**Request for proposals**

**Green Deal Battle of Talents**

**( #GreenDealBoT )**

**Platform**

**InnoEnergy**

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# 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/>

# Scope of work

***The motivation for this request for proposal was a twofold question from InnoEnergy. One was the request to***  *start blended student entrepreneurship (serious) game, competition & learning activity. Secondly the idea originates from the COVID19 mitigation plan by EDU to create a “Green Deal Battle of Talents” (****#GreenDealBoT )*** *as part of the digitalization of the Innovation and Entrepreneurship  learning activities of EIT InnoEnergy.*

* 1. *General Objectives*

EIT InnoEnergy is looking for a gaming platform that supports playing and managing the Battle of Talent as described in next points.

* 1. Detailed Game Description

EIT InnoEnergy is looking for a unique “serious” entrepreneurship game and competition. It should be based on a simulation or equivalent mechanism of the real-life dynamics and mechanisms between start-ups and venture capital.

It is not the intention to have only a software platform. The idea is that the game is an overall concept which includes a platform, face to face meetings (or video conferencing) to have a complete and very valuable learning experience.

* + 1. The game concept

The game concept is based on the idea that the young entrepreneurial talent from InnoEnergy’s master school will battle against top business schools students which play the role of investors.

The learning target of the game for the students from the master school is that they should learn how to create very good business plan for their innovative ideas. During the game the quality of the business plans created should be increased by the coaching efforts of the investors. The games needs to include a mechanism by which the business plans can be (automatically) rated in such a way that a dynamic list is created which shows a ranking of the busines plans.

The learning outcome for the business school students is that they get more familiar with reading and evaluating business plans. By coaching the start-ups in which they invested they can help them to create a better business plan.

The game and competition dynamics consist of a mechanism where the start-ups in which the investors invested deliver better business plans by using the coaching of the investors additional value is created. In such a way the value of the start-up increases and the investment capability of the investor is also growing (because its investment in the start-up has a higher value). The winners of the game from the master student site are the companies which have the highest value. The winner on the investment site is the investor with the highest valued investment portfolio.

The overall game concept can include online and face to face aspects.

The game will be played over six to nine months (based on the duration of the education) and is phased in different steps. The outcome is to identify InnoEnergy’s best entrepreneurial student talent on the one hand and the top investor on the other hand.

**VERY IMPORTANT REMARK: The following descriptions are intended to give the suppliers some ideas on the framework of how the game could look like. This is not a specific instruction and the suppliers can propose deviating scenario’s as long as the basic learning targets which are formulated in point 3.2.1. are reached.**

* + 1. Game personas

Following persona’ could play a role in the game:

On the one hand **the EIT InnoEnergy entrepreneurial master students** taking the game will be immersed into real entrepreneurial life and venture capital mechanisms. They will create a team and formulate business plans for their innovative business ideas.

The second group are **EIT InnoEnergy master students**. They bring in their specific talents such as engineering knowledge, economic knowledge, communication skills. These will be invited by the entrepreneurs to join their team with knowledge and skills they bring with them in order to increase the quality of the business plans.

The third group are the **students from a business school** (MBA’s) who will play the role of investors. They will elaborate and challenge the ideas of the EIT InnoEnergy students. They will work on their own with the objective to create a investment portfolio with the highest value.

The fourth group are the **Coaches**. The purpose of the coaches is to learn the master student to increase the quality of the business plans they create. They can be technical coaches, coaches having experience with start-ups, financial coaches. The supplier can propose several ways in which this function is included in the game is

The fifth group is (could be ) **the Jury**. This group of people (e.g. CEO’s from start-ups in the EIT InnoEnergy eco system, venture capitalists…) is assigned by EIT InnoEnergy and will evaluate the entrepreneurial quality and the investors quality.

The idea is to play the game with the total number of participants between 500 and 1000.

* + 1. Game Phases Overview

There are three phases in the game flow (in this example the game starts in September, but this is only as an example to be in line with the master school timing)

1. Registration & communication: September 2020
2. Entrepreneurship game: October 2020 – April 2021
3. Final EVENT: Mid/ End of April 2021

This game is to be played during the academic year. Therefor following events are proposed:

* + - 1. Registration and Communication: September 2020

In this phase an Extensive communication campaign organized by EIT InnoEnergy with for example presentations at the different institutions, will be set up to reach the personas defined in the game such as the EIT InnoEnergy students, the entrepreneurs as other master students to join teams and to mobilize investors from the business school.

At this moment the platform will be ‘open for registration’. The students will be able to register as entrepreneur, investor or master school students which bring in their talent.

* + - 1. Entrepreneurship game: October 2020 – April 2021

During this phase the game is played. The Entrepreneurs will start setting up their teams, writing the business plan and start looking for money. The Investors will invest or de-invest.

