successful applicant and reviewed by the Ministry to ensure any additional elements that are required are provided prior to the execution of a contract.

Submissions will be assessed using the following evaluation criteria:

1. EXPERIENCE AND QUALIFICATIONS – 10 points

Information related, but not limited to:

- i Projects/services your organization has completed in the past that align with RIC programming.
- ii Qualifications of your organization's personnel to deliver RIC programming. This many include detailed responsibilities of the proposed team, including its agents, and employees who will be involved in delivering RIC programming.

- iii Demonstrated expertise, qualifications, and knowledge of small business, entrepreneurship, innovation sectors, and commercialization pathways.
- iv Demonstrated expertise, qualifications and knowledge of related design, delivery and performance measurement of entrepreneurship, client outcomes, innovation programs and/or related services.

2. QUALITY, SERVICES AND DELIVERABLES – 45 points

a) Demonstrated Understanding of Initiative (15 points)

- i Outline a comprehensive plan that includes the detailed steps and activities your organization proposes to undertake to ensure delivery of services is successful, including, but not limited to:
 - o Specific actions and assigned roles/responsibilities to ensure completion of each project phase;
 - o A description of key outcomes and how they will be used to inform reporting, business planning, and any potential transformation options;
 - o Understanding of the current innovation ecosystem, and demonstrated expertise to support entrepreneurs create and develop start-ups;
 - o Ability to provide expert advice and and mentorship, training and workshops; market intelligence; and connections to resources, funding and partners.

The feasibility of the proponent's plan, understanding of the program, and the business support services will be considered while assessing this element in the submission. Interested organizations can propose value-added activities discussed in the scope of work section.

b) Quality of the Proposed Methodology (20 points)

- i Description of how your organization will provide the required services and deliverables as requested in this CfP, including implementation plan, timelines, and communications plans;
- ii Detailed description of the methodologies which will be used to complete the project and how they will be incorporated into the scope of work.

Interested organizations can propose value-added activities discussed in the scope of work section. The methodology is subject to approval by the Client.

c) Contingency Plan and Knowledge Transfer (5 points)

- I. Identify potential areas where problems may arise, and the plan for minimizing risk to the Client. The contingency plan is subject to approval by the Client.
- II. Detailed description of how your organization will transfer knowledge to the Client's internal staff (including full documentation and resources), and the nature of the knowledge to be transferred.

III. This includes plans for funding surplus / deficit.

d) Quality of Proposal (5 points)

The proposal is written clearly and concisely; grammatically correct; and addresses all required elements to form a comprehensive, complete product.

May use visual depictions, such as images, screenshots or other to provide clarity or emphasis.

3. PARTNERSHIPS – 15 points

This section includes existing and proposed plans to collaborate with partners in the region to further/promote innovation outcomes in and around Barrie, ON. This also includes plans (existing or proposed) to engage Intellectual Property Ontario (IPON) to promote the use and benefit of Intellectual Property (IP) resources to local businesses and entrepreneurs.

Will need letters of reference and support from clients, delivery partners or partner organizations.

4. PROPOSED BUSINESS PLAN – 20 points

This section is a detailed breakdown of how, if chosen, your organization intends to utilize funding allocated to a RIC in Barrie. The Business Plan includes existing services, and a proposed approach to complete the Regional Innovation Plan (RIP) due in Feb 2025, and planned Key Performance Indicators (KPIs) to achieve outcomes. Please include: plans for economic development and growth, innovation performance, and planned catchment area to service through the Barrie RIC program, and plans to synergize existing resources within the innovation ecosystem.

Identify areas of specialization, with evidence demonstrating expertise and ability to deliver RIC programming in line with these areas.

5. PROPOSED BUDGET – 10 points

Outline a proposed budget for operations in line with eligible expenses.

Decision

The Ministry reserves the right, in its sole discretion, to fund or not fund any proposal received through this Call for Proposals. The Ministry also reserves the right to impose conditions it deems advisable in the acceptance of a proposal and in any related funding agreement.

Please note the Ministry may share the proposal and any documentation submitted in support of the proposal with other ministries or agencies of the Ontario government or external advisors (technical and/or financial) for the purpose of assessing and evaluating the proposal.

Appendix A: Grant Agreement

Note, no formal legal relationship will be created between the province and an applicant unless and until the execution of a formal transfer payment agreement between them.

