

Request for proposals

**Pre-accelerator training services for
EIT Health InnoStars e.V.**

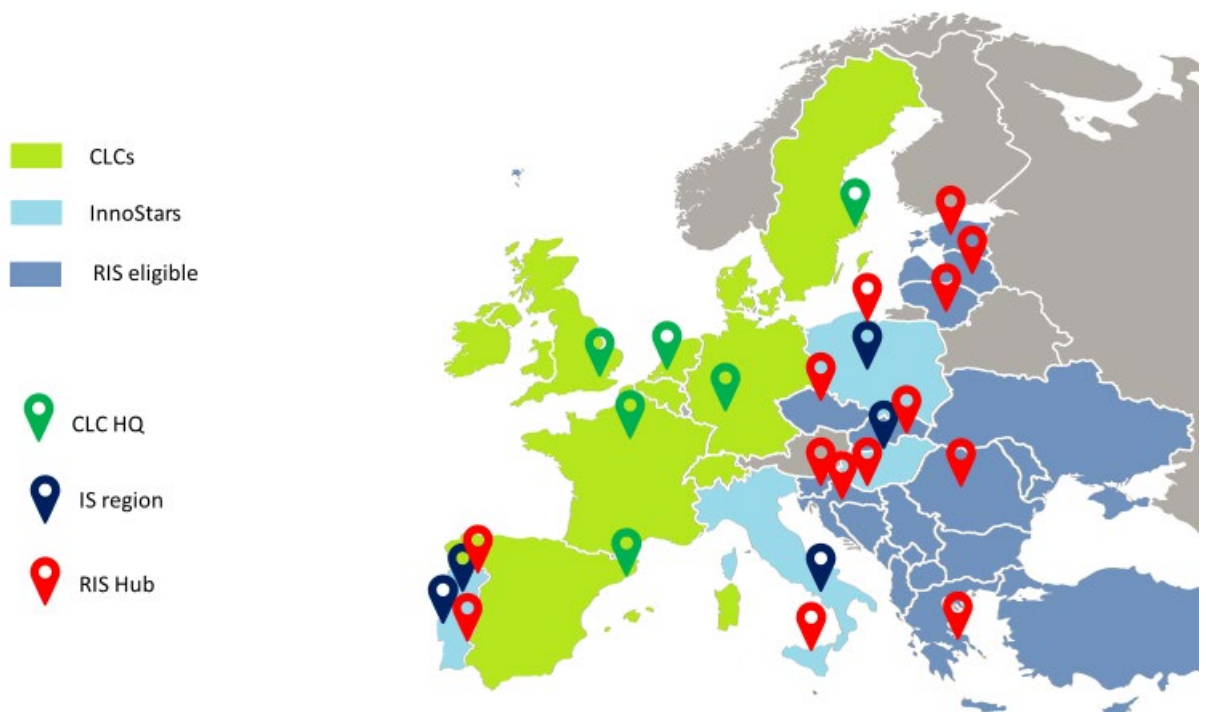
09 April 2020

1. Overview of EIT Health InnoStars

The European Institute of Innovation and Technology (EIT) is an independent EU body that is boosting Europe's ability to innovate. The EIT nurtures entrepreneurial talent and supports new ideas, bringing together the "knowledge triangle" of leading companies, universities and research centres to form dynamic cross-border partnerships called Knowledge and Innovation Communities (KICs). Currently there are eight thematic KICs: EIT Food, Climate-KIC, EIT Digital, EIT InnoEnergy, EIT Health, EIT RawMaterials, EIT Urban Mobility and EIT Manufacturing.

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 regions in 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.



The EIT Regional Innovation Scheme (EIT RIS) is designed for EU Member States and Horizon 2020 Associated Countries in Europe who are modest and moderate innovators (according to the European

Innovation Scoreboard), and where Innovation Communities have few or no partners. Countries eligible to take part in the EIT RIS are: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Moldova, Montenegro, Republic of North Macedonia, Serbia, Turkey, Ukraine.

