

Opportunity Calgary Investment Fund Ltd. OCIF Express – Job Creation Stream – Call for Applications (CFA)

Issued: October 17th, 2024

Responses Due: November 8th, 2024

Table of Contents

1. Introduction.....	3
2. OCIF Right of Refusal, Reservation of Rights and Applicant’s Agreement regarding Records of Information.....	3
3. Background.....	4
4. Objectives.....	4
5. Timelines.....	4
6. Definitions.....	4
7. Applicant Questions.....	6
8. Conflict of Interest.....	6
9. Applicant Expenses.....	6
10. Purpose of the Project and Deliverables.....	6
11. Funding.....	7
12. Project Budget and Funding Requirements.....	7
13. Submission and Process.....	7
14. Application Evaluation Criteria.....	8
15. Submission Information.....	8
16. No Further Contract or Liability Arising from CFA Process.....	8
APPENDIX A – EVALUATION.....	10
APPENDIX B – OCIF ELIGIBILITY CRITERIA.....	11
APPENDIX C – WRITTEN RESPONSES.....	12
APPENDIX D – TERMS AND CONDITIONS.....	17

1. Introduction

The Opportunity Calgary Investment Fund Ltd. (OCIF) through its funding initiative, OCIF Express Job Creation Stream, is seeking Applications from innovation-driven companies in Calgary. This stream is aimed at creating high-skilled positions for a new project and is designed to enhance the workforce capacity of local companies, foster innovation, and support economic growth in Calgary.

2. OCIF Right of Refusal, Reservation of Rights and Applicant's Agreement regarding Records of Information

OCIF Express is a highly competitive process and meeting eligibility criteria does not guarantee funding approval.

OCIF reserves the right:

- To extend the CFA Deadline or time, or may amend, postpone or cancel this CFA in its sole discretion. OCIF will notify Applicants of any such changes;
- To not consider, or to reject, any or all Applications in whole or in part for any reason whatsoever in its sole and absolute discretion;
- To accept any Application in whole or in part, even if it does not comply with the terms of this CFA;
- To short list Applicants, and require a presentation by any Applicants short-listed and/or the provision of additional information by any such short-listed Applicants;
- At any time, to add, delete or modify this CFA and the timelines listed in Item 5 below, if applicable, and to have the Applicants advise OCIF of the effect of such changes on their Application and/or have any Applicants supplement or resubmit their Applications in light of same;
- To negotiate at any time with any one or more of the Applicants to the exclusion of the other Applicants; and
- To not proceed, for any reason, with this CFA or the initiative contemplated in this CFA.

By submitting its Application for consideration, the Applicant understands:

- That FOIP applies to and governs all records and may require the disclosure of such records to third parties making a request under FOIP;

3. Background

Created in 2018, OCIF is one of Calgary’s most effective tools to ensure a resilient economic future for Calgary. Our city is home to a vibrant community of companies that are critical to the region's economic development. However, many companies face challenges in attracting and retaining skilled talent. This initiative aims to bridge that gap by providing resources and support to help companies create and retain high-skilled positions for their next project.

4. Objectives

The objectives of OCIF Express - Job Creation stream are to:

- Increase the career opportunities in high-skilled positions in Calgary.
- Enhance the capacity of Calgary-based companies to compete and retain top talent for a new project/initiative.
- Support innovation and economic diversification in Calgary.

5. Timelines

CFA release	October 17, 2024
Deadline for written questions	October 31, 2024
Application submission date	November 8, 2024
Meetings with short-listed applicants (if required)	November 2024
Selection	December 7, 2024 – January 31, 2025
Public announcement date	No later than January 31, 2025

6. Definitions

“Applicant” means a Calgary Company responding to this CFA.

“Application” means the intake form completed and submitted by the Applicant through the OCIF Express portal by the Deadline and forms the basis for OCIF to evaluate the merits of Applicant’s Project to be considered for OCIF funding.

“Calgary Company” means a revenue-generating, innovation-driven Calgary-based enterprise in a Key Sector (except for aerospace) with less than 500 employees globally, or an innovation-driven Calgary-based enterprise of any size in the aerospace sector, and registered to do business in Alberta at the time of submitting the Application.

