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# Request for proposals

**Strategy, business development and execution for the buildup of the mobility and mobility related industry ecosystem of InnoEnergy.**

**May 2020**

[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

EIT InnoEnergy is the innovation engine for sustainable energy across Europe. 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.

Together, our work creates and connects the building blocks for the sustainable energy industry that Europe needs.

For further information, please visit [www.innoenergy.com](http://www.innoenergy.com)

The European Institute of Innovation and Technology

InnoEnergy was established in 2010 and is supported by the European Institute of Innovation and Technology (EIT). Like all Knowledge and Innovation Communities established by the EIT, InnoEnergy brings together the three elements of the so-called Knowledge Triangle - higher education, research and industry – to tackle some of the biggest challenges facing Europe today. For further information, please visit <http://eit.europa.eu/>

## 3. Scope of work

InnoEnergy has built and manages a unique innovation ecosystem in sustainable energy across Europe. Energy for Transport and Mobility has been added to its strategic investment fields in 2019 and is in the process of expanding its ecosystem with partners from industry, research, finance and innovation also into this segment. Germany being the major player of the mobility industry and research in Europe is of special geographic focus when building up this ecosystem and hence this investment field is hosted by the German Business Unit of InnoEnergy.

For the further development of its ecosystem and its investment success in Energy for Transport and Mobility (ETM), the following two key elements shall be enhanced with the support of relevant consulting expertise.

### A. Establish strategic relationships with industrial partners

The scope of work shall include the following work packages:

- 1) a crisp, clear storyline which can be used to excite and find strategic partners for InnoEnergy,
- 2) defining criteria and identification of relevant set of partners which can contribute the required added value to the ecosystem,
- 3) logic and prioritization of selected partners,

4) go-to-market approach, with a clear pitch, USP and message,

5) creating contacts and leads at the specific companies identified, including but not limited to joint meetings.

The focus must not be tied to a particular industry or field but shall leverage existing synergies within the company and the region (e.g. transport and mobility).

The work shall be collaborative, including a kick-off workshop and regular synchronization meetings.

Please include a mechanism for helping to measure the success of this work package. This may include commitment to identifying a minimum number of contacts and leads, the initiation and execution of a minimum number of joint meetings, etc.

Timing:

Kick-off in June 2020, final work to be completed by September 2020.

**B. Refine and enhance the investment strategy and execution**

The field of Energy for Transport and Mobility is investing into early and mid-stage start-ups and young technology companies across Europe. In December 2019, a Roadmap which included the 5 focus areas for this field was developed and published. It also included the relevant criteria for evaluating new investment opportunities.

In order to realize the roadmap, first investments and partners have been established. The next step is to refine the strategy and execution of two focus areas. Specifically building up a Lighthouse Strategy for this field to establish InnoEnergy as the 'go-to' partner for investments, collaborations, and leadership in this field.

The scope of work shall include the following work packages:

- 1) opportunity assessment for building up a lighthouse strategy for two of the areas within the current 'Energy for Transport and Mobility' Roadmap,
- 2) detailed examination of the value chain for two focus areas (including dependencies, supplier network, end customers, cross-industry synergies),
- 3) clear prioritization of investment areas with a short list of potential start-ups,
- 4) review of current InnoEnergy assets or scouted opportunities for 'fit' with the lighthouse strategy,
- 5) strategy and execution deck to guide future action.

The goal is to build out the relevant ecosystem for this field by creating synergies and leveraging the partners (start-ups, young technology companies, suppliers, end customers, etc.) to help accelerate the impact of new innovations in the field of transport and mobility.

We expect tenderers to provide proof of

- Track record and successful strategic projects within the German industry, including the relevant cross-sectors, related to sustainable energy topics (including storage and mobility).
- Knowledge and expert insights on the industry interdependencies affecting the area of energy (including storage and mobility) – including the ability to create a system view.
- Proven track record and references for building up partnerships and alliances in the field of energy (including storage and mobility).

- Well networked in the global mobility innovation community, based on CV. Have the trust and respect of the innovative people and game changers in mobility on a global scale and is highly connected with a broad variety of people. Knows or is involved in the actual innovations and innovation trends in mobility and can identify opportunities.
- Excellent understanding of the corporate strategies and the associated priorities, as well as the corporate structures and company contacts for companies related to sustainable energy topics (including storage and mobility).

Tenderers should therefore submit together with their proposal:

1. CV for the team members that will be providing the works.
2. Minimum of 2 references, from which a project was executed, from innovative persons and game changers in mobility (on a global scale), additional references may be requested.
3. Minimum of 3 references, to assist with the assessment of the type and level of connection (company name, department/organization, and hierarchical level) within the mobility industry.
4. Minimum of 3 example projects as well as relevant publications, that have been done on the topic related to future mobility and/or startup activities within the field. Additional references may be requested.

Timing:

Kick-off in June, final work to be completed by the end of October.

#### 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 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 RFP	08.05.2020
Deadline for submitting proposals	18.05.2020
Intended date of notification of award	25.05.2020
Intended date of contract signature	01.06.2020

Proposals must be emailed **in English** to the following address until the **deadline 18.05.2020**:

**Contact name:** for the attention of Ms. Renata Hofmeister

**E-mail:** renata.hofmeister@innoenergy.com

The proposal shall contain:

- the technical response to the service requested (point 3).
- the financial offer (the price for the services and daily rates). The financial offer must be presented in Euro. Prices must be indicated as net amount excluding VAT.
- 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 with their proposal together with 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.**

#### **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. Answers will be provided via the IE 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 Ms. Renata Hofmeister

**E-mail:** [renata.hofmeister@innoenergy.com](mailto:renata.hofmeister@innoenergy.com)

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 (weight in %)**

1. Methodology approach of project and proposed project implementation (40%)
2. Project experience and competences of the members of the proposed project teams (30%)

***Total technical score: 70%***

3. Price, corresponding to the output required to achieve the deliverables. (20%)

***Total financial score: 30%***

**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 item 4 above (an increase in InnoEnergy's contractual risk exposure is to be offset by the price).

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 5 days)** 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 **5 days** to file their complaints from the receipt of the letter of notification of award.

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

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, 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 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: InnoEnergy's Draft Contract Template Service Agreement

Annex 3: InnoEnergy Roadmap for Transport and Mobility