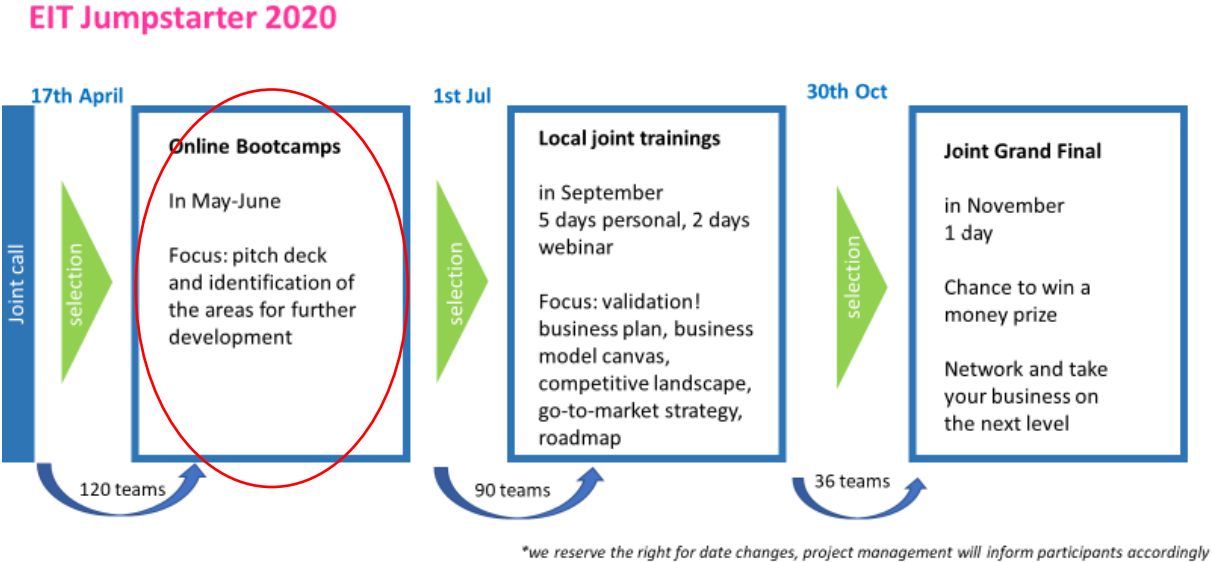
2. Scope of work

2.1. General objectives

In the framework of the EIT Jumpstarter program under the Cross-KIC Activities to Improve EIT RIS Efficiency Project EIT Health InnoStars e.V. together with EIT RawMaterials, EIT Food, EIT Innoenergy, EIT Manufacturing and EIT Urban Mobility organize online bootcamps to deliver fundamental qualitative and quantitative skills of developing a business case for an entrepreneurial idea; as well as pitching a business case to get investor funding fundamental business plan writing and pitching skills.

After each Bootcamp, the participants will be asked to submit their improved pitch deck and pitch. Based on the submissions and evaluation of the pitches after the bootcamps, each KIC will identify the best teams that will get access to the next stage of the program, in which they will get further education and mentoring organized jointly in eighteen locations across Central, Eastern and Southern Europe.

The six best teams from each thematic field will be invited for the final pitching competition of the EIT Jumpstarter organized in November together by EIT Health, EIT RawMaterials, EIT Food, EIT Innoenergy, EIT Manufacturing and EIT Urban Mobility.



The picture shows the structure of the EIT Jumpstarter program; the scope of the current call is encircled.

The objective of this call is to request external expertise for training at online bootcamps and to deliver an online train the trainer workshop for the KICs trainer pool.

2.2. Detailed work scope

In 2020 online EIT Jumpstarter Bootcamps will be held. The six KICs developed a unified training material with the intention of using it at the bootcamps. Service Provider should propose different formats for delivering the training curriculum in the online space from which EIT Health Innostars will choose the scenario(s) that best fits their purposes. The online bootcamps should be held during May and June.

Each training will host teams from the six thematical areas (health, food, raw materials, urban mobility, energy, manufacturing), a minimum number of 10 teams will be present at each of the trainings. In order to ensure thematical support during the trainings, the participating KICs will delegate mentors to each training.