“Entry Level Role” means a technical or professional position filled by a High Skilled Employee requiring 0 to 3 years of work experience and a minimum completion of some post-secondary

education in a STEM field for companies in a Key Sector(except for aerospace), or in a technical aerospace field for companies in the aerospace sector, such as apprenticeships of one year or more (or similar), Work Integrated Learning program of one year or more (or similar), and with a minimum salary of \$65,000 (\$60,000 for Calgary Companies in the aerospace sector) in cash compensation per year.

“FOIP” means Freedom of Information and Protection of Privacy Act

“High Skilled Employee” A Calgary-based employee hired after the start of the Project by the Calgary Company in a High Skill Position and that remains employed at time of final contribution payment. A former employee of the Calgary Company that is rehired after the start of the project does not qualify for funding. An employee hired from another Calgary position cannot be included as a "High Skilled Employee" unless the change of employment is a first time for that person working as a "High Skilled Employee" or the individual has been unemployed for a minimum of six months.

“High Skills Position” means a permanent net new full-time local employee position based in Calgary filled after the start of the Project by technical or professional personnel in an Entry Level Role, Intermediate Level Role, and/or Senior Level Role. Examples of High Skills Positions eligible for OCIF funding include but are not limited to: Software Developers, AI/ML Engineers, Cloud Computing Engineers, Cyber Security Specialists, Data Scientists, Solution Application Architects, Aerospace Mechanic Engineers and Technicians, etc.

“Intermediate Level Role” means a technical or professional position filled by a High Skilled Employee requiring 4 to 7 years of work experience and a minimum completion of a four-year post-secondary degree or similar (e.g., Bachelor’s degree) in a STEM field for companies in a Key Sector (except for aerospace), or in a technical aerospace field for companies in the aerospace sector, with a minimum salary of \$85,000 (\$80,000 for Calgary Companies in the aerospace sector) in cash compensation per year.

“Key Sector” means clean energy transition, ag/agtech, life sciences/health, aerospace and advanced manufacturing/logistics, and creative economy/digital industries.

“OCIF Express” means an expedited funding stream developed by OCIF and focused in one-metric projects to make targeted investments aimed at filling identified gaps in the Calgary economy.

“OCIF” means Opportunity Calgary Investment Fund Ltd.

“Project” means an initiative that has a clear start and end date, distinct from ongoing business operations and that aims to achieve specific, measurable outcomes or deliverables.

“Selection Committee” means the committee so designated consisting of OCIF staff and OCIF consultants responsible for reviewing Applications and making funding recommendations to OCIF.

“Senior Level Role” means a technical or professional position filled by a High Skilled Employee with 8+ years of work experience, requiring a minimum completion of graduate school (e.g., Master’s degree), or equivalent work experience following a four-year post-secondary degree or similar in a STEM field in a Key Sector(except for aerospace), or in a technical aerospace field for companies in the aerospace sector, with a minimum salary of \$105,000 (\$100,000 for Calgary Companies in the aerospace sector) in cash compensation per year.

“STEM” means Science, Technology, Engineering, and Math

“Underrepresented Individuals” means a High Skilled Employee that belongs to disadvantaged groups such as: indigenous peoples, women, racialized people, disabled people/people with disabilities or members of the 2SLGBTQIA+ communities.

7. Applicant Questions

For OCIF to communicate effectively with Applicant, questions or concerns must be communicated in writing to the OCIF Express email inbox identified in Item 13 of this CFA in accordance with the Timeline indicated in Item 5 above. Questions or concerns received after this time will be answered if, in the opinion of OCIF, time permits. Questions or concerns and responses may be recorded and may be distributed to all Applicants to whom this CFA is provided.

The Applicant must immediately notify OCIF using the email identified in item 13 of this CFA in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this CFA discovered by the Applicant and request whatever clarification is believed to be required for the Applicant or Application.

