

# Request for proposals

**Organizational support for  
the EIT Jumpstarter  
Grand Final online event for  
EIT Health InnoStars e.V.**

**28 September 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 six thematic KICs: EIT Food, Climate-KIC, EIT Digital, EIT InnoEnergy, EIT Health, EIT Raw Materials.

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 five 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. InnoStars provides 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.

### EUROPEAN REACH

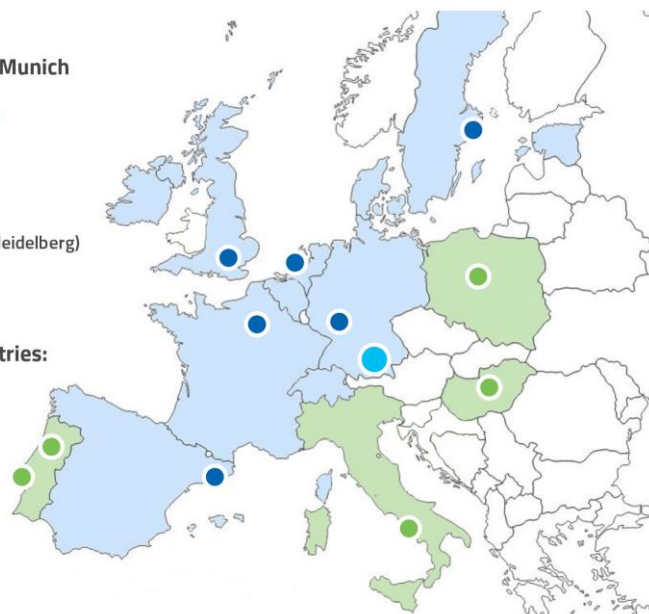
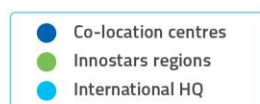
- **International Headquarter** in Munich

- **6 Co-Location Centres (CLCs):**

- UK-Ireland (London)
- Scandinavia (Stockholm)
- Belgium-Netherlands (Rotterdam)
- Germany-Switzerland (Manheim/Heidelberg)
- France (Paris)
- Spain (Barcelona)

- **5 InnoStars regions in 4 countries:**

- Hungary
- Poland
- Portugal
- Italy



## 2. Scope of work

### 2.1. General objectives

EIT Health InnoStars under its Cross-KIC Activities to Improve RIS Efficiency Project requests a proposal for assisting EIT Health InnoStars organizing the EIT Jumpstarter Grand Final event in an online format on 25 November 2020.

EIT Jumpstarter is a pan-European pre-accelerator initiative for early-stage innovators supported by the European Institute of Innovation and Technology (EIT). It is one of the most cross-disciplinary programmes that involves six unique innovation communities from EU: EIT Health, EIT Food, EIT RawMaterials, EIT InnoEnergy, EIT Urban Mobility and EIT Manufacturing, which have one common goal: to turn the best innovative ideas into budding businesses. The programme is coordinated by EIT Health InnoStars.

EIT Jumpstarter Grand Final is the last phase of the competition, a pitching contest open to the wider public, where 36 teams (6-6 from the healthcare, raw materials, food, energy, urban mobility and manufacturing categories respectively) will pitch their start-up ideas to the expert jury. The winners will be given with prize awards and access to the biggest in Europe EIT network of innovators. The event will take place virtually on 25th November 2020.

More information on the programme can be found via the following links:

[www.eitjumpstarter.eu](http://www.eitjumpstarter.eu)

<https://eithealth.eu/news-article/eit-jumpstarter-programme-starts-its-2020-journey/>

<https://eithealth.eu/news-article/eit-jumpstarter-rewards-best-european-early-stage-innovators-in-health-food-and-raw-materials-sectors/>

EIT Health, EIT RawMaterials, EIT Food, EIT Innoenergy, EIT Manufacturing and EIT Urban Mobility will define the guest list of the EIT Jumpstarter Grand Final and expect organizational support and assistance before and during the event by the Service Provider. For detailed tasks please see 2.2. and Annex 1 for the draft Agenda.

Program	Theme	Participants
EIT Jumpstarter	Health	6 teams
	Raw Materials	6 teams
	Food	6 teams
	Urban Mobility	6 teams
	Innoenergy	6 teams
	Manufacturing	6 teams

## Format

**EIT Jumpstarter Grand Final** shall be organized as a **half-day hybrid<sup>1</sup> event** with awards ceremony as follows: the agenda of the event will start with an introduction and keynote speech to be followed by pitching sessions in 3 different breakout rooms, each room will host the pitching competition of 2 thematic area (6 pitching team/thematic area) and a workshop. Pitches will be evaluated by an expert jury panel of 3 members. In-between the six thematic pitching sessions, EIT KICs will invite speakers/panelists to share their success stories, experiences of their start-up journey and/or working with the EIT Community with the audience. While speakers/panelists are presenting, jury elaborates in a separate breakout room. After the keynote speech, pitching sessions, workshops, panel discussion/jury deliberation session, KICs will organize an awards ceremony (3 prizes in 6 categories and 3 special prizes). A draft agenda is attached in Annex 1. Due to the development of Covid-19, the event should take place online as the participants will not be able to travel this year.