EIT Jumpstarter is suitable for individuals with business idea in the health, food, raw materials, energy, urban mobility or manufacturing sectors, who want to gain a practical insight what it means to run a business or establish a start-up.

EIT Health InnoStars, in its function as Coordinator and Manager of the Cross-KIC RIS project requests external expertise to the following tasks:

1. Prepare and submit as part of their proposal different proposed structures for the online training taking into consideration as variable: the number of teams participating in the online bootcamp (scale), the number of proposed online events (training modules), time between the online events, mentoring needs; and propose online tools and platforms for running the bootcamps and collaboration between the teams and mentors. InnoStars shall select the structure(s) they wish to implement in 2020.
2. Deliver trainings at the online bootcamps for 120 teams based on the unified training material developed by the KICs. The training material is designed for individuals and teams of individuals with limited practical knowledge on how to establish and run a business. It consists of the following modules: Deal, Market segmentation, Customer value proposition, Product, Financials, Health/Food/Raw Materials/Energy/Urban Mobility/Manufacturing impact, Competitive advantage, Team and dream.
3. At the end of the trainings participants shall:
 - a. have an understanding of setting-up and running a business;
 - b. identify their needs and next steps of developing their project and channels of support;
 - c. be able to deliver a pitch at the end of the training, and prepare a pitch deck of their own projects for submission.
4. Deliver a 1,5 day online train the trainer workshop for the KICs trainer pool (approx. 25-30 participants) about the curriculum of the Bootcamps. The training should be held during the second half of June.

Service Provider shall deliver the online trainings and the train the trainer workshop; during and after the Bootcamps sessions KIC mentors will be able to address participants’ questions while one on one mentoring.

2.3. Deliverables

List of deliverables	Date of requested services
1) Online bootcamps	May-June 2020
2) Online train the trainer workshop (1,5 day)	second half of June 2020*

2.4. Methodology and organization of work:

When performing the Services, Service Provider shall use the unified training material developed by EIT Health, EIT Food, EIT RawMaterials, EIT Innoenergy, EIT Urban Mobility and EIT Manufacturing.

InnoStars shall issue a Performance certificate after completion of Services.

2.5. Location, timing, planning, reporting

2.5.1. Location

The project will not have a specific office during the implementation. Video conferences and telephone conferences are preferred options for coordination meetings.

2.5.2. Start date & period of implementation

The intended start date is April 23, 2020 and the implementation of the contract will end on August 31, 2020. During the implementation phase Service Provider shall dedicate at least one day to examine and update the training materials; they shall be present at each online training and train the trainer workshop.

2.5.3. Payment terms

Service Provider is entitled to submit one invoice. Payment shall be made upon the acceptance of the deliverables by EIT Health InnoStars.

The total fee of the project shall include all travel and incidental expenses.

3. Proposal Process

3.1. Submission of proposal

Proposals are requested to be emailed in English to the following address until 20.04.2020 23:59 CET to:

Contact name: for the attention of

Ms Dóra Marosvölgyi, Project Manager

E-mail:

innostars.procurement@eithealth.eu

The proposal shall contain the technical response to the service requested (in line with point 2; 3.3 and 3.7), and the financial offer (the total price for the services listed in point 2). The bidder should propose price quoted in EUR for each event type proposed in the following format: flat rate for each online bootcamp, rate for online train the trainer workshop. Prices must be indicated as net amount (The submission form is annexed to this document).

The email including the proposal from the bidders should be sent and delivered by 20.04.2020 23.59 Central European Time. Proposals received after the deadline shall be rejected without any evaluation.