8. Conflict of Interest

Applicants must fully disclose, in writing, to the contact outlined in Item 13 of this CFA on or before the Application Submission date, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest between the Applicant, and any one of OCIF, Calgary Economic Development, the City of Calgary, or the Government of Alberta. OCIF may reject any Application where, in the opinion of OCIF, the Applicant is or could be perceived to be in a conflict of interest.

9. Applicant Expenses

The Applicant is responsible for all costs of preparing and presenting its Application.

10. Purpose of the Project and Deliverables

OCIF is searching for Calgary Companies that are looking to hire high skilled professionals in STEM roles for Calgary Companies in Key Sectors (except for aerospace), or in technical aerospace roles for Calgary Companies in the aerospace sector. Selection of successful Applicants is in the sole discretion of OCIF.

a) Term

Applicants responding to this CFA should present a project up to a two-year time horizon, with preference given to projects with a one-year time horizon to completion.

Projects must start by January 1st, 2025 the latest and end by December 31, 2025 in the case of projects with a one-year duration, and by December 31, 2026 in the case of projects with a two-year duration.

11. Funding

OCIF may provide less than \$1,000,000 in funding to eligible Calgary Companies for High Skilled Employees hired during the Project period.

- Funding rates vary depending on a combination of factors such as salaries paid to employees, levels of expertise and education required for the High Skilled Position and are determined by the Selection Committee, in its sole discretion, at time of Application evaluation. Rates for net new High Skilled Position are as follows:
 - \$15,000 for Entry Level Roles in Key Sectors
 - \$20,000 for Intermediate Level Roles in Key Sectors (except for aerospace) or \$17,500 for Intermediate Level Roles in the aerospace sector.
 - \$25,000 for Senior Level Roles in Key Sectors (except for aerospace), or \$20,000 for Senior Level Roles in the aerospace sector.
- Calgary Companies must commit to deliver a minimum of five (5) High Skilled Positions for one-year projects, and 5 High Skilled Positions per year for two-year Projects. OCIF may fund a Maximum of 50 High Skilled Positions per Project regardless of Project duration. Targets specific to each Calgary Company are agreed to prior to the start of the Project.
- OCIF only funds net new High Skilled Positions once, and it is expected that Calgary Companies retain funded positions until the time of the final contribution payment.
- OCIF is a milestone-based program, and funding is only disbursed upon validation by OCIF of targets achieved. Milestone periods may be no more frequent than quarterly and not less frequent than annually.
- OCIF can only fund up to 50 per cent of eligible Calgary Project costs. For more details about Project costs and sources of funding, please refer to Budget and Funding Section of Appendix C.

12. Project Budget and Funding Requirements

The Project Budget structure will be considered and negotiated as part of the evaluation process in selecting Calgary Companies for funding under this CFA. Please indicate the required funding and Project expenses as part of the electronic Application per Appendix C.

13. Submission and Process

Interested Applicants will provide a written submission via the OCIF Express web portal as outlined in Appendix C below.

OCIF Express – Job Creation Application portal: https://webportalapp.com/sp/ocif_xp_talent

If you have any questions or concerns, please contact the OCIF Express email Inbox, Subject line: “OCIF Express – Job Creation Stream” for more information.

Email: ocifexpress@calgaryeconomicdevelopment.com

Subject line: "OCIF Express – Job Creation Stream"

OCIF will follow the below process:

1. OCIF will issue the CFA and open Applications for suitable applicants.
2. Review Applicants and prepare a final list of well qualified Calgary Companies
3. Set up interviews with short-listed Applicants and Selection Committee
4. Liaise between Applicants and Selection Committee.
5. Perform reference and background checks.
6. Ongoing review by to the Selection Committee.
7. Finalize arrangements with the Applicant including negotiation and execution of the required Contribution Agreement.

14. Application Evaluation Criteria

Applicants should be aware that certain mandatory requirements have been set out in the 'Evaluation criteria' in Appendix A. Applications that fail to provide these requirements, in OCIF's sole discretion, may not be evaluated or if evaluated may not be approved for funding. All funding decisions are at the sole discretion of OCIF and additional criteria may be considered.