Should an applicant's project be chosen by the Ministry pursuant to this call for proposals as a project to be funded pursuant to the RIC program, the successful applicant will be expected to enter into a transfer payment agreement with the Crown as represented by the Ministry of Economic Development, Job Creation and Trade. The agreement will address detailed terms and conditions for the disbursement of the grant.

Potential applicants should be aware that a transfer payment agreement is not a procurement and is not a negotiation for services to be rendered to the Government of Ontario. Successful recipients will receive funding in line with the pre-established funding criteria and program design, which is modeled to comply with the Government's Transfer Payment Accountability Directive. The general terms of the transfer payment agreement are firm requirements that are standardized across government.

The Ministry expressly disclaims any obligation to an applicant or the creation of a legal relationship prior to the execution of the Transfer Payment Agreement. The Ministry shall not be liable for any expenses incurred by the applicant, including the costs of any project, except as specified under the terms and conditions of such a fully executed Transfer Payment Agreement.

Appendix B: Access to Information and Commercially Sensitive Information

The Ministry is an institution for the purposes of the Freedom of Information and Protection of Privacy Act (FIPPA) and as such must adhere to the Act as well as authoritative orders, decisions and policies of the Information and Privacy Commission (IPC). Please note that any final transfer payment agreements which form the subject matter of any access to information request may be disclosed in accordance with FIPPA or any order of the IPC or of a court of competent jurisdiction.

FIPPA provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions. Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the Ministry in confidence should be clearly marked. The Ministry will notify the Lead Organization when access to a record that might contain information referred to in Section 17 has been requested so that the Lead Organization may make representations to the Ministry concerning disclosure.

Successful projects that are funded pursuant to a TPA, may also be subject to site inspections by Ministry representatives as well as their third-party technical advisors, as required. Site inspections are intended to allow Ministry staff to better understand the project and its proposed product, to further stakeholder relationships with grant recipients, and to ensure due diligence. Site visits will occur only as required by the Ministry, and the Ministry will inform the recipient of any intent to perform a site inspection in advance. Information obtained at site visits is also subject to FIPPA.

Note that applications submitted pursuant to this Call for Proposals will be subject to financial due diligence and technical assessments. This includes the use of third-party professionals bound by confidentiality obligations.

Potential Lead Organization's should consider seeking external legal advice before submitting an application.

Appendix C: Reporting Requirements for TPAs

In the previous TPAs for the 16 RICs, presented below are their reporting obligations, subject to revision for the forthcoming 2024-27 TPA.

Annual Financial Statements

In addition to the reporting otherwise described in this Schedule, the Recipient shall provide to Ontario within 90 days after the end of each Fiscal Year, or on or before such other deadlines as Ontario may specify in writing, the Recipient's Financial Statements for such Fiscal Year, together with a report of the Recipient's auditor, which report shall analyze and reconcile the funding received by the Recipient for the Project (including the Grant and other sources of funding) with the Eligible Expenses incurred in respect of such Fiscal Year and shall otherwise be in form and substance satisfactory to Ontario.

Annual French Language Services Checklist

In addition to the reporting otherwise described in this Schedule, the Recipient shall provide to Ontario on or before the end of each Fiscal Year, or on or before such other deadlines as Ontario may specify in writing, a checklist, completed and signed by a senior officer of the Recipient, certifying as to the matters set forth therein regarding French language services.

Reporting Metrics

For the purposes of this Schedule:

- **“Active RIC Clients”** means, for any metric listed below, those RIC Clients that (i) have undergone the Recipient's intake process (see metric 10 below and Section 4.6) and been approved at any point in the past, and (ii) have received one or more of the following kinds of services from the Recipient during the applicable reporting period:
 - Specific Advisory Services; or
 - participating in/attending a workshop or other event offered by the Recipient.For clarity, and further to Section 4.6, “Active RIC Clients” includes any RIC Clients receiving support that have (during the applicable reporting period) received Special Advisory Services from, or participated in or attended a workshop or other events offered, and should be included in the reported metrics accordingly.
- **“Full Time Equivalents”** means the number of full-time employees (including founders with salaries and contract staff) working 30 hours or more per week, plus the number of employees working less than on a full-time basis, prorated based on their number of hours worked (e.g. an employee working 15 hours per week would be equal to 0.5 Full Time Equivalents).
- **“Specific Advisory Services”** means services or support provided by the

Recipient in the form of consultation or advice specific to a RIC Client, such as through meetings with an advisor, analyst, or mentor (paid or volunteer) associated with the Recipient (online, in-person, or via telephone). For clarity, interactions such as participation as an audience member at an event would not be considered “specific” service or support, whereas individualized advice or coaching would be. Workshop/classroom sessions may or may not be considered “specific” service for the purposes of this definition, depending on the nature of the session; the Recipient should document any specific support provided during any such session that would be reported under this definition.