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

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

3.2. Additional information before the deadline for submitting proposals

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

Contact name: for the attention of Ms Dóra Marosvölgyi, project manager
E-mail: innostars.procurement@eithealth.eu

3.3. Minimum requirements

Information and formalities necessary for evaluating if the requirements are met. The following documents and declarations are to be submitted together with the tender by the tenderer (in case of a group of tenderers, this applies to each member):

- Curriculum of the educational and professional qualifications as well as job experience of the tenderer (CV-s). Further requirements:
 - a. business coaching experience – minimum years required: 5 years;
 - b. experience in designing ideation-stage training events – minimum years required: 5 years;
 - c. consulting experience in the field of strategy, business development and/or regional development – minimum years required: 4 years;
 - d. experience in the field of start-up education – minimum years required: 4 years;
 - e. relevant education experience: obtained diploma in a business school.
- Self-declaration (reference list) of services provided by the tenderer in the areas named in section 2.2 on this document in line with the following:
 - a. at least five trainings held at the ideas/pre-acceleration stage in the last 2 years (minimum of five trainings);
 - b. has experience in working with international teams in a multidisciplinary context.
 - c. has experience in delivering online trainings
- Self declaration of the availability from the intended starting date (16 April 2020).

3.4. Price

The bidder should propose price quoted in EUR in the following format: flat rate of one in person bootcamp, flat rate for one bootcamp in webinar format, rate for train the trainer workshop. The price quotes shall be free of any tax (such as VAT) and duty. Prices shall be final and not subject to revision from the time of entering into force of the contract until the end of contractual obligations.

3.5. Validity of proposals

The proposal shall be valid for a period of at least 90 days from the designated closing date indicated for receipt of proposals in the RFP. Please state in your proposal that it will remain valid for this period. Once your proposal is accepted during this period, the price quoted in your proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

3.6. Negotiation about the submitted proposal

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

3.7. Evaluation of proposals

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 2 of the document.

Evaluation criteria (weight in %)

1. **Technical content** – The offered services will be judged by the criteria named below and shall be compared with the competing offers. The evaluation is based on the trainer(s) experience. If a tenderer has more than one trainers the experience of the most experienced trainer will be evaluated. One expert can meet more criteria. The tenderer with the highest relevant competences detailed under scope of work further above shall receive the highest score, others shall be calculated in relation to that as follows:

- **Technical response to the Scope of Work as requested in point 2. above (65 points)**

- o business coaching experience – minimum years required: 5 years; each additional 1 year shall receive 1 point up to a maximum of 15 points, above 20 years no additional points will be given.
- o experience in designing ideation-stage training events – minimum years required: 5 years; each additional 1 years shall receive 2 point up to a maximum of 20 points, above 13 years no additional points will be given.
- o consulting experience in the field of strategy, business development and/or regional development – minimum years required: 4 years; each additional 1 year shall receive 1 point up to a maximum of 10 points, above 13 years no additional points will be given.
- o experience in the field of start-up education – minimum years required: 4 years; each additional 1 year shall receive 2 points up to a maximum of 20 points, above 13 years no additional points will be given.

- **Quality of references (25 points)**

- o The highest number of trainings held at the ideas/pre-acceleration stage (in line with the work scope listed in point 2 and the minimum requirements of 3.3) (25 points);
- o 2nd ranked offer (10 points);
- o 3rd ranked offer (1 points).

- **Specific experience with the EIT's Knowledge and Innovation Communities (10 points)**

- Specific experience in designing and running a pre-accelerator program for start-ups in EIT RIS regions; **and** working experience with EIT's Knowledge and Innovation Communities (10 points);
- Specific experience in designing and running a pre-accelerator program for start-ups in EIT RIS regions; **or** working experience with EIT's Knowledge and Innovation Communities (3 points);
- No such experience. (0 points).

Total technical score: 70 (weighting: 70% of the total maximum score)

2. **Price/total cost** – lowest offered total price shall receive the highest score, other shall be calculated in relation to that in linear equation.

Total financial score: 30 (weighting: 30% of the total maximum score)

Total maximum score: 100.

The winner shall be the one with the highest aggregate score summed from technical and financial scores and that bidder shall be proposed for the contract.

3.8. Signature of contract(s)

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

3.9. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, InnoStars will notify tenderers 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 a proposal procedure, even if InnoStars has been advised of the possibility of damages.

3.10. Appeals/complaints

Tenderers 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 tenderers have 3 days to file their complaints from the receipt of the letter of notification of award.

3.11. 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.

3.12. 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 proposal 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: Service Agreement Template

Annex 2: Service Tender Submission Form

