

Request for application

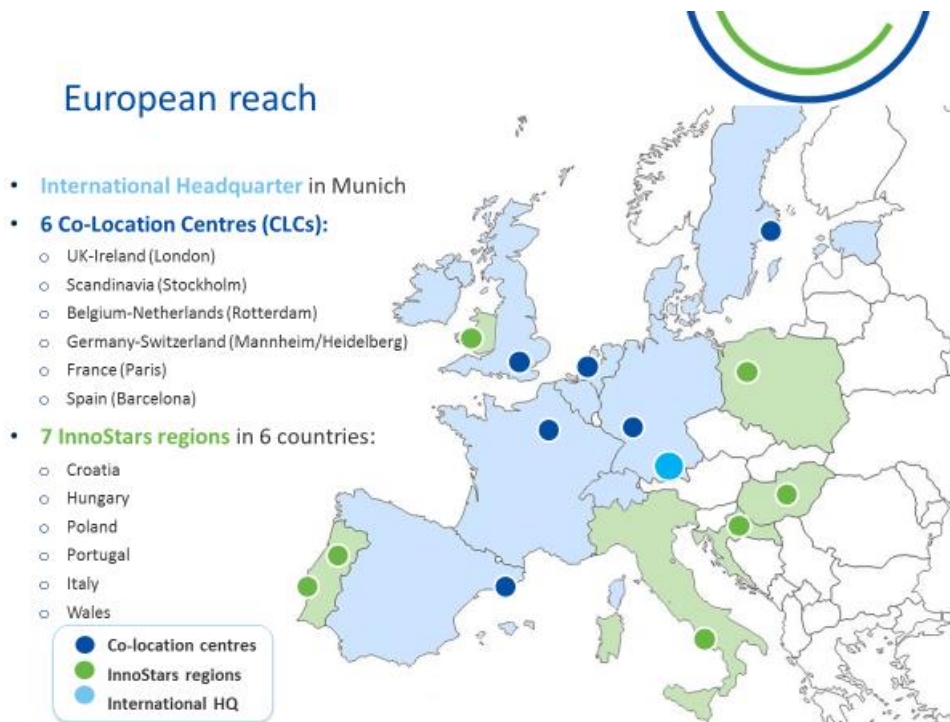
**For evaluation services for
EIT Health InnoStars e.V.**

6 April 2020

1. Overview of EIT Health InnoStars

The EIT Health InnoStars e.V. (hereinafter referred to as 'InnoStars') are regional clusters of EIT Health Associate Partners representing industry, academia, and health providers linked to four countries (Portugal, Hungary, Poland, Italy) eligible for H2020 Widening Participation or ESIF funds.

InnoStars' expertise in regional development opens new opportunities for EIT Health technologies and the resulting collaboration across cultures and backgrounds will enhance disruptive innovations. The knowledge and experience of the InnoStars as well as the diversity of their populations, associated lifestyles, regulatory frameworks, and healthcare systems will help overcome barriers to rolling out innovations across Europe. Each InnoStar will provide innovation infrastructures, funded by Structural Fund investments and made available for use by EIT Health. InnoStars' test beds and living labs will be able to test new ideas in a selection of EU regions with varied innovation capacities, each possessing differing governance and legal structures. The below map shows all EIT Health locations including those in InnoStars countries.



2. Scope of work

2.1. General objectives

EIT Health promotes entrepreneurship and innovates in healthy living and active ageing, providing Europe with new opportunities and resources. It enables citizens to lead healthier and more productive lives by delivering products, services and concepts that improve quality of life and contribute to the sustainability of healthcare across Europe.

The EIT Health Headstart Funding Programme is suitable for early stage companies and SMEs that are ready to launch a product. The company must be incorporated/registered before the subgranting agreement initiation.

The European Health Catapult is a training and competition platform for start-ups or young SMEs in Medtech, Biotech and Digital Health. Besides the chance to win a total prize money at the EIT Health Summit, accepted companies will have the possibility to mature their business plan, negotiation and pitching skills as well as to learn from experts during training days with other startups from all over Europe.

Each expert/evaluator will assess the projects within set evaluation criteria according to their field of expertise.