- All dollar amounts must be reported in Canadian dollars.

	Metric	Description	Reporting Frequency
1	Number of Active RIC Clients	Report the total number of Active RIC Clients (i.e. as per the definition of ‘Active RIC Client’ above, those that have attended events or workshops or have received Specific Advisory Services within the reporting period)	Semi-annual
2	Total number of unique Active RIC Clients in each business sector	Report the number of Active RIC Clients serviced in each of the applicable sectors described in the “Business Sector Definitions” section below (specifying Level 1 and Level 2, as applicable, as described therein). Each applicable Active RIC Client is to be counted only once, for the sector most applicable to it.	Semi-annual
3	Total funding actually received by Active RIC Clients from any of the following sources during the	Report the total amount of other funding actually received by Active RIC Clients during the reporting period, including: <ul style="list-style-type: none"> • public offerings (includes IPO activity) • government investment (includes non- repayable contributions from municipal, provincial or federal government sources) • private investment (includes all additional sources such as 	Annual

	reporting period: Federal government provincial government municipal government private sector other source (please specify)	investment by friends, family, and other individuals, as well as venture capital, angel, and private equity investments) <ul style="list-style-type: none"> the total value of private equity or other capital acquired by merging/amalgamating with or being acquired by other companies. 	
4	Total sales revenue generated in Canada by Active RIC Clients during the reporting period	Report the aggregate amount of revenue generated in Canada by Active RIC Clients during the reporting period	Annual
5	Total sales revenue generated by Active RIC Clients from the rest of world during the reporting period	Report the aggregate amount of revenue generated from the rest of world by Active RIC Clients during the reporting period	Annual

6	Total number of Full Time Equivalents of Active RIC Clients	Report the number of Full Time Equivalents of Active RIC Clients as of the last day of the reporting period.	Annual
7	Total Full Time Equivalents created by Active RIC Clients during the reporting period	Report the number of total Full Time Equivalents created by Active RIC Clients during the reporting period, calculated by subtracting the number of Full Time Equivalents at the beginning of the reporting period from the number of Full Time Equivalents at the end of the reporting period	Annual
8	Total number of new products and services brought to market by Active RIC Clients during the reporting period	Report the number of new products and services brought to market by Active RIC Clients during the reporting period that are either new or improved versions of previous products or services	Annual
9	Total number of advisory service hours provided	Report the number of hours spent by advisors/mentors associated with the Recipient advising Active RIC Clients during the reporting period	Semi-annual

10	Total number of new RIC Clients that have undergone the Recipient's intake process	Report the number of new RIC Clients that have completed the Recipient's intake process (pursuant to Section 4.6) during the reporting period.	Semi-annual
11	Total number of unique Active RIC Clients serviced in each stage of business development	<p>Report the number of Active RIC Clients in each of the following stages of development:</p> <p>Stage 0 - Idea: RIC Client has business idea; initial market and technology exploration.</p> <p>Stage 1 - Discovery: Value proposition established; testing ideas; proof of concept; identifying customers; early financials; friends and family funding.</p> <p>Stage 2 - Validation: Business model established; minimum viable product; customer verified; initial orders; testing go-to-market strategy; pursuing angel funding or in accelerator.</p> <p>Stage 3 - Efficiency: Initial market traction; scaling sales and marketing; demand creation; forecasting based on actuals; pursuing early stage venture capital.</p> <p>Stage 4 - Scale: Validated product and market; customer growth; established management team; pursuing later-stage investment. Each applicable Active RIC Client is to be counted only once, for the stage most applicable to it during the reporting period.</p>	Semi-annual