## Participants

**Target audience (75-100 people):** 1) prospective target for the next edition of the programme (innovators, students, PHDs, entrepreneurs in the [EIT RIS](#) regions specialised in the field of healthcare, raw materials, food, energy, manufacturing and urban mobility); 2) key stakeholders to collaborate with on the programme-level, i.e.: representatives of the local ecosystem (local or regional authorities, incubators, accelerators); 3) EIT Community The event will be open to the press.

### 2.2. Detailed work scope

#### 1) InnoStars requests assistance in the following event organizational tasks from the service provider:

- To provide infrastructure, which is capable to host a hybrid EIT Health Grand Final event with a minimum of 100 participants
- Provide a physical studio with technician(s) from where the Masters of Ceremony (MC)s are expected to host and moderate the event (no other speaker, participant or audience shall be physically present)
- Provide online platform(s) for one day and for at least 5 hours with the following related features:
  - o one-to-many presentation capability

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<sup>1</sup> Hybrid event is a combination of conference at a physical location and “virtual” online component for remote attendees.

- ability to broadcast recorded videos for the audience
- chat function
- matchmaking system for 1:1 meetings
- registration website
- possibility for break-out rooms (four parallel sessions)
- Provide audio-visual support (music, animation during bridging part)
- To provide three Masters of Ceremony for the event (one of them would be the MC of the event, other two moderates only break out room sessions)
- To provide technical staff before and during the event

## 2) Marketing and communication services

- Displaying EIT KICs and EIT Jumpstarter logos and ensuring the harmony with their brand books in all online communication tools

### 2.3. Deliverables

Tasks	Deadline
1) Online platform ready for registration and matchmaking	by 20 <sup>th</sup> October 2020
2) Technical test of the platform by speakers	by 20 <sup>th</sup> November 2020
3) Grand Final event	at 25 <sup>th</sup> November 2020
4) Performance report with list of participant profiles	by 30 <sup>th</sup> November 2020

### 2.4. Methodology and organization of work:

When performing the Services, Service Provider shall use its own tools and materials, work forces. InnoStars shall issue a Performance certificate after completion of Services.

### 2.5. Location, timing, planning, reporting

#### 2.5.1. Location

Video conferences and telephone conferences are preferred options for coordination meetings before the EIT Jumpstarter Grand Final Pitching Contest.

#### 2.5.2. Start date & period of implementation

The intended start date of the project implementation is the 15<sup>th</sup> of October 2020 and the implementation of the contract should end with the closing of the event but no later than the 31<sup>st</sup> December 2020.

#### 2.5.3. Payment terms

Service Provider is entitled to submit one invoice after the completion of the services. In case of cross-border invoicing (i.e.: Service Provider is not registered in Germany), Service Provider shall invoice amount net of VAT and include the following reference on the invoice: "VAT is payable in Germany through reverse charge mechanism by InnoStars".

Payment shall be made upon the acceptance of the deliverables by EIT Health InnoStars. Budget for the Service Contract is covered from EIT Health InnoStars X-KIC RIS programme budget.

The total fee of the project shall include all the expenses incurred during the completion of the services and need to be part of the proposed budget. The following deliverables' costs shall be part of the budget proposal.

Deliverables	Deadline
1) Online platform ready for registration and matchmaking	by 20 <sup>th</sup> October 2020
2) Technical test of the platform by speakers	by 20 <sup>th</sup> November 2020
3) Grand Final event	at 25 <sup>th</sup> November 2020
4) List of participant profiles	by 30 <sup>th</sup> November 2020

### 3. Proposal Process

#### 3.1. Proposal Schedule

MILESTONES	DATE
Deadline for requesting clarification from the InnoStars	30 September 2020
Deadline for submitting proposals	7 October 2020 23:59 CET
Completion date for evaluating proposals	12 October 2020
Intended date of notification of award	12 October 2020
Standstill period end	15 October 2020
Intended date of contract signature	15 October 2020
Intended start date of the contract implementation	15 October 2020

#### 3.2. Participation

Participation in this proposal procedure is open for any relevant legal entity.