15. Submission Information

Applications, including responses to the questions outlined in Appendix C must be received via the OCIF Express Application portal by Friday, November 8th, 2024 at 16:00 hrs. ("**Deadline**"):

OCIF Express Application portal: https://webportalapp.com/sp/ocif_xp_talent

- OCIF may determine not to consider any Applications that:
 - Are received after the Deadline;
 - Do not comply with CFA criteria; and
 - Are delivered in a form other than the OCIF Express application portal.
- After the Deadline OCIF may post the names of the successful Applicants.

16. No Further Contract or Liability Arising from CFA Process

By submitting an Application, the Applicant acknowledges and agrees that:

- Nothing in this CFA nor the submission of the Application nor the review and consideration of the Application by OCIF, nor any communication between the parties in relation to the CFA or the Application, operate to obligate any party to enter into any further business relationship with the other party and, in particular, if OCIF decides to engage the Applicant

in connection with the subject matter of its Application then such engagement will only result in a legal obligation pursuant to a written agreement that has been signed by both parties and, absent such written agreement, OCIF will have no liability or obligation to the Applicant in connection with the subject matter of this CFA;

- The Applicant is participating in this CFA process at its sole risk and expense, and OCIF will not be liable to the Applicant for any costs, expenses or liabilities incurred by the Applicant in any way arising in connection with the Applicant's participation, including submission of an Application or discussions thereafter;
- OCIF has made no representations other than those expressly stated in this CFA;
- OCIF has the right to cancel this CFA at any time and to reissue it for any reason whatsoever or decide not to reissue it for any reason, without incurring any liability and an Applicant will not have any claim against OCIF as a consequence; and
- The Application and any accompanying documentation submitted by the Applicant will become the property of OCIF and will not be returned.

APPENDIX A – EVALUATION

To be considered as an eligible Calgary Company, the Applicant will be evaluated against the following criteria:

Criteria
1) Calgary Company that creates a minimum of 5 High Skills Positions per year for both one to two year or one-year Projects. OCIF may fund up to a maximum of 50 High Skilled Positions per Project regardless of Project duration. Preference is given to projects that hire the highest number of High Skilled Employees over the shortest period of time (1 year or less).
2) Conducts innovative projects in OCIF’s Key Sectors that advance Calgary’s position as a global innovation hub: <ul style="list-style-type: none"> • Clean Energy Transition • Ag/AgTech • Life Sciences/Health • Aerospace • Advanced Manufacturing/Logistics • Creative Economy/Digital Industries
3) Additional sources of funding secured by the Calgary Company.
4) High Skilled Positions created require a minimum of post-secondary education such as apprenticeships and pay a minimum of \$65,000 in cash compensation per year for Calgary Companies in Key Sector (except for aerospace), or a minimum of \$60,000 in cash compensation per year for Calgary Companies in the aerospace sector. The higher the education level and annual cash compensation, the higher the score. Preference will be given to Projects that hire new grads and out of market talent.
5) A portion of the High Skilled Positions are covered by Underrepresented Individuals.
6) Project will demonstrate economic benefit to Calgary in the form of net new salaries and incremental revenues for the Calgary Company.
7) Calgary Company currently occupies office space in Calgary and has future plans to expand commercial footprint.
8) Recognition and/or demonstration of equity, diversity, inclusion and social impact initiatives.
9) Has long term plan for the sustainability of the project post OCIF funding.

APPENDIX B – OCIF ELIGIBILITY CRITERIA

Applicants must meet the following criteria:

Applicants

- Registered to do business in Alberta with, in the case of Calgary Companies in Key Sectors (except for aerospace), less than 500 employees globally, and any number of employees in the case of Calgary Companies in the aerospace sector.
- Cannot be an individual or a sole proprietorship
- Can be for profit or a non-profit enterprise
- Can be locally, nationally or internationally based; and
- Can be a partnership, although a lead applicant must be identified.

Projects

- Aligned with the Calgary economic action plan, *Uplink* (Council approved);
- Catalytic, innovative, and stimulate the local economy;
- Located within the city of Calgary boundaries;
- Create economic benefits that must be realized in Calgary;
- Create jobs in Calgary; and
- Evaluated against OCIF Express - Assessment Evaluation Criteria as found in Appendix A.

