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# Request for proposals

## HR system, time-writing, holiday- system

### InnoEnergy

[www.innoenergy.com](http://www.innoenergy.com)



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

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## 2. Overview of InnoEnergy

InnoEnergy SE is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets. We work in three essential areas of the innovation mix:

- Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.
- Innovation Projects to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers.
- Business Creation Services to support entrepreneurs and start-ups who are expanding Europe's energy ecosystem with their innovative offerings.

Bringing these disciplines together maximizes the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:

<http://www.innoenergy.com/about-innoenergy/>

## 3. Scope of work

At present InnoEnergy has handled its payroll with a different provider for each country, As for holiday administration and time writing some countries have systems in place, this is however not a common practice in all countries. There is no HR system in place. Ideally InnoEnergy wants to move to only one provider for:

- A common HR system
- Time writing / holiday- / sick- and other absence administration for all 9 countries
- HR system (repository) for all 9 countries

To ensure an equal approach, please offer based on the following staff numbers and interns:

Country	# Staff on payroll	# Interns**	Remarks
Netherlands	45	4	Headquarter based in NL (Eindhoven), other office in Amsterdam
Belgium	25	4	Office in Brussels
Luxembourg	1	0	No office in Luxembourg, only 1 employee lives in Luxembourg
Spain	50	30	Office is Barcelona
Portugal	10	2	Office in Lisbon
Germany	25	4	Offices in Karlsruhe and a smaller office in Berlin. Consist of 2 separate entities: (a large GmbH #20 and a small branch office #5)
France	25	4	Office in Grenoble
Poland	40	10	Offices in Krakow (large office) and a sales point in Warsaw
Sweden	45	10	Office in Stockholm
<b>TOTAL:</b>	<b>266</b>	<b>68</b>	

\*\* Please offer interns based on an average internship of 4 months per year

The duration of the contract with InnoEnergy will be for 4 years in case of mutual satisfaction.

Each tenderer who participate in this tender process is obliged to present a max. 2-hour presentation to the evaluation committee members remotely or on sight, to present the company and the preferred methodology (approach + system show case). The evaluation committee members will have the possibility ask questions during the presentation to ensure a correct understanding and alignment. The dates will be agreed upon with the separate tenderers according timetable presented below. Please be aware that the roll-out will only be executed after a successful pilot with our BENELUX entities.

Period	Activity
Nov '19 – Dec '19	Tender finalization
Dec '19 – Jan '20	Preparation of roll-out for pilot entities NL, BE and LUX
Jan '20 – Mar '20	Go-Live with 3 pilot entities, finetuning, evaluation and GO / NO GO decision
Apr '20 – Sep '20	Roll-out country 4 to 9

In order to submit a valid proposal, please make sure your offer contain the following elements:

- A) Presentation of your company so InnoEnergy would be able to evaluate your experience, size, level of knowledge, your team etc.
- B) Proposed methodology / approach towards InnoEnergy to be able to evaluate your ideas and flexibility.
- C) Detailed description of the proposed systems by your company, with detailed information on functionalities that could be of an added value for InnoEnergy.
- D) Complete truthfully Annex 3 (Incl. signature) to ensure a reliable evaluation between the different tenderers.
- E) A pricing offer for the proposed activities and systems, respecting the information provided in Annex 4
- F) All tenderers who would like to participate are obliged to fulfill a company presentation / showcase of the proposed systems to the evaluation committee members. This can be done remotely (video conference) or on-sight in one of our co-locations. The exact dates and timeslots will be agreed upon individually.
- G) Fulfill the Annex 1 (Tenderers' declaration form) according instructions.
- H) In general, we will sign a contract with the winning tenderer (attached as Annex 2). Please review the text in forehand and let us know together with the submission of your proposal if you have any problems with certain clauses in this contract. If that's the case, let us know what the exact problem is and how you would propose an adjustment to the text which will be reviewed by our legal dept. Please be aware that proposed adjustments will be part of the evaluation of all proposals.
- I) indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.

#### 4. Proposal Process

##### 4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.

#### 4.2. *Submission of proposal*

	DATE (deadlines)
Publishing RFP on our website	12 Nov 2019
Deadline for requesting clarification from InnoEnergy	02 Nov 2019
Deadline for submitting proposals	25 Nov 2019
Presentations + showcases by tenderers	2 - 6 Dec 2019 (TBD)
Intended date of notification of award	16 Dec 2019
Intended date of contract signature	20 Dec 2019

Proposals must be emailed in **English** to the following address to:

**Mr. Frank Brouwers**

**E-mail:** frank.brouwers@innoenergy.com

**The proposal shall contain:**

**See Par. 3 (page4)**

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 instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 3).

#### 4.3. *Validity of the proposals*

Tenderers are bound by their proposals for 90 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 60 days to close the contract.

**Proposals not following the instructions of this Request for Proposal can be rejected by InnoEnergy.**

#### **4.4. *Requests for additional information or clarification***

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. **All information requested or answered may only be done through written communication – email only. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.**

**Contact name:** for the attention of Mr. Frank Brouwers

**E-mail:** frank.brouwers@innoenergy.com

The InnoEnergy has no obligation to provide clarification.

#### **4.5. *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.

#### **4.6. *Ownership of the proposals***

InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection 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, for the purposes of safeguarding the EU's financial interests, InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

#### **4.7. *Clarification related to the submitted 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, InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

#### **4.8. *Negotiation about the submitted proposal***

After checking the administrative compliance of the tenderers, InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, InnoEnergy shall provide further information about the proceedings and timing.

#### **4.9. *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 3 of the document.

#### **Evaluation criteria**

60% quality (based on amount of in-scope activities mentioned in Annex 3, the proposed methodology / approach, proposed team, their knowledge and experience etc. based on Annex 5)

**Total technical score: 60 points maximum**

40% price or total cost: lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation

**Total financial score: 40 points maximum**

**Total maximum score: 100.**

#### **4.10. Signature of contract(s)**

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 10 days of receipt of the contract from InnoEnergy, the selected tenderer shall sign and date the contract and return it to the InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, InnoEnergy may decide to contract the second best.

#### **4.11. Cancellation of the proposal procedure**

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall InnoEnergy 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 InnoEnergy has been advised of the possibility of damages.

#### **4.12. 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 InnoEnergy. The tenderers have 10 days to file their complaints from the receipt of the letter of notification of award.

#### **4.13. Ethics clauses / Corruptive practices**

The InnoEnergy 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 InnoEnergy 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 InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

#### **4.14. Annexes**

*Annex 1: Tenderers' Declaration form*

*Annex 2: Draft Contract Template*

*Annex 3: Criteria list*

*Annex 4: Pricing information*

*Annex 5: IE's Key questions*