

Request for Proposals | January 2024

Ontario Vehicle Innovation Network (OVIN) –Data Governance Framework & Report



*Deadline for submission of proposals: February 16, 2024*

### Organization Description

The Ontario Centre of Innovation (OCI), founded in 1987, is a nonprofit organization that collaborates with industry, academia, and the government in Ontario. Its goal is to convert research from public universities, colleges, and hospitals into technologies and services that improve quality of life and contribute to a competitive, job-creating economy in the province. OCI's main functions include supporting the commercialization of academic intellectual property, fostering industry-academic collaborations, and promoting the development and adoption of emerging technologies.

OCI manages advanced technology platforms to help Ontario companies thrive in the global digital economy. It invests in early-stage projects with high commercial success potential and uses its expertise to de-risk innovation, attracting private investment and enhancing the success of new ventures.

OCI also leads the Ontario Vehicle Innovation Network (OVIN) for the Government of Ontario. OVIN focuses on advancing electric, connected, and autonomous vehicles and mobility technologies. It leverages Ontario's strengths in automotive manufacturing, information and communication technology, and high-quality post-secondary institutions to position the province as a leader in advanced automotive and smart mobility technology.

OVIN supports Ontario-based automotive and mobility companies through R&D funding, talent development, technology acceleration, business and technical supports, and demonstration grounds. This initiative is backed by various Ontario ministries, reinforcing the province's role as a North American leader in transformative automotive technologies and transportation systems.

### Objectives

Through its suite of programs, OVIN provides support for automotive and mobility companies along the commercialization continuum, from technology development through to technology piloting and deployment. Leveraging public and private testbeds, demonstration areas, and piloting sites, OVIN supports SMEs to test, demonstrate and validate their advanced automotive and smart mobility technologies in real-world environments, helping to bring their innovative solutions one step closer to market.

With the extensive amount of data that can be generated within demonstration and piloting environments, the primary objective of this initiative is to develop a comprehensive Data Governance Framework, which would provide a robust and dynamic blueprint for managing data throughout its lifecycle. This initiative is particularly crucial given the burgeoning significance of digital technologies and

the nascent nature of data governance practices in this field. With respect to technology piloting and deployment, OVIN’s aim in development of this framework is to provide guidance on the appropriate use and management of data, including its collection, storage, processing, sharing and disposition. The framework should address key concerns such as data quality, security, privacy, and compliance with regulatory requirements to build an environment of trust and support stewardship.

In addition to the framework, the proponent will develop a comprehensive report that encapsulates valuable insights and identifies best practices in data governance.

The Data Governance Framework and the accompanying report are designed to serve as foundational tools that empower stakeholders to manage data more effectively and responsibly. The framework should be flexible enough to adapt to evolving technological landscapes and scalable to accommodate growing data volumes and complexities.

### Key Components and Requirements

The development of the Data Governance Framework should incorporate several key components and requirements to ensure its effectiveness and comprehensiveness. This includes, but is not limited to:

Category	Key Component/Requirement
Data life cycle management	<p>Data collection</p> <ul style="list-style-type: none"> <li>Standards for data collection, including sources and methods</li> </ul> <p>Storage</p> <ul style="list-style-type: none"> <li>Requirements for data storage</li> </ul> <p>Maintenance</p> <ul style="list-style-type: none"> <li>Data Quality Management: This involves establishing processes and standards to ensure the accuracy, completeness, and reliability and security of data.</li> </ul> <p>Access</p> <ul style="list-style-type: none"> <li>Requirements for access, including controls/permissions</li> </ul> <p>Disposition</p> <ul style="list-style-type: none"> <li>Requirements for retention (i.e., archival, destruction) in line with regulatory policies and relevant industry standards</li> </ul>
Data Infrastructure	<ul style="list-style-type: none"> <li>Technical Infrastructure: Implementing appropriate technological solutions for data storage, processing, and analytics.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Data Security Protocols:</b> Implementing robust security measures to protect data against unauthorized access, breaches, and other cyber threats.</li> <li>• <b>Risk Management and Mitigation:</b> Identifying potential risks associated with data management and establishing procedures for risk assessment and mitigation.</li> </ul>
Regulatory compliance	<ul style="list-style-type: none"> <li>• <b>Privacy Compliance:</b> Ensuring adherence to privacy laws and regulations, such as PIPEDA, depending on the jurisdictions involved.</li> <li>• <b>Audit and Compliance Monitoring:</b> Regular audits to ensure compliance with the data governance policies and regulations.</li> <li>• <b>Reporting and Documentation:</b> Creating comprehensive documentation and reports on data governance activities, insights, and best practices, to be shared with stakeholders.</li> </ul>
Internal and external stakeholder engagement	<ul style="list-style-type: none"> <li>• <b>Governance Structure and Oversight:</b> Establishing governance structures responsible for overseeing data governance activities, setting policies, and ensuring compliance.</li> <li>• <b>Stakeholder Engagement and Communication:</b> Involving all relevant stakeholders, including government bodies, private entities, and possibly the public, in the governance process. Clear communication channels should be established for reporting and feedback.</li> <li>• <b>Training and Awareness Programs:</b> Educating all personnel involved in data handling about the importance of data governance, the policies in place, and their responsibilities.</li> </ul>

By integrating these components and requirements into the Data Governance Framework, this will guide the effective management of data, ensuring its integrity, security, and compliance throughout the project's lifetime, while also providing valuable insights and best practices for broader application. OVIN aims to use this initiative not only to further its project goals but also to offer a versatile template to help various entities manage the complexities of data governance in the digital era.

Examples of the types of data that could be managed within deployment and piloting environments could include but are not limited to:

- **Sensor Data:** Data from a variety of sensors, including lidar, radar, cameras, and ultrasonic sensors, providing information about the vehicle's surroundings, detecting obstacles, and enabling object recognition.
- **GPS and Location Data:** Precise location data to track the vehicle's movement, analyze routes, and assess navigation accuracy. This data is crucial for autonomous driving systems.

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- **Vehicular Telemetry:** Real-time information on vehicle performance, including speed, acceleration, braking, and steering. Telemetry data helps assess the vehicle's behavior in different scenarios.
  - **Communication and Connectivity Data:** Data related to vehicle-to-vehicle (V2V) and vehicle-to-infrastructure (V2I) communication. This includes communication latency, signal strength, and the effectiveness of information exchange.
  - **Power and Energy Consumption Data:** Information on energy consumption, battery performance, and charging patterns for electric vehicles. This is vital for optimizing energy efficiency and managing electric vehicle fleets.
  - **Traffic and Infrastructure Data:** Data on traffic conditions, road infrastructure, and signal timings. Analyzing this information helps in optimizing route planning and traffic management.
  - **Weather and Environmental Conditions:** Real-time weather data, including temperature, humidity, precipitation, and visibility. This information is critical for assessing how smart mobility technologies perform under different weather conditions.
  - **User Interaction and Behavior:** Data related to how users interact with in-car systems, mobile apps, or other interfaces. This includes user preferences, usage patterns, and feedback on the technology.
  - **Operational Data:** Data on the operational aspects of the technology, such as system uptime, error rates, and response times. This helps in assessing the reliability and robustness of the systems.
  - **Infrastructure Utilization:** Data on the utilization of smart infrastructure, such as charging stations, parking facilities, and smart traffic signals. This information aids in optimizing the deployment and efficiency of such infrastructure.
  - **Supply Chain and Logistics Data:** For technologies involving goods delivery or logistics, data on supply chain efficiency, delivery times, and inventory management.

## Summary of Deliverables

The expected deliverables from the proponent include:

- A data governance framework (drafts, executive summary and final revision) to ensure safe and secure data handling.
- A report detailing data governance insights and best practices (drafts, executive summary and final revision), useful for stakeholders like government agencies and private sector entities.