Funding Sources

- Applicants must have significant interest in the Project;
- Leveraging other public and private funds. For Applicants in the aerospace sector, OCIF cannot fund Calgary Companies that are currently receiving or have received funding through Government of Alberta programs for the Project; and,
- Maximum funding: 50 per cent of Project cost with a cap in Project funding up to \$1 million

APPENDIX C – WRITTEN RESPONSES

PLEASE REVIEW THE OCIF ELIGIBILITY CRITERIA LISTED IN APPENDIX B PRIOR TO COMPLETING THE APPLICATION FORM ON THE OCIF WEBSITE

THE FOLLOWING QUESTIONS ARE PROVIDED AS A GUIDE TO THE ELECTRONIC APPLICATION FORM.

A. Profile

1. Provide the full legal name and address of the Calgary Company applying for consideration.
2. Provide the full names, emails, and direct telephone numbers for the Calgary Company's main contact.
3. Provide total number of employees in Calgary, Canada, and globally.

B. Application**a. Eligibility Criteria.**

- Applicant must acknowledge that:
 - Applicant meets all requirements for this OCIF Express intake as communicated in this CFA and on the OCIF Website;
 - Applicant is registered to do business in Alberta;
 - Has premises for Project within the city of Calgary boundaries;
 - Project benefits are realized in Calgary;
 - Funds will not be used for general working capital, commercialization, communications, marketing or public relations, or transferred to subsidiaries, controlling entities, or other entities of the Applicant;
 - Calgary Company is not looking for start-up costs (i.e., market research, product development, prototype production);
 - Calgary Company currently operates in Calgary.
 - OCIF is currently only funding Calgary Companies that are either headquartered or have significant operational presence in Calgary.
 - Your organization must fall under one of the following OCIF's Key Sectors:
 - a. Clean Energy Transition
 - b. Ag/ Agtech
 - c. Life Sciences/Health
 - d. Aerospace
 - e. Advanced Manufacturing/Logistics
 - f. Creative Economy/Digital Industries

C. Brief Project Summary

- Provide a brief description of the Project, why OCIF funding is needed, and how the funding would be used in the Project.
- The Project must have a clear start and end date, distinct from ongoing business operations and aim to achieve specific, measurable outcomes or deliverables.
- Address how the funding will have an economic impact (internal and external to your company) and accelerate innovation in Calgary.
- Duration of the Project of either one or two years. Shorter Projects with a higher number of High Skills Positions are preferred.
- Start and end date of the Project. The Project cannot be longer than two years

D. Location Summary

- Provide address of the Calgary Company

- Indicate whether the above facility location will be the location of the Project activities. If not, please indicate the proposed location.

E. Job Creation

Provide high level information regarding the overall High Skills Positions to be created as result of the Project described in the Application.

- Total number of High Skills Positions to be created during the Project. Minimum number of positions is 5, and maximum of 50.
- Percentage of positions to be created for Underrepresented Individuals
- Experience level of the majority of the High Skills Positions to be created during this Project.
 - Entry-Level Role – Individuals with 0 to 3 years of work experience
 - Mid-Level Role – Individuals with 4 to 7 years of work experience
 - Senior-Level Role - Individuals with 8+ years of work experience
 - Indicate whether all net new positions have a minimum annual base salary of \$65,000 in cash compensation (\$60,000 in the case of Calgary Companies in the aerospace sector)
 - Level of benefits that your organization will offer to the new hires indicated in this Application.
 - No benefits
 - Some benefits
 - Full benefits

F. Job Creation Plan

Provide detailed information regarding the High Skills Position types to be created as part of the project. Applicant can add up to 10 High Skills Position types. Should more High Skills Position types be required, please upload this additional information in a Word file in the application form under the link “Upload High Skills Position Description Here”

Provide the High Skills Position titles that will be created as part of the Project as well as the number of High Skills Positions to be created under such High Skills Position title. Indicate number of High Skills Positions to be created under each High Skills Position title

- Estimated base cash compensation, benefits offered, years of experience, and education level expected for individuals hired for these roles.
- Timeline to complete hiring, and location of High Skilled Employees. All funded High Skilled Employees must reside inside the Calgary city limits.
- Upload a description of the High Skills Positions to be added in a Word document.

