**Request for proposals**

**Financial Services for InnoEnergy start-ups/scale-ups**

**InnoEnergy**

# Table of contents

[1. Table of contents 2](#_Toc31111116)

[2. Overview of InnoEnergy 3](#_Toc31111117)

[*3.* Scope of work 4](#_Toc31111118)

[5. Proposal Process 5](#_Toc31111119)

[*a.* *Participation* 5](#_Toc31111120)

[*b.* *Submission of proposal* 5](#_Toc31111121)

[*c.* *Validity of the proposals* 6](#_Toc31111122)

[*d.* *Requests for additional information or clarification* 6](#_Toc31111123)

[*e.* *Costs for preparing proposals* 6](#_Toc31111124)

[*f.* *Ownership of the proposals* 6](#_Toc31111125)

[*g.* *Clarification related to the submitted proposals* 6](#_Toc31111126)

[*h.* *Negotiation about the submitted proposal* 7](#_Toc31111127)

[*i.* *Evaluation of proposals* 7](#_Toc31111128)

[*j.* *Signature of contract(s)* 7](#_Toc31111129)

[*k.* *Cancellation of the proposal procedure* 8](#_Toc31111130)

[*l.* *Appeals/complaints* 8](#_Toc31111131)

[*m.* *Ethics clauses / Corruptive practices* 8](#_Toc31111132)

[*n.* *Annexes* 8](#_Toc31111133)

# Overview of InnoEnergy

*Structure, background and offices*

KIC InnoEnergy SE (“**InnoEnergy**”) was set up in 2010 as a European company (a Societas Europaea).

InnoEnergy was formed by a world-class alliance of top European players with a proven track record in the energy field. The consortium currently consists of 24 formal partners (each a shareholder in KIC InnoEnergy SE) and additional 365+ partners - companies, research institutes, universities and business schools covering the whole energy mix.

InnoEnergy is a Knowledge and Innovation Community (a “**KIC**”) under Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008, establishing the European Institute of Innovation and Technology. On 16 December 2009 InnoEnergy was designated as one of the first three KICs by the European Institute of Innovation and Technology (“**EIT**”)’s Governing Board. InnoEnergy addresses sustainable energy as its priority area. InnoEnergy gets a major funding via EIT from the European Union. This leads to certain obligations, as follows from the above mentioned Regulation and mentioned in this document and its annexes. InnoEnergy as well as the tenderers have to consider these obligations.

InnoEnergy is seated and headquartered in Eindhoven, the Netherlands. InnoEnergy has six geographical “co-locations”, some of which are construed as a branch and some of which have their own legal identity:

* KIC InnoEnergy Benelux (currently a branch, possibly a separate legal entity in the nearby future) with offices in Eindhoven (joint premises with KIC InnoEnergy SE’s offices), Amsterdam, Brussels and Genk;
* KIC InnoEnergy Germany GmbH with offices in Karlsruhe, Berlin and Stuttgart;
* InnoEnergy Central Europe Sp. z o.o. with offices in Krakow;
* KIC InnoEnergy Iberia S.L, with offices in Lisbon and Barcelona;
* KIC InnoEnergy France (currently a branch) with offices in Grenoble; and
* KIC InnoEnergy Sweden AB with offices in Stockholm and Uppsala.

Furthermore for certain activities of InnoEnergy Dutch foundations (stichtingen) are used, such as the Institute of Sustainable Energy Stichting and the Stichting Administratiekantoor InnoEnergy. InnoEnergy in total currently has roughly 220 employees, out of which roughly 70 employees are employed by KIC InnoEnergy SE (roughly 45 in the Benelux, roughly 15 in France and roughly 10 elsewhere).

*Mission*

Our vision is to become the leading engine of innovation in the field of sustainable energy. 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.