This proposal will detail your approach and methodology for the project, focusing on how well it aligns with OVIN's RFP requirements. It will include a comprehensive plan, ensuring adherence to specified timelines, deadlines and setting out regular touchpoints.

## Timelines

The following timeline must be considered when developing the project workplan as part of the proponent's response to this RFP. The proponent must further identify the overall approach to the project, work details, and schedule to complete all the required project tasks. It should be noted that the selected proponent will work with the internal project team to finalize the work plan and confirm the timeline.

<b>Deadline for submission of proposals</b>	February 16, 2024 (5.00 PM EST)
<b>Decision by OCI</b>	February 23, 2024
<b>Project kick-off</b>	March 1, 2024
<b>Project workplan and approach</b>	March 5, 2024
<b>Progress Check In</b>	March 8, 2024
<b>Progress Check In</b>	March 15, 2024
<b>Progress Check In</b>	March 22, 2024
<b>Receive Framework and Framework Report</b>	March 26, 2024
<b>Project closing</b>	March 31, 2024

## Bidding Requirements

- a. **Financial.** Daily/hourly rate and total cost for the project including any estimated expenses is to be provided.
- b. **Proposal.** Descriptions of the approach and methodology. Detailed timelines and deliverables are to be provided. 30-minute interviews including a presentation on approach and methodology and Q&A may be scheduled with short-listed candidates.
- c. **Collaborative Bids.** Proponents are welcome to submit collaborative bids in partnership with other vendors.
- d. **Service Level.** Delivery of milestones on time and of a quality acceptable to OCI.
- e. **Expertise.** CV and brief overview of proposed project role and responsibility for each team member along with their relevant experience and qualifications is to be provided.
- f. **Terms and Conditions.**
  - Any information provided by OCI either in this RFP or in subsequent verbal or written communications shall be considered confidential and for express use in the preparation of this proposal.
  - All proposals submitted become the property of OCI and are to be received and held in confidence.
  - All data collected and all resulting reports and publications prepared by the successful bidder will be the exclusive property of OCI.
  - This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of OCI.
  - Any changes to scope of services and associated costs following execution of contract must be submitted in writing and are subject to approval by OCI.
  - The successful bidder will be paid upon submission of proper invoices to OCI at the prices stipulated on the contract, after completion of all project deliverables.
  - Invoices will contain the contract number and reference number.
- g. **Conflict of Interest.** Arms-Length relationship or disclosure of potential conflict of interest is required.
- h. **References.** A minimum of 3 references with details of work completed are to be provided.
- i. **Evaluation Criteria.** Proposals will be evaluated on the basis of:
  - Skills and Expertise (30%)**
    - Understanding of the project objectives and context.
    - Qualifications and expertise.
    - Relevant experience and references in data governance, research, data analysis, preferably in automotive, technology, electric vehicle, smart mobility sectors and/or the future of work.
  - Methodology (40%)**
    - Proposed approach and methodology to the project.

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- How well does the proposal address RFP requirements.
  - Management and organization of the assignment.
  - Commitment to assignment timelines, deadlines, and overall terms and conditions.

**Cost (20%)**

j. **Submission Format.** Proposals are to be submitted in free form electronically in Word and PDF format. Please have proposals named as “Company Name

Submission\_OVIN\_Reports\_RFP\_DD- MM-YYYY”. The receipt will be confirmed via e-mail.

k. **Contact.** Send proposals submissions and any questions and additional information requests to Srikanth Ramesh at [sramesh@oc-innovation.ca](mailto:sramesh@oc-innovation.ca). Please note that any responses may be shared with all potential bidders.

l. **Bidding Process and Schedule.** The application deadline is February 13, 2024 (end of day). Short-listed candidates may be invited for an interview and references may be contacted at this time. Final selection is expected to be done by February 23, 2024. We reserve the right not to award the contract to any of those submitting proposals, and we may seek further responses.