



Request for proposals

Application platform for EIT Jumpstarter

**EIT Health InnoStars e.V.
20 December 2022**

Contents

1.	Overview of EIT Health InnoStars	3
2.	Scope of work	4
2.1.	General objectives	4
2.2.	Detailed work scope	4
a)	The Application platform requirements and abilities:	4
b)	Form setup.....	5
2.3.	Deliverables	5
2.4.	Methodology and organization of work:.....	5
2.5.	Location, timing, planning, reporting.....	6
2.5.1.	Location	6
2.5.2.	Start date & period of implementation	6
2.5.3.	Payment terms.....	6
3.	Proposal Process.....	7
3.1.	Proposal Schedule.....	7
3.2.	Participation.....	7
3.3.	Submission of proposal.....	7
3.4.	Validity of the proposals	8
3.5.	Additional information before the deadline for submitting proposals	8
3.6.	Costs for preparing proposals.....	8
3.7.	Ownership and confidentiality of proposals	8
3.8.	Clarification related proposals	8
3.9.	Negotiation about the submitted proposal	9
3.10.	Minimum requirements regarding the tasks	9
3.10.1.	Service provider should:	9
3.11.	Validity of proposals	9
3.12.	Negotiation about the submitted proposal	9
3.13.	Evaluation of proposals.....	9
3.14.	Signature of contract(s)	10
3.15.	Cancellation of the proposal procedure	10
3.16.	Appeals/complaints	10
3.17.	Ethics clauses / Corruptive practices	10
3.18.	Safeguarding of EU's financial interest	11
	Annexes: 11	

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). There are eight thematic KICs: EIT Food, Climate-KIC, EIT Digital, EIT InnoEnergy, EIT Health, EIT Raw Materials, EIT Urban Mobility and EIT Manufacturing.

The EIT Health InnoStars e.V. (from now on 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, and Italy) eligible for Horizon Europe.

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 innovative infrastructures, funded by Structural Funds 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.

2. Scope of work

2.1. General objectives

Providing EIT Health InnoStars with an online platform that can be used during the EIT Jumpstarter programme¹ (eitjumpstarter.eu), that allows users to submit applications to the programme. Data storage must be GDPR compliant and in line with the current EU regulations.

Before the application period starts, users must be able to submit pre-applications with limited data. Later, they should be able to either complete this pre-application or submit a complete application.

A successful proposal must contain

- Wireframe of the platform
- Mockup version of the page so the InnoStars team can evaluate the design too.

Users

Target audience are: scientific project teams, innovators, scientist, PhD students or master's students with an innovative product or service idea from EU member states of CEE and South-Europe. Citizens of Horizon Europe associated countries are also eligible to submit applications. For the list of eligible countries please check Annex 3.

We expect 500-1000 applications.

2.2. Detailed work scope

a) The Application platform requirements and abilities:

- Gather data from applicants
- Data is stored on a GDPR compliant way
- Terms and conditions stored on the website, accessible to every visitor
- Handle pre-applications with limited data. Later, they should be able to either complete this application or submit a complete application
- Display warnings
- Create and manage branches based on earlier answers
- Google Analytics and Facebook Pixel implementation is a must, these are provided by The InnoStars team. We might require implementation of other codes during the development and testing.
- Developers must ensure proper tagging and data flow to Google Analytics

¹ More info on the program, me: <https://eitjumpstarter.eu/why-eit-jumpstarter/>

- All data shall be able to be exported into
 - o an xlsx file that contains all applications
 - o individual pdfs (one pdf contains only one application)
- Developer shall provide support through 2025 (including completing change requests). Language of the support shall be English. Developer should ensure the system is operational and provides the functionality that was agreed on at the release, and the application complies with its intended purpose. Innostars may request modification regarding the fields shown to the applicatns, and the logic behind it.
- url is apply.eitjumpstarter.eu and the domain is maintained by InnoStars. A former version of the platform is online there, the overall design is similar to that one. A screenshot you can find in Annex 5.
- There should be an admin page to the site / platform where Innostars colleagues can see the applications, basic statistics and download the complete and incomplete applications.
- There should be a possibility to send messages for those who started but not finalised their applications reminding them about the submission deadline. It can be done through our existing email marketing solution or it can be an independent system as well.

b) Form setup

For the questions and details, options, branches, please refer to Annex 4.

