

Request for proposals

**Innovation & Entrepreneurship Journey for MSc ENTECH programme
Years 2021 - 2022**

April 2020

www.innoenergy.com



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2. Overview of InnoEnergy

InnoEnergy is the 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 maximises 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: www.innoenergy.com

InnoEnergy gets a major funding from EU, this leads to certain obligations, mentioned in this document that InnoEnergy as well as the tenderers have to consider.

3. Scope of work: Innovation and entrepreneurship teaching

Important Notice:

This tender covers the years 2021 through to 2022.

The courses offered are related to one intake, intake 2020, starting in September 2020 and graduating in September 2022.

The business plan for 2021 of the engagement "MSc ENTECH" will be approved in October 2020 by the funding organization EIT and InnoEnergy, before that date there is a chance that some of the proposed activities can be cancelled by InnoEnergy.

Background and General Objective

InnoEnergy and its Master's School provides outstanding education in the field of sustainable energy by running 8 double degree master programmes. The programmes include high ranked European Universities providing knowledge in Energy related technical topics but also in innovation and entrepreneurship education.

Beside the theoretical units at University, each Master programmes offers unique innovation and entrepreneurship education programmes, which are highly practical gives an intense training to the students. Usually those activities are supported by business schools and integrate summer schools in entrepreneurship, leadership seminars and challenges run by a consortium of Universities, companies and start-ups of InnoEnergy.

The MSc ENTECH programme, run by InnoEnergy, Karlsruhe Institute of Technology, Técnico Lisboa, Uppsala University and Grenoble Institute of Technology, gives a broad education in Energy Engineering with various possibilities in qualification.

One part of the programme is the Innovation & Entrepreneurship Journey, with a scope on hands-on innovation and entrepreneurship education connected to the German region. The key parameters are connections to companies, preferable German companies, very practical education in start-up creation including prototyping and solid business creation capabilities.

Detailed work scope

In the framework of the innovation & entrepreneurship track for the MSc programme ENTECH we are looking for an institution who can provide the following parts of the Journey:

- A kick-off event beginning of 2021 in Lisbon covering basic methodologies of design thinking and agile methods. The training preferable should include an active role of the students with presentations.
- Continuous online support by professionals.
- Integration into InnoEnergy events to support pitches by the students.
- A start-up project at the end of the second year of studies (2022) with practical approaches in teaching prototyping, business model creation and connection to the German start-up and industrial ecosystem. The teaching should take place in southern Germany and should include the possibility to create prototypes.

Detailed conditions for the applicant

Due to the highly specified and high-quality education offers of the InnoEnergy master's programmes, several conditions must be fulfilled for applicants. The applicant should be:

- Located in Germany, preferably in southern Germany, as the partner University is KIT located in Karlsruhe.
- Connected to a high ranked technical University with a strong entrepreneurial character.
- Connection to business creation facilities to support graduates.
- Connected to the German start-up ecosystem.
- Provable experiences in entrepreneurship and innovation education.
- The applicant must provide workshops to produce small prototypes.

Assignment, Timing & Planning

The work will be carried out as a subcontracting service via face to face and remote training sessions.

- The first training session will be in the beginning of 2021, most probably in February 2021.
- The number of student participants will be about 20-30, the final number will be determined in September 2020.
- Contract period: the framework contract will end automatically on 31.12.2022.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) All participants must sign the Tenderers' declaration form attached as Annex 1 and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE
Publishing of the RFP on InnoEnergy website	15.04.2020
Deadline for requesting clarification	21.04.2020
Deadline for submitting proposals	27.04.2020
Intended date of notification of award	29.04.2020
Intended date of contract signature	04.05.2020

Proposals must be emailed in English language to:

Contact name: for the attention of Florian Bauer

E-mail: florian.bauer@innoenergy.com

The proposal shall contain:

- **the technical response to the service requested (point 3).**
- **the financial offer (the price for the services.)** The financial offer must be presented in Euro. Prices must be indicated as net amount excluding VAT. **Please state your prices based on blended hourly rates.**
- **an 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.

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 together with their proposal the filled-out Tenderers' declaration form (see point 4.1).

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.

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. Answers will be provided via the InnoEnergy call for proposal section on the website. 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 **Florian Bauer**

E-mail: florian.bauer@innoenergy.com

InnoEnergy has no obligation to provide clarification.

4.4. *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.

4.5. *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.

4.6. *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.**

4.7. *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.

4.8. *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 (weight in %)

1. Relevant and provable experience and competence in innovation and entrepreneurship education, in particular within Germany. Evaluation based on references. **(25%)**
2. Connection to a technical, high ranked (Times University ranking) and entrepreneurial University. **(25 %)**
3. Track record of start-ups supported by the organization within Germany and references of success stories in the field of start-up or business creation. **(25%)**

Total technical score (weight in %): 75%

4. Price/total cost - lowest offered expert unit price per hour shall receive the highest score, other shall be calculated in relation to that in linear equation. **(25%)**

Please base your offer on blended fixed hourly rates.

Total financial score (weight in %): 25%

Total maximum score: 100.

4.9. *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 5 days (after the expiry of the appeal period of 3 days) of receipt of the contract from InnoEnergy, the selected tenderers shall sign and date the contract and return it to InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case a winning tenderer is unable to enter into the contract within the above-mentioned time period, InnoEnergy may decide to contract the second/third best.

4.10. *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.

4.11. *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 (ten) days** to file their complaints from the receipt of the letter of notification of award.

4.12. *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.

4.13. *Annexes*

Annex 1: Tenderers' Declaration form

Annex 2: InnoEnergy's Draft Contract Template Service Agreement