In January (proposal) there will be a First Jury Moment: the game will be stopped and the Top 10 Entrepreneurs and TOP 10 Investors list will be made ‘public’.

It could be that this is also a moment for a face to face or video conferencing meeting where the Jury gives some insights, feedback. In mid-April 2021 (proposal) there could be a Second Jury Moment.

After this moment the game will be started again on the positions as it was stopped.

The game will be stopped and the Top 10 Entrepreneurs and TOP 10 Investors list will be made ‘public’.

* + - 1. Final EVENT: Mid/ End of April 2021 (in academic year this should be in the Eastern holidays)

The supplier can propose ideas on how the competition can be closed on the final event. A final form of competition could be set up between the top 10 start – ups and the top 10 Investors . The Jury might also play a role here.

In the Final Event the Winners are announced and win prizes from sponsors of the game.

* + 1. Entrepreneurs Learnings

The aim of the game for the entrepreneurs is to have a real-life learning experience. This will be done in different steps:

* Student EIT InnoEnergy entrepreneurs form the master schools will start with creating a multidisciplinary team. Out of the (non-entrepreneur) registered EIT InnoEnergy master School students they will select people with the different skills to create their start-up including digital marketing, finance & accounting, arts, business development dev.
* In their team the innovative ideas are elaborated
* The first business plans are drafted and published in the platform
* Coaches are recruited and assigned

The team of the entrepreneur will get a secured environment in the platform for their start-up. They will be able to share documents in the team but players from other teams or investors cannot view them. The team has the possibility to give rights to review documents to for example the coach of their team.

It is up to the supplier to propose the way in which the business plans are to be published by the students to make them (easily) accessible and interpretable by the investor students.

The teams can perform the basic functions which are needed to collaborate:

* Publish documents such as texts and canvasses ( free format, templates)
* Share these documents with the team
* Have conferences with the team, for example a video conference or telephone conference. This does not need to be part of the platform but should be easily accessible by the participants

* + 1. Investors Introduction

In parallel the Investors from the business schools (e.g. MBA student) are involved in the game. They are assigned virtual money and they can start challenging the business plans.

* + 1. The Battle Begins

Once both groups are prepared the investments and de-investments can start. The investors can create a portfolio. On the other hand the Entrepreneurs can review and augment their business plans. Using Minimal Vial Product concepts, pitching of their products and term sheet negotiations the entrepreneurs can influence the investors to take shares of their startups.

If this is part of the proposed game, the Jury of professional coaches assigned by EIT InnoEnergy from business schools, EIT InnoEnergy CommUnity, VCs, … will support the entrepreneurs.

* + 1. Face to Face moments

The Battle also includes face to face moments, for example the CEO Cafés where experienced CEO’s of startups give feedback on the proposed business plans. which support from the platform? Other events can be added to the game flow. The organization of these events are not part of the RFP. InnoEnergy will organize these themselves. But the way in which they are part of the game framework should be proposed by the supplier.

* 1. Systems Requirements

In order to play and support this game, EIT InnoEnergy is looking for the infrastructure to support this initiative. The format has been proven over the last years, the platform must be a mature implementation which supports this game flawlessly.

As mentioned above the supplier should define the systems requirements but the proposed system should at least consist of following functions for the users:

* Platform set-up (hosting, deployment, monitoring, accessibility & availability, multi-language, multi-device,…)
* Platform customization (branding, look & feel, colors, tone of voice,…)
* Entrepreneur collaboration area (where the teams can publish their document and collaborate via videoconferencing, telephone conferencing, chats…)
* Investor environment (where they can oversee their money, the investment portfolio, the value of their portfolio)
* Central “market” where the entrepreneurs can publish their business plans and the investors can invest. In this area also the coaching or feedback might take place. This might include communication channels between the entrepreneurs and the investors : if a start-up team asks a meeting with a investor this should be done on-line by setting up a conference call where the start-up can pitch their proposal
* Possibilities for the couches to give feedback
* User registration and licensing – yearly license per group of users (in this case up to 500 users)
* Evaluation dashboards (for example: overall views for start of the game, results ‘Top 10 Enterprises’, ‘Enterprise Evolution’, ‘Top 10 Investors’, ‘Investor Evolution’ and individual dashboards for the entrepreneurs and investors)

The proposed system should at least consist of following functions for the Game Manager (managing the overall game flow and reporting or intervening where necessary) and the System Administrator (IT function managing the hardware and software):

* There must be kept track of the investments transactions done and the value of the investments. This should lead to a kind of bookkeeping where all the transactions in the game are registered and can be controlled. The money from the investor will be reduced taking into account their spending. On the other hand the start-up should earn the invested money. The value for which the trading is done should also be registered.

Throughout the complete game this mechanism needs to track and validate all the transactions done.