Remote evaluation will be completed via the Optimy tool. All scores and feedback shall be submitted via Optimy, according to a common evaluation grid.

Each CLC/Innostars Business Creation Manager will distribute applications to evaluators in their region.

In this context, the expert/evaluator will have access to confidential information coming from the project holder. This "confidential information" includes any oral or written information, either contained in the application files or communicated during of the projects review.

2.2. Detailed work scope

InnoStars requests the following services:

- Review and evaluate application documents submitted for European Health Catapult competition. (Remote evaluation via Optimy will be performed);
- Provide adequate scoring (based on the received scorecard template) and written feedback on each European Health Catapult application. (Remote evaluation via Optimy will be performed);
- Review and evaluate application documents submitted for HeadStart Funding. (Remote evaluation via Optimy will be performed);
- Provide adequate scoring (based on the received scorecard template) and written feedback on each HeadStart Funding application. (Remote evaluation via Optimy will be performed).

2.3. Deliverables

Expert undertakes to review European Health Catapult and HeadStart Funding applications and business plans until the indicated deadline. Application reviewed by the Expert is based on the evaluators professional background and limited up to 40 reviewal related to any of the competitions.

Deadline for reviewal:

- European Health Catapult until 8th of May 2020.
- HeadStart Funding until 8th of May 2020.

InnoStars provide the following documents needed for the review in a digital form:

- European Health Catapult scorecard
- HeadStars Funding scorecard
- Completed European Health Catapult application form (via Optimy)
- Completed HeadStart Funding application (via Optimy)

Expert shall continuously inform InnoStars during the completion of services especially if any information for completion is necessary from InnoStars.

2.4. Methodology and organization of work:

Experts meeting the requirements of this request for application will be included in the InnoStars evaluator pool and InnoStars enters a framework contract with the Expert. InnoStars will order the specific tasks listed in section 2.3 individually.

When performing the Services, Expert shall use its own tools and materials, work forces.

2.5. Location, timing, planning, reporting

2.5.1. Location

The project will not have a specific office during the implementation. We intend to work like a virtual organization. Video conferences and telephone conferences are preferred options for team meetings.

2.5.2. Start date & period of implementation

Experts will be involved into the expert database right after the evaluation and positive decision about the expert's inclusion of the call and setting up. The intended start date of the evaluation depends on the specific tasks. The contract will be signed electronically .

2.5.3. Payment terms

For Headstart funding and European Health Catapult evaluations, expert is entitled to submit payment request after completing each evaluation round. Payment shall be made upon the acceptance of the deliverables completed. InnoStars e.v. shall issue Performance certificate 15 days after the completion of Services.

3. Application Process

3.1. Participation

Participation in this application procedure is open. All participants must sign the Applications' declaration form attached and submit it with the application. Please note that the applicant may not

modify the text, it has to be submitted signed as provided by InnoStars attached to the request for application document as annex 1.

3.2. Submission of application

Applications can be emailed in English to the following address continuously but no later than 14.04.2020 23:59 CET to:

Contact name: for the attention of Mr Zsofia Simon, Financial project manager
E-mail: innostars.procurement@eithealth.eu

Experts who apply until 14 April 2020 will be able to evaluate competition applications or business plans or project development plans.

The application shall contain the application submission form and CV of the expert and a connecting to the proposed work detailed in section 2 above.

The email including the application from the bidders should be sent and delivered by 14.04.2020 23.59 CET Central European Time. Applications received after the deadline shall be rejected without any evaluation.

Responses should be concise and clear. The applicant's application will be incorporated into any contract that results from this procedure. Applicants are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-applications, if applicable, shall also become an integral part of any resulting contract.

The applicant represents that the individual submitting the natural or legal entity's application is duly authorized to bind its entity to the application as submitted. The applicant also affirms that it has read the request for applications and has the experience, skills and resources to perform, according to conditions set forth in this application and the applicants' application.

3.3. Additional information before the deadline for submitting applications

The instructions to applicants should be clear enough to avoid applicants having to request additional information during the procedure. In case the applicants need additional information, please address it to the address below.

Contact name: for the attention of Mr Zsofia Simon, financial project manager
E-mail: innostars.procurement@eithealth.eu

3.4. Requirements

Information and formalities necessary for evaluating if the requirements are met. The expert should demonstrate competence by submitting the attached CV and application form that contains all the necessary information on the professional background and expertise for evaluation.