#### 3.3. Submission of proposal

Proposals are requested to be emailed in English to the following address until 7<sup>th</sup> October 2020 23:59 CET to:

**Contact name:** for the attention of **Livia PAPP, Financial Project Manager**  
**E-mail:** **innostars.procurement@eithealth.eu**

The proposal shall contain the technical response to the services requested (in line with Section 2) with including as a minimum:

1. **reference list of events** organised by Tenderer from the past three years, out of those

- at least **one reference** is an **online hybrid event** organised by Tenderer that had at least 100 participants
  - at least **one reference** is an **event focusing on start-ups /innovation/pitching contest**
  - have professional **connection with the European Innovation ecosystem**
2. **video sample** of previous event(s) (max 10 min)
  3. **video introductions** of the **three Master of Ceremonies (MC)** in English
    - CVs of MCs prove good level of spoken English and additionally connection with the European Innovation ecosystem as well as a humorous, friendly personality
  4. **written confirmation of availability** of the requested services as per Section 2.2, including **technical plan** containing the realisation of the agenda and the brief technical description of the online platform solution.
  5. and the Submission Form (Annex 1), including the **financial offer** as one overall price quoted in EUR (price shall include all services as per Section 2.2). Prices must be indicated as net amount (The submission form is annexed to this document). **One Tenderer is entitled to submit more than 1 offer** based on the quality and technical/personal background of the different solutions.

In the submitted proposal Service Provider should propose their preferred platform for delivering the event, also a detailed pricing plan listing the main cost items (eg: Master of Ceremony, platform, studio, technical equipment, technical support, etc.).

**The e-mail including the proposal from the bidders should be sent and delivered by 7<sup>th</sup> October 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 counterproposals, 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.

### **3.4. Validity of the proposals**

Tenderers are bound by their proposals for 30 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 30 days to close the contract.

Proposal not following the instructions of this Request for Proposal can be rejected by InnoStars.

### **3.5. 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 Anna Péli, Project Manager**  
**E-mail:** **innostars.procurement@eithealth.eu**

### **3.6. Costs for preparing proposals**

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

### **3.7. Ownership and confidentiality of proposals-**

InnoStars retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connections with this procurement, will be kept confidential.

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.

### **3.8. Clarification related proposals**

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, InnoStars may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.

### **3.9. 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.

### **3.10. 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):

- **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:**

**Organizer should:**

- have at least 3 years of experience in event organization
- have experience with at least one online hybrid event with a minimum of 100 participants in the last two years
- have experience with at least one start-ups /innovation/pitching contest type of event
- have professional connection with the European Innovation ecosystem



### **Event should provide:**

Minimum requirements:

- Physical studio for Master of Ceremonies (only 1)
- Virtual conference venue for all online participants
- Customised registration and event branding
- Four Breakout rooms with an ability to manage participants and jury screens
- Virtual stage for panel sessions and Q&As with ability to invite delegates onstage
- Online registration desk (registration profile accessible by all participants) and bespoke welcome message with built-in messaging feature for networking
- Attendees moving freely between break out rooms
- Live or recorded content delivery (eg. Loom videos)
- Countdown timer
- Post event analytics and reporting
- Instant chat
- Technical staff

Extra features:

- Extra studio space (for the other 2 MCs) and technical staff
- Video networking 1:1 meetings
- Content HD recording
- Online polling, Q&A and virtual hands up
- Evaluation of pitching via platform

### **Master of Ceremonies (3 people)**

- speak high level of spoken English (minimum requirement)

Extra features: have experience in innovation/start-up world, sense of humour, spontaneity, being friendly

### **3.11. 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 2.2 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 tenderer’s experience. 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 (60 points)**

1. Experience in organizing online hybrid with a minimum of 100 participants in the last three years – minimum one event required as per Section 3.10
  - tenderer with the highest number of such event references receives 10 points;
  - tenderer with the second-highest number of such event references receives 5 points;
  - tenderer with the third-highest number of such event references and after receives 0 point

2. Experience in organising events focusing on start-ups/innovation/pitching contest - minimum one event required as per Section 3.10:
  - tenderer with the highest number of such event references receives 10 points;
  - tenderer with the second-highest number of such event references receives 5 points;
  - tenderer with the third-highest number of such event references and after receives 0 point
  
3. Evaluation of the offer (both based on the video as well as the technical platform description)
  - tenderer offering 3 or above extra features receives 20 points;
  - tenderer offering 1-2 extra features receives 15 points;
  - tenderer who is offering only the minimum required features receives 10 points
  
4. Evaluation of the speakers (both CV and video) based on experience in innovation events, level of English focusing on speaking skills, sense of humour, spontaneity, being friendly
  - tenderer with three speakers meeting all requirements receives 20 points;
  - tenderer with speakers meeting requirements partially receives 10 points;
  - tenderer with all speakers meeting only basic requirement (English speaker) receives 5 points

***Total technical score: 60 (weighting: 50%)***

**2. Price** – lowest offered total price shall receive the highest score, other shall be calculated in relation to that in linear equation. Offered price should include as a minimum all services as included in Section 2.2

**Total financial score: 60 (weighting: 50%)**

**Total maximum score: 120 (total technical score = (AA x 0,5) + total financial score = (BB x 0,5)).**

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.

### **3.12. 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.

### **3.13. 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.

### **3.14. 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.

### **3.15. 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.

### **3.16. 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.: Agenda

Annex 2.: Submission Form

Annex 3.: Service agreement template