12	Total number of unique Active RIC Clients serviced by time since incorporation/formation	<p>Report the number of Active RIC Clients in each of the following categories (time since incorporation/formation or, for sole proprietors, time since registration of business name, if any):</p> <p>Sole proprietor (no separate business organization and no separate registered business name planned)</p> <p>Business organization not yet incorporated/formed (or name not yet registered)</p> <p>0-6 months</p> <p>7-12 months</p> <p>13-24 months</p> <p>25-36 months</p> <p>37-60 months</p> <p>61+ months</p> <p>Each applicable Active RIC Client is to be counted only once, based on the time since formation as of the last day of the reporting period</p>	Semi-annual
13	Total number of Full Time Equivalents retained by Active RIC Clients over the reporting period	<p>Report the number of total Full Time Equivalents retained by Active RIC Clients over the reporting period, calculated by subtracting the number of Full Time Equivalents created (metric 7 above) from the number of Full Time Equivalents at the end of the reporting period</p>	Annual
14	Total number of new companies created by Active	<p>Report the number of RIC Clients that have incorporated or otherwise formed any companies during the reporting period</p>	Annual

	RIC Clients during the reporting period		
15	Total number of new intellectual property applications filed by Active RIC Clients during the reporting period	Report (i) the number of new applications filed for each of the following: patents, trademarks, copyrights, and other similar intellectual property applications, (ii) the number of new licensing deals, and (iii) the number of instances of royalties received, in each case by Active RIC Clients during the reporting period	Annual
16	Total number of new intellectual property rights issued/granted to Active RIC Clients during the reporting period	Report (i) the number of new intellectual property rights granted to Active RIC Clients during the reporting period by applicable governing authorities for each of the following: patents, trademarks, copyrights, and other similar intellectual property rights	Annual
17	Number of Active RIC Clients that received advisory services	Report the number of Active RIC Clients that have received Specific Advisory Services during the reporting period (i.e. the number of Active RIC Clients (metric 1 above), but excluding those that only attended events/workshops and did not receive Specific Advisory Services during the reporting period)	Semi-annual

18	Total number of unique events held during the reporting period	Report the total number and date(s) of each unique (non-recurring) events (or event series), including workshops contemplated by the Business Plan, held during the reporting period, including recruiting events and networking, community, or ecosystem building events Events that occur over multiple sessions are to be counted once per event (not once per session).	Semi-annual
19	Total number of participants/attendees at events held during the reporting period	Report the aggregate number of individuals in attendance at events held during the reporting period (metric 18 above)	Semi-annual
20	Total number of “high-touch” Active RIC Clients	Report the number of “high touch” Active RIC Clients, defined as Active RIC Clients that have received two or more instances of Specific Advisory Services during the reporting period	Annual
21	Contact and company information for each Active RIC Client	Report the following information for each Active RIC Client: Company name – legal name of the Active RIC Client Address – Street number, street name, floor/suite#, postal code. Company Website – URL address Contact Information – first name, given name, email, and phone number Employees (#) – Number of Full Time Equivalents in Ontario at the beginning and end of the reporting period	Annual

		<p>Total revenues – total annual sales revenue for the reporting period and the April 1-March 31 period immediately preceding the reporting period (i.e. the past 2 years)</p> <p>Company age – Date of incorporation/formation or business name registration (if different/applicable) (see metric 12 above)</p> <p>NAICS Code – the 4-digit North American Industry Classification System (NAICS) code describing the Active RIC Client’s primary industry</p> <p>Other sources of Ontario government funding – Name(s) of program(s) (if any) of funding received by the Active RIC Client from other Ontario government sources in the previous five years preceding the end of the reporting period. It is not necessary to provide the dollar amount of funding.</p> <p>Length of client relationship – Date that the Active RIC Client started and ended (if applicable) receiving services</p> <p>“High touch” client (Y/N) – whether the Active RIC Client would be considered a “high touch” client as per metric 20 above</p> <p>Whether the Active RIC Client has a documented intellectual property strategy</p>	
22	Total number of unique Active RIC Clients in each business sector according	Report the number of Active RIC Clients serviced for each 4-digit North American Industry Classification System (NAICS). Each applicable Active RIC Client is to be counted only once, for the NAICS code most applicable to it.	Semi-annual

	g to NAICS code		
23	Number of Active RIC Clients with a documented intellectual property strategy	Report the number of Active RIC Clients that have a documented intellectual property strategy	Annual
24	Number of Active RIC Clients referred to education under Ontario's Intellectual Property Action Plan	Report the number of Active RIC Clients that were referred by the Recipient to training or other education, once available, in respect of intellectual property matters (to be) available in connection with the Province of Ontario's Intellectual Property Action Plan	Annual
25	Number of Active RIC Clients participating in education under Ontario's Intellectual Property Action Plan	Report the number of Active RIC Clients that received training or other education, once available, in respect of intellectual property matters (to be) available in connection with the Province of Ontario's Intellectual Property Action Plan	Semi-annual