- The expert should have expertise at least a combination of 2 of the following areas:
 - Technical Industry expertise in BioTech, MedTech or Digital Health
 - Healthcare, research and healthcare systems e.g. healthcare providers, hospitals, private/public systems, clinical/medical /research/practice etc.

- General Industry Expertise e.g. product development/design, IP strategy, regularity etc.
- Market expertise e.g. go to market and market knowledge
- Business/commercial expertise e.g. business model development, pricing & reimbursement, market access, business development/sales, early road map/planning etc.
- Finance expertise e.g. revenue model development, raising money/pitching, public and private funding, valuation etc.
- Investors' expertise e.g. private/public investments (VCs, corporate, business angels, crowdfunding etc.)
- Experts can either come from EIT Health InnoStars partners (private or public) or outside of it, such as private/public investor communities in Scandinavia or business and market experts communities in life sciences etc.

We expect that experts will significantly contribute to the expert pool with working/personal experience in the areas above (e.g. an active investor or working with startups in an incubator/accelerator or a medical clinical expert who has developed a business of its own etc.) or from participation in similar committees and panels in the past. We expect therefore that an expert possesses at least a combination of 2 areas above.

- Command of English language skills of native speakers/full professional language proficiency

3.5. Price

We hope that experts are personally and professionally motivated to participate in the Evaluation Committee in their region and contribute to the development of emerging technologies. In case of the completion of all services determined in the Contract, Expert evaluating small and medium enterprises for Headstart funding and European Health Catapult is entitled to receive payment according to H2020 expert remuneration rates (including all additional costs) for the evaluation of one applicant http://ec.europa.eu/research/participants/data/ref/h2020/other/experts_manual/methodology-for-expert-fees_en.pdf. Expert is personally responsible and liable for his/her annual tax declaration, the payment of the compulsory income taxes and the payment of contributions for social insurances and employee insurances. One evaluation is considered as the capacity of 0.1 FTE therefore the daily compensation for the evaluation of 10 applicants is maximum 400 Euros which is considered as the full daily capacity of an FTE. Therefore Evaluator is entitled to receive 40 EUR gross/ Evaluation.

The maximum number of applicants that will be evaluated by one evaluator is maximized in 40 reviewal. Deadlines for performing the requested services is indicated in the delivery section.

3.6. Validity of applications

The application shall be valid indefinitely or until the evaluator or Innostars e.v. decide to terminate the relationship. Please state in your application that it will remain valid for this period or stipulate a shorter period if necessary. Once your application is accepted during this period, the price quoted in your application must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

3.7. Negotiation about the submitted application

After checking the administrative compliance of the applicants, InnoStars can negotiate the contract terms with the applicants. In this negotiation InnoStars will ask all applicants to adjust the application or specific sections of the application within an appropriate time limit.

3.8. Evaluation of applications

The expert that meets the minimum requirements will automatically be enrolled to the database right after the evaluation of the application. The evaluation is continuous, the application will be evaluated shortly after the submission.

3.9. Signature of contract(s)

The successful and unsuccessful applicants will be informed about the result of the award procedure with an email. The bidder should agree in his/her application to accept InnoStars' framework agreement form (Annex 1) in full.

3.10. Cancellation of the application procedure

In the event of cancellation of the application procedure, InnoStars will notify applicants of the cancellation. In no event shall InnoStars be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of an application procedure, even if InnoStars has been advised of the possibility of damages.

3.11. Appeals/complaints

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to InnoStars. The applicants have 3 days to file their complaints from the receipt of the letter of notification of award.

3.12. Ethics clauses / Corruptive practices

The InnoStars reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the InnoStars may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform the InnoStars immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

3.13. Safeguarding of EU's financial interest

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, InnoStars has the right for the purposes of safeguarding the EU's financial interests, the application and the contract of the supplier may be transferred to internal audit services, EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Annexes:

Annex 1: Application form

Annex 2: CV form

Annex 3: Framework agreement form

Annex 4: Minimum terms of conditions

www.eit.europa.eu



EIT Health is supported by the EIT,
a body of the European Union