*Three different business lines*

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. For Education the outputs are: **MSc, PhDs and Post-Doctorate engineers** in the energy field, with strong entrepreneurship and hands on capabilities;
* **Innovation Projects** to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers. For Innovation Projects, the output is **Innovative technology** for the energy processes, in the form of patents, new products and services; and
* **Business Creation Services** to support entrepreneurs and start-ups who are expanding Europe’s energy ecosystem with their innovative offerings. Here the outputs are **Start Ups/Spin offs or businesses growth** in the energy field, upon the innovations developed internally or identified externally.

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:

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

# Scope of work

Within Business Creation Services we are supporting start-ups and entrepreneurs to create successful, sustainable business that bring valuable solution to a global market.

During the duration of our Highway Services program on average 18 till 24 months we typically experience hurdles along the way which are related to either financial accounting and/or management accounting. The entrepreneurs strengths lies mostly in technology related aspects based on their engineering background and they often lack financial acumen/base to build up their organization from venture towards start-up and beyond. Our aim is to improve their financial and management accounting capabilities from the start by assisting them in setting up their accounting system, management accounting, cashflow and financial forecasting and to be able to provide quarterly pre-defined reporting packs towards IE.

An initial good setup will provide them with the necessary management tools to take better informed decisions and hence to grow faster. Furthermore, better financial management will increase the likelihood of successful and faster closing in subsequent finance rounds and/or exposing the ventures earlier via a network of a professional accountancy firm to external investors.

1. **General objectives:** provide financial and management accounting services towards the ventures/start-ups in Highway/ Boostway programmes of InnoEnergy (this can concern about 15 to 20 start-ups a year) and IT/ERP tooling associated to the start-ups needs.
2. **Deliverables:** quarterly financial updates on actuals, possible assistance with creating a financial strategy and plan, 4 quarters rolling financial forecast in predefined format (balance sheet, P&L and cash flow), define or re-define their administrative and organizational setup/processes matching their business. The ability to co-lead financing rounds when attracting external money.
3. **Methodology and organization of work:** based on +5 years’ experience (CV’s) in accounting previously working with start-ups, knowledge of available IT/ERP tooling systems matching with those specific needs of the venture, price per hour and total maximum price per year.
4. **Location, timing and planning:** Services will occur mostly remote with occasionally on premise at the venture/start-up. The intended start date is 10-03-2020 and the period of implementation of the contract will be until 10-03-2024.

# Proposal Process

# *Participation*

1. Participation in this proposal procedure is open to all tenderers.
2. 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.

# *Submission of proposal*

|  |  |
| --- | --- |
|  | **DATE (Calendar dates)** |
| **Sending out RFP invitations to the potential suppliers** | **31-01-2020** |
| **Deadline for requesting clarification from InnoEnergy** | **10-02-2020** |
| **Deadline for submitting proposals** | **21-02-2020** |
| **Intended date of notification of award**  | **02-03-2020** |
| **Intended date of contract signature** | **10-03-2020** |

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

**Contact name**: for the attention of Ms. Yvonne van Erp

**E-mail**: yvonne.van-erp@innoenergy.com

**The proposal shall contain:**

* **the technical response to the service requested.**
* **the financial offer (the price for the services.)** The Financial offer must be presented in EURO***.*** Prices must be indicated as net amount + 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 EUROper 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).

# *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. 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. Yvonne van Erp

**E-mail**: yvonne.van-erp@innoenergy.com

The InnoEnergy has no obligation to provide clarification.

# *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.

# *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.

# *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.**

# *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.

# *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*

1. Accounting experience and competences and number of years of experience (+5y & resumés) of members of the proposed project teams and their experience with start-ups/ventures (maximum points: 30)
2. The service provider has enough offices spread of the Benelux area (maximum points: 10)
3. Methodology approach of project and proposed project implementation and knowledge of existing IT/accounting tools (maximum points: 20)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 10)

***Total technical score:*** ***70 points maximum***

1. 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 (maximum point: 30)

***Total financial score: 30 points maximum***

**Total maximum score: 100.**

# *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 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.

# *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.

# *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.

# *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.

# *Annexes*

Annex 1: Tenderers’ Declaration form.

Annex 2: Draft Contract Template.