Pre-registration form is based on the complete form, however, the only required data is the following:

- Team or Idea's name (mandatory)
- Selecting the thematic area (mandatory)
- Team lead
 - o First name (mandatory)
 - o Last name (mandatory)
 - o E-mail address (mandatory)

 - o Country of residence (not mandatory)
 - o Citizenship (not mandatory)

2.3. Deliverables

Tasks	Deadline
Application page, pre-registration	30 January 2023
Application page, full version, including admin	6 February 2023
Support for application page in 2023	31 December 2023
Support for application page in 2024	31 December 2024
Support for application page in 2025	31 December 2025

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 launch. One in person meeting at the beginning of the preparation would be preferred, but it is not a must.

2.5.2. Start date & period of implementation

The intended start date is 13 January 2023, and the implementation of the contract will end at the end of 2025, due to the yearly support mentioned in line 1.2.a). One round of applications and one round of pre-registration is expected in each year (due to support).

2.5.3. Payment terms

Service Provider is entitled to submit one invoice for milestone 1 and 2 and periodic invoices for milestone 3-5 (see below) following the acceptance of the deliverables by EIT Health InnoStars. 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".

Number of milestone	Description of tasks	Due date
1	wireframe, journey	2023.01.23.
2	development and release	2023.02.06.
3	yearly support - 2023	2023.12.31.
4	yearly support - 2024	2024.12.31.
5	yearly support - 2025	2025.12.31.

Payment will be made upon the acceptance of the deliverables by EIT Health InnoStars.

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 price.

3. Proposal Process

3.1. Proposal Schedule

	DATE
Publishing the call on the EIT Health website	20 December 2022
Deadline for requesting clarification from the InnoStars	31 December 2022
Deadline for submitting proposals	8 January 2023 23:59 CET
Completion date for evaluating proposals	10 January 2023
Intended date of notification of award	11 January 2023
Standstill period end	13 January 2023
Intended date of contract signature	14 January 2023
Intended start date of the contract implementation	14 January 2023

3.2. Participation

Participation in this proposal procedure is open.

3.3. Submission of proposal

Proposals are requested to be emailed in English to the following address until 8 January 2023 23:59 CET to:

Contact name: for the attention of Mr Gábor Bálint, Financial Project Manager
E-mail: innostars.procurement@eithealth.eu

The proposal shall contain the technical response to the service requested (in line with point 2;), and the financial offer (the total price for the services listed in point 2). The tenderer should propose a price as per the milestone table in line 2.5.3, quoted in EUR . Prices must be indicated as net amount. The submission form is attached to this document (Annex 1).

The e-mail including the proposal from the tenderers should be sent and delivered by 8 January 2023 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.

3.4. 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 Mrs Anna Mihók-Péli, Project Coordinator and Mr Dávid Bognár Communications specialist

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 regarding the tasks

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(s):

3.10.1. Service provider should:

- a. have at least 1 year of experience in web development
 - b. have at least 2 pieces of relevant references (project delivered to an international organization / corporation) to be attached to its proposal
- **Tenderers shall attach to their submission reference(s) to prove these requirements and an action plan detailing how the applicant plans to prepare the Application platform.**

3.11. 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.

3.12. 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. If negotiation is necessary InnoStars will conduct it in one round.

3.13. 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, relevant references and action plan indicated in Section 3.10. 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 (50 points)**

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

Total maximum score: 100 (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 tenderer shall be proposed for the contract.

3.14. Signature of contract(s)

The successful and unsuccessful tenderers will be informed about the result of the award procedure with an email. The draft InnoStars' service agreement form is attached (Annex 2).

3.15. 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.

3.16. 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.

3.17. 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.

3.18. 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.: Submission form

Annex 2.: Service agreement template

Annex 3.: List of eligible countries

Annex 4.: EIT Jumpstarter 2022 Application form – list of questions

Annex 5.: Screenshot of expected outcome, landing page