G. Benefits to Calgary

1) Economic Benefits

- What is the projected direct economic impact from the creation of the proposed High Skills Positions?
- Estimate of net new cumulative salaries for the next 3 years
- Estimate of the incremental Calgary Company revenue from Project start date for the next 3 years as a result of the High Skilled Positions created during the Project. For example, will hiring a Software Development Engineer would ultimately allow the Calgary Company to engage a client in a new contract valued at \$2M.

2) Real Estate

- Are there plans to expand the organization's Calgary physical space in the next 12 months? If so, what is the estimated additional square footage?

3) Environmental, Social, Governance & Indigenous (ESGI) considerations

- Indicate whether your organization normally reports on ESGI metrics, and if so, which components are the primary focus of the reporting.

4) Social impact

Indicate whether your organization partakes in activities that create social impact for Calgary. Explain how OCIF funding would affect your organization's ability to partake in social impact activities?

H. Additional Organization Information

- List C-Suite, other key Executive Officers, Board of Directors and key staff along with their titles.
- List performance service providers (legal counsel, auditors, financial institutions).

Budget and Funding

Provide details on the Project costs and sources of funding, both confirmed and unconfirmed. Please note that sources of funding and Project costs must balance each other out.

- A. Sources of Funding.** Indicate all the sources of funding for the Project. These can include but are not limited to: Applicant's contributions, grants from the provincial and federal governments, and funding from third party sources.
- a. Loans and in-kind contributions are not calculated as sources of funding.
 - b. Applicant must indicate whether the sources of funding indicated in the budget are confirmed or pending.
 - c. Applicant must provide details on the funding sources listed above (e.g. issuing organization, main terms and conditions of funding, purpose of funding, portion of funding not yet received, etc.)
 - d. Applicant must provide details on whether they have received or are currently receiving funding from any Government of Alberta programs.

- i. For Projects in the aerospace sector only. OCIF cannot fund Applicants that have received or are currently receiving Government of Alberta funding related to the Project.

Project Costs

- **Applicant shall indicate project costs for the duration of the project related to but not limited to:**
 - Project direct labour, contractors, rent, direct materials, administrative costs, and other direct costs. Applicant can add other cost categories as needed
 - Ineligible costs include but are not limited to:
 - Communications, marketing or public relations;
 - Working capital;
 - Market research;
 - Prototype development.
 - OCIF will not fund more than 50 per cent of the total Calgary Project costs.

- **Documentation to be provided in this section**
 - Financial Statements including balance sheet, income statements, and statement of cash flows for the past 2 fiscal years
 - Interim Financial Statements for the most recent fiscal quarter
 - Pro-Forma Income Statement for the duration of the Project (template to be provided by OCIF in the application portal)

APPENDIX D – TERMS AND CONDITIONS

OCIF has non-negotiable terms and conditions in place that will apply to all successful Applicants. OCIF requires for all Applicants to familiarize themselves with these terms and conditions to ensure alignment prior to submitting an Application.

The Contribution Agreement Key Terms containing a summary of the above can be found in <https://www.opportunitycalgary.com/OCIFexpress>. OCIF may require modifications to its template to adhere to Applicant's Project.

APPENDIX E – REPORTING REQUIREMENTS

OCIF is a milestone-based program that requires beneficiaries to provide progress reports at time of milestone completion evidencing achievement of outcomes. Depending on pool of funding for each Project, upon receipt of a complete report, review and outcomes validation, OCIF either processes payment internally or submits a request for funds to the City of Calgary, who then disburses the funds related to the relevant milestones to successful Applicants. Additionally, OCIF also requires successful Applicants to provide quarterly reports indicating progress of metrics achieved and forecasted.

OCIF requires for all Applicants to review the Contribution Agreement Key Terms to ensure Applicant will be able to deliver on the reports should your application be successful.