



The Saskatchewan Environmental Industry and Managers Association

Request for Proposals
for the
Development of a Business Case Outline
Centre of Environmental Expertise and Innovation

Issued: June 15, 2009

Closes: June 30, 2009

The Saskatchewan Environmental Industry and Managers Association (SEIMA) is seeking proposals to provide the research and consulting services necessary for the development of a business case supporting the establishment of a Centre of Environmental Expertise and Innovation (COEE).

From among the proposals submitted, SEIMA will select a contractor to complete the project detailed below.

Background

Organization

SEIMA undertakes advisory, advocacy and educational roles in the promotion of responsible environmental management. It provides services to its members and seeks to develop the environmental industry in Saskatchewan. SEIMA has established a forum for exchange of information and ideas among members and the public, and speaks for members on environmental related matters. In this project, SEIMA is leading the conceptualization and advocacy of an institution that will bring together knowledge, skill, entrepreneurship and commercial development factors to support innovation in environmental technology and practice.

Need

Growth in the demand for environmental services and products is creating an opening for business structures able to marshal talent and resources to meet needs, address and develop emerging opportunities, and support the movement from idea to market. The anticipated organization would link scientific, developmental and marketing resources, and in particular, would seek to:

- assemble a critical mass of talent and skills bridging the knowledge creation and business development sectors
- identify opportunities

- spark new ideas and technologies
- support innovation and its expression in products, processes and intellectual assets
- provide facilities for testing, development, prove-up and possibly small scale production
- provide or resource factors necessary for commercialization.

SEIMA is seeking a consultant that can give shape and direction to this concept in the form of a business case document.

The Project

The project will explore the concept and delineate pathways for creating a Saskatchewan-based institution that could serve the above purposes. Broadly, it will address demand, appraise likely trends and possibilities, identify gaps between these and current capability, and set out requirements and the means for filling them.

The selected consultant will work with SEIMA to finalize the project and implement it in the following specific areas of activity:

1. Appraise environment, need and opportunity both qualitatively and quantitatively
2. Identify existing and potential resources and assets to meet need and develop opportunity
3. Identify stakeholders and likely prospects as partners in the centre
4. Define a mandate for the centre
5. Outline an operating structure suited to the mandate, and prospective partners
6. Address relevant governance models and options
7. Suggest scope of operation
8. Identify location options
9. Identify likely costs, benefits and added value
10. Suggest funding options
11. Provide a conceptual plan for moving the centre to the next stage of actualization

The outcome of the project is intended to be a well-documented business advocacy statement that makes and weighs the case for a centre, but is less

than a full business plan, which will be set out in future work. Across the areas of activity listed, the business case statement will speak to current situation and potential, function, principles, precedents and models, and identify critical aspects of structure, operation, partnership and finance, and other similar considerations as appropriate.

Requirements

The consultant selected will be able to demonstrate the following:

1. Capability in business opportunity assessment and business planning
2. Knowledge of the economic profile of the province of Saskatchewan
3. Capacity to identify and weigh the priorities of potential key partners
4. Experience and skill in primary and secondary research of complex matters
5. Strength in working closely with clients in sensitive areas
6. Mastery of the concept and issues flowing from it
7. Superior language and verbal skill, relevant to ability to organize, draft and present persuasively
8. A record of success in delivering comparable projects at a high standard

Timeframe and Budget

It is expected that this effort will take approximately 6-10 weeks to complete, and can be completed at a cost of about \$60,000. SEIMA would like this project to begin in early summer.

Submissions

Please submit a concise proposal outlining:

- Your understanding of the challenge;
- Proposed methodology;
- A timeline reflecting priority of project elements;
- Costs, charge-out rates and terms of payment;
- A corporate resume with sufficient information to allow SEIMA to assess it in terms of the project's needs as outlined, and including the names of the individuals who will be engaged in the work, and their roles;
- At least three references from parties in a position to give objective assessment of your capabilities.

Your submission should be made by hard copy (three copies please), and by email, received not later than 5:00 p.m., Tuesday, June 30, 2009, to:

Kathleen Livingston
Ex. Dir. & C.O.O.
SEIMA
113 – 2505 11th Ave.
Regina SK S4P 0K6
Email: klivingston@seima.sk.ca

All costs of making a proposal are the proponent's responsibility, as are all other expenses incurred to the point of execution of a project contract. Evaluation and selection will be at the sole discretion of SEIMA, which may accept or reject any proposal.

All proponents will be notified promptly once a decision is reached. The selected proponent will be invited to meet with SEIMA and seek to finalize terms for a contract under which the work can be carried out.

For information please contact the above-noted.