



Request for Proposal

Made in Saskatchewan Virtual Reality

RFP Open Date: January 4, 2022

RFP Closing Date: January 24, 2022

Introduction:

The Regina Work Preparation Centre Inc. is coordinating the Made In Saskatchewan Virtual Reality Project with the partnership and support of Employment and Education Centre (Brockville, ON). The project will coordinate the design and development of five immersive virtual reality simulations by a Saskatchewan tech company. These simulations will be added to the CareerLabsVR Platform that is currently used by service providers in Saskatchewan and across Canada as a career decision making tool.

The application progression for this project will be a multi-tiered process which uphold utmost confidentiality. Please note that only vendors chosen to proceed to the next step in the process will be contacted.

**Applications will only be accepted by Saskatchewan vendors.*

CareerLabsVR Vendor Application Process:

- Submission of Application and all requested documentation by January 24, 2022 at 12pm to The Regina Work Preparation Centre Incorporated ("Regina Work Prep"). No late submissions will be considered. It is the sole responsibility of the applicant to ensure that submissions are complete and are delivered on time.
 - Any questions must be submitted in writing prior to January 10, 2022 (**Extended to January 12, 2022 at 4:00 p.m.**). If Regina Work Prep determines that it is necessary to provide additional information such information will be posted on its website. Regina Work Prep is under no obligation to provide additional information and Regina Work Prep is not responsible for any information provided other than by Regina Work Prep directly. Regina Work Prep is not responsible for any misunderstanding on the part of any applicant.
 - Applicants may request access to CareerLabsVR to login and test the software and review the extent of immersion required. Applicants must make this request by no later than January 10, 2022 at noon and the length of time for such access shall not exceed 5 business days.
- All applications will be received and selected confidentially.
- Frontrunners may be required to attend an interview or make a presentation to Regina Work Prep & Employment and Education Centre. The interview/presentation is intended to verify that the proposed approach meets all of the requirements. The interview/presentation may be used to clarify any portion of the written application.

- Frontrunners will be informed via email by January 28, 2022 to participate in the interview/presentation and reference check stage.
- Interviews and Submission of 3-5 examples of work will be completed by February 4, 2022.
- Selected applicant will be informed and will be required to enter into a written contract with Regina Work Prep prior to commencing any work. Work will begin on or about February 22, 2022.
- Submission of an application constitutes consent by the applicant;
 - 1. To the disclosure of the application to such individuals in government agencies of Saskatchewan, or other parties as may be required for the purpose of reviewing the application to determine the successful applicant and to administer the application process;
 - 2. To allow Regina Work Prep to make copies of the application received for the review of the proposal or administration of the application process; and
 - 3. To the retention by Regina Work Prep of the application and any samples;
 - Regina Work Prep may, at its sole discretion, disqualify any proposal that is submitted by non-eligible applicants or that is incomplete or is otherwise not submitted in accordance with the terms, conditions, and provisions of this application process. Without prejudice to this right, Regina Work Prep may request clarification where any applicant's intent is unclear, and Regina Work Prep expressly reserves the right to waive any irregularity or request amendment where, in the opinion of Regina Work Prep, there is an irregularity or omission in the information.
 - Regina Work Prep may consider information provided by the applicant's references and may also consider information independently obtained by Regina Work Prep in the course of its own diligence.
 - Any and all costs of the applicant to submit an application are borne by the applicant and will not be reimbursed.
- This application process does not in any way restrict or limit Regina Work Prep's pre-existing rights to engage in commercial negotiations with any applicant. Notwithstanding any other provision herein, Regina Work Prep may at any time, in its sole discretion:
 - (i) Terminate the process herein in whole or in part at any time and for any reason whatsoever, without prior notice;
 - (ii) Not proceed with all or any part of the process;
 - (iii) Adopt varying timetables for the completion of the process herein or the provision of the goods and/or services contemplated herein;
 - (iv) Acquire the goods and/or services contemplated herein or any part thereof from one applicant alone or, if Regina Work Prep deems appropriate, such goods and/or services or any part thereof may be divided and acquired from more than one applicant;
 - (v) Initiate a new process for the goods and/or services contemplated herein (and Regina Work Prep will not necessarily invite each applicant to submit an application for any such new process);

- (vi) Conduct negotiations with any and all selected “short listed” applicant(s) (the Frontrunner(s)) to amend or modify their application(s), which negotiations may include but are not limited to: price and payment details, alteration or addition to, or deduction from the goods and/or services to be provided, including any proposed alternative services, ideas or suggestions, and contract details including terms of agreement, without offering other applicants the right to amend their proposals. Regina Work Prep may, in its sole discretion, impose time limits on negotiations with any Frontrunner(s). In the event that any or all Frontrunner(s) are unable to successfully complete negotiations with Regina Work Prep, then Regina Work Prep may, in its sole discretion, open negotiations with an alternate applicant or applicants, or proceed with any combination of (i), (ii), (iii), (iv), (v) above; or
- (vii) Proceed with any combination of (i), (ii), (iii), (iv), (v), (vi) above.
- No legal relationship or obligation regarding the procurement of any goods or services will be created between an applicant and Regina Work Prep by this application process. A legal relationship will not arise until the successful negotiation and execution of a written agreement.
- Notwithstanding any other provision herein, Regina Work Prep reserves the sole and unreviewable right to accept or reject any or all applications. Any application may be accepted in whole or in part. There is no express or implied term that the lowest cost qualified application will receive the award.

