Digitalization Competence Centre (DCC)

Digital Adoption Consultant ("DAC") and Digital Modernization and Adoption Plan ("DMAP") Requirements

DAC Requirements:

- The DACs must disclose if they or the organization they represent has a conflict of interest
- DACs must be based in the province of Ontario
- DACs cannot be a technology vendor selling a particular product or software
- DACs must be at arm's length with the company they will provide services for
- DACs must provide vendor-neutral advice to SME clients. DACs that develop a DMAP are not eligible to serve as the vendor on an OCI-supported technology demonstration project for the same client
- DACs experience may include, but are not limited to the following:
  - hold a relevant post-secondary degree or diploma or certification in a relevant field (e.g., computer science, engineering, business, or commerce, digital or information technology or systems; an MBA, CPA or related professional designation is preferred)
  - have experience in providing guidance/advisory support in the digital technology space (e.g., experience in manufacturing, engineering, etc.).
  - have experience in developing business strategies, models, products, or services
  - have expertise in digital technology solutions for SMEs (e.g., enterprise resource planning, customer relationship management) in various industries (e.g., manufacturing, agriculture, etc.)
  - have experience in executing digital technology selection processes and structural analytical techniques to be able to D-MAPs for DCC clients
  - be able to provide all elements of the D-MAP and demonstration projects.
  - have a track record of working with companies in the ecosystem to support commercialization/scaling efforts (e.g., may bring a roster of vendors that have solutions for consideration).

DMAP Requirements

Digital Modernization and Adoption Plan Description	
D-MAP section	Description
SME Business and Technology Current State Analyses	Key business information (e.g., sector, corporate structure, operations, value proposition, etc.)
	Overview of the SME's current business strengths, weaknesses. opportunities and threats
	SME's external issues (market, competition, business model) and future key business goals
	Key IS/IT information (infrastructure, applications, security and privacy compliance practices, technology staff and partners, integration between exiting IS and IT solutions, etc.) and how current technologies are efficient at helping the business deliver value to the SME clients and to the SME itself
Digital Adoption Analysis and Recommendations	A digital strategy with a minimum of three potential digital/technology solutions and their business benefits. Provide technology options analysis and align prioritized digital solutions to the benefits it will bring to the SME
Implementation Roadmap	Key elements to implement the recommended options including timelines, dependencies, costs to acquire the technology. etc.
Capacity	Skills requirements and competencies for SMEs to implement solutions, key digital solutions characteristics like financial requirements, implementation complexity, change management, etc.
Return on Investment (ROI)	A review of possible ROI should technologies be adopted.