* If an investor wants to de-invest he should get the money back, at the value of the moment (and realize a gain?)
* All kinds of cheating should be monitored: the different amounts need to be checked (e.g. an investors amount of virtual money is limited), money should not be spent twice…
* Platform run support services (admin, operations, helpdesk,…)
* Overall program orchestration & project management, including contacting, coordinating & managing partners and the other stakeholders during the entire journey both for content and actions. Therefor the system administrator needs to have to reports and tools with which to control the overall game.

The system has to have a (simple) mechanism which simulate a market competition between the investors and the entrepreneurs. The quality of the business plans should create a value in the start-ups and the investors realizing this value should be awarded. Buying and selling of stock in a start-up has to be possible on a ‘central market’. It is not the intention that complex trade market mechanisms (e.g. value changes based on the trade of stocks) are implemented.

The game manager should be able to get easy reports at any moment in the game of the value of a startup or the value of the portfolio of an investor.

The game manager might have the availability over several parameters (unexpected events, technological evolutions …) in which he can change the game conditions. It is up to the suppliers to propose several options and possibilities to make the game as realistic as possible to realize the set forward learning outcomes.

* 1. Security and data protection aspects

The supplier shall specify how these issues will be handled in the platform proposed in the light of the GDPR regulations.

* 1. Deliverables to be included in the proposal

The supplier needs to specify the total price per deliverable.

For the complete solution a price will be given consisting of

1. Hardware cost including all materials which might be necessary to create the necessary environment
2. Software cost
3. Licensing schemes
4. Estimation of the Installation cost and indication on who will do that installation
5. Cost for a training for the staff on the technicalities of the installation
6. Support cost for the system ensuring working hours operations
7. All other cost which might be incurred by installing and using this platform

If the system is delivered as a ‘Software as a Service’ (SaaS) an overall price/ the price per player (entrepreneurs, team members, Investor, system administrator…) shall be given.

The proposal shall also mention the cost for the support for EIT InnoEnergy which can be delivered by the supplier.

The proposal should also mention the way in which the number of students taking part in the game can be extended to, for example, 500, 750, 1000, 1500 players.

The cost proposal needs to cover the cost for the next four academic years: 2020-2021, 2021-2022, 2022-2023 and 2023-2024. InnoEnergy wants to have three options:

* 1. Yearly payments
  2. The option to have one contract for four years.
  3. A contract for two years and the option to extend the contract with two years. In this option InnoEnergy requires that the supplier commits to the two year additional option price for the extension in the current offer submitted.

The proposal will also mention examples of installations of other similar games already installed by the supplier.

* 1. Methodology and organization of work

An indication should be given on how the installation will executed.

* 1. Timing and planning

For the academic year 2020-2021 following schedule should be followed:

* The system has to be installed / made available by mid-September 2020 to start the information campaign and open registration
* The game itself should start by October 15 2020,
* the game should end in April 2021
* Closing event is planned in Eastern Holidays (first 14 days) of April 2021

A timing scheduled taking into account eventual lead times which exist for the delivery of components of the hardware and/or software installation, should be added. This implementation timeline to ensure the platform is ready at the date agreed will include the aspects such as design, set-up, training, testing, launch.

Time-lines for the academic years 2021-2022, 2022-2023 and 2023-2024 are in line with the 2020-2021 schedule mentioned above.

* 1. Support and service

The supplier will also describe how they will support EIT InnoEnergy in delivering the game to ensure that the game runs flawlessly for all participants.

The supplier can also describe the service they can provide to make the game a complete experience for the players. As example: EIT InnoEnergy can organize the closing event, the supplier can propose how during that event specific elements of the game can contribute to the success of the event.

# 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** | 24/07/2020 |
| **Deadline for requesting clarification from InnoEnergy** | 31/07/2020 |
| **Deadline for submitting proposals** | 07/08/2020 |
| **Intended date of notification of award** | 14/08/2020 |
| **Intended date of contract signature** | 21/08/2020 |

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

**Contact name**: for the attention of Mr. Johan Thys

**E-mail**: johan.thys@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 + 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).*

# *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 Mr. Johan Thys

**E-mail**: johan.thys@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.

|  |  |
| --- | --- |
| **Technical Criteria** | **Points** |
| The proposal will be evaluated against the features game and the requirements set for players as defined in this document under paragraphs 3.1, 3.2. | 30 |
| System requirements and security aspects as defined in 3.3 and 3.4. | 10 |
| Installation, Implementation and launch plan to be in line with the requirement as specified in 3.7 | 20 |
| Availability of training, support and additional services as defined in 3.8. | 10 |
| GDPR Compliance | 5 |
| Availability of company liability insurance | 5 |
| **Total score for technical criteria** | **80** |
| **Financial Criteria** |  |
| Lowest offered price shall receive the highest score, other shall be calculated in relation to that in linear equation | 20 |
| **Total score for financial criteria** | **20** |
| **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 3 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 *3* 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. IE’s contract template.*