Completed applications must be sent to: dprice@workprep.ca

Project Requirements:

Project Technical Requirements:

- Work in collaboration with Regina Work Prep and the Employment & Education Centre to complete on-site visits to industry partners to collect photo and video materials for simulation development.
- All travel costs will be encompassed within the quoted simulation costs, additional billing for overtime hours and any additional project costs will not be covered and must be reflected as part of the initial quote.
- Work collaboratively to design scripts, select voice actors and development of the simulation design.
- Collaborative planning and sharing of the following components for each simulation outlining
 - Game Play Objectives
 - Visual Themes
 - Individual Simulation Project Scope, Core Objects and Interactions
 - Sprint Plans
- Asset creation and core mechanics development within timeline guidelines, time must be allowed for testing and troubleshooting for review by industry partners throughout simulation development.
- Accessibility options within simulations to have seated capabilities as well as standing.
- Developed within Unreal Engine.

- Ability to provide ongoing technical support, updates and bug fixes beyond project completion timeline, cost must be encompassed within the initial quote.
- Can prove the current resources within your present team to complete project scope (Senior level AAA game development experience is preferred), dedicated project manager is a requirement.
- Ensure work completed is compatible with all major brands of virtual reality headsets
- Proven track record with regard to adhering to timelines and references to support this.
- All experiences must run at headset native speed between 72 and 90 frames/second
- Each simulation must have the ability to support telemetry (with provided examples), anonymized or specific data which should be inclusive of, but not limited to the following:
 - Random ID, Computer Running the Experience, Date and Time, Number of times using each supportive function, time to complete each task
- Established structure that provides a way to direct the experience (ex, the ability to adjust timings, dialogue, reminders, guided highlighting, voice prompts and language)
- All experiences must be developed and packaged at final build in such a way that any technical updates externally will not impact development.
- Supportive integration of career experiences on to the CareerLabsVR platform

Scope of Project:

- Development of 5 immersive virtual reality career simulations (20+ minutes in length) that provides a career exploration experience for the user. Simulations must meet or exceed the standard of immersive experience already established in CareerLabsVR.
 - Careers selected for development include: continuing care aid, medical laboratory technology, cook, housekeeping /room attendant, front desk agent.
 - Development of all simulation manuals, game design documents and any other accompanying documentation, as outlined below.

Project must be completed within a strict timeline, outlined below. Additional specifics on the timeline for development of each simulation will be established in partnership with the selected developer upon contract signing.

February 2022 – April 2022	<ul style="list-style-type: none"> • Developer contract signing completed. • Relationship building and project planning and development with VR Developer. • Completion of industry partner interviews, surveys and focus groups and completion of the 5 career scripts including industry feedback for storyboarding and simulation development <p>*Weekly meetings with developer, Work Prep and Employment and Education Centre.</p>
May 2022 – May 2023	<ul style="list-style-type: none"> • Asset creation, testing and troubleshooting for review by industry partners for simulation prep • Core mechanics development creation, testing and troubleshooting for review by industry partners for simulation prep • Additional background art assets creation, testing and troubleshooting for review by industry partners for simulation prep

	<ul style="list-style-type: none">• User documents ready for feedback/editing <p>*Weekly meetings with developer, Work Prep and Employment and Education Centre.</p>
June 2023 – August 2023	<ul style="list-style-type: none">• Onsite field testing and feedback evaluation for 5 career simulations with industry partners and implementation partner sites, including job seekers, career practitioners, students, youth, and teachers• Finalizing and completion of all aspects of simulations development, including support from stakeholders <p>*Weekly meetings with developer, Work Prep and Employment and Education Centre.</p>

Application for Made in Saskatchewan Virtual Reality Project

Section 1

Name of Applicant		
Legal Name of Applicant (if different)		
Mailing Address	City/Town	Province
Postal Code	Area Code/Telephone #	Fax
Email Address		
Location of Activity (if different from mailing address of applicant)		
Name of Contact Person	Area Code/Telephone #	
Email Address (if different)		
Organization Established (year/month/date)		
Major Product of Service		
Business No. (Canada Revenue Agency)		
Number of Employees		

Insurance Coverage

What accident insurance do you have for your employees?
Do you have liability insurance? Please specify
Workers' Compensation?

Section 2

Please attach the following;

1. **Executive Summary**
2. **Technical Ability** – including experience specific to VR simulation creation, proof of quality of work, years' experience and related projects completed. This should include the provision of 3 samples of similar work to be tested and experienced in a VR headset.
3. **Capacity** – including demonstrated proof of organizational capacity, experience with project management, experience working as a subcontractor, demonstrated collaborations, and risk assessment. Outline your COVID-19 risk management plan to ensure this project is completed regardless of public health orders and government restrictions (ex: HR, industry consultation, site visits, etc.)
4. **Project Work Plan**- Outline your proposed detailed development schedule for execution of project scope within the timelines outlined above.
5. **Past Performance** – including past project objectives and outcomes, communication solutions, proof of flexibility/adaptability as project required, demonstrated ability to meet deadlines and three (3) references.
6. **Financial**
 - a) Financial strength of the organization and value for money
 - b) Budget breakdown according to scope of work, including required payment schedule.

Section 3

I certify that I have read and understood the information provided above.

I declare that the information in this application is accurate.

I declare that I have provided a true and accurate list of amounts owing to the provincial government which are past due and in arrears as of the time of this application.

I certify that I am the signatory that binds my organization/business.

Applicant Name (please print)

Position

Signature

Date