**Request for proposals**

**Proposal number: CT19-FR024**

**Energy Lab**

**Creation of an industrial acceleration platform dedicated to new energy systems**

**Consultancy services for Energy Lab creation and commercial launch**

**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 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

**General objectives**

InnoEnergy is currently working on the design and launch of a new industrial service platform dedicated to European SMEs and start-ups working on innovative energy systems (project name: Energy Lab). Purpose is to support innovators tackle industrialization challenges through complementary offers:

* A catalogue of industrial means and expertise: Energy Lab enables preferred access to technical equipment, test platforms, pilot environments that are commonly operated by large groups or specialized entities;
* Workshops and offices to rent in Energy Lab facilities or partners’ ones;
* Two programs designed to foster collaboration between start-ups/SMEs and large groups;
* A catalogue of business services such as shared support services.

Energy Lab services will not only be accessible to Energy start-ups but more generally to high potential start-ups/SMEs working on innovative energy systems.

Energy Lab will be a separated entity within InnoEnergy group, legally independent (SAS), with a dedicated commercial brand, governance and team.

Energy Lab will be headquartered in Grenoble but can provide services broader in France or Europe. A building is rented to host workshop and offices space, these need to be fitted-up.

Concept has been designed and tested through the ecosystem. All dimensions of this company creation need now to be operationally accelerated.

**Detail work scope**

Scope

To secure the commercial launch of Energy Lab, InnoEnergy intends to hire experts from a consulting firm. For the upcoming phase, InnoEnergy requests to get a proposal for expertise to support variety of tasks to create this new business structure (see tasks below).

Tasks

The main tasks are:

1/ Design phase finalization: Commercial concept and business model securing, investment case, communication plan and business intelligence;

2/ Company creation: shareholding scenarios, strategic governance, legal process follow-up;

3/ Ecosystem structuration: identification and interviews of possible co-investors / partners;

3/ Service offering: customer journeys, commercial offers’ design, marcom plans, client acquisition;

4/ Operating model definition: organization design and set up, operational governance and processes, tooling implementation;

5/ Brand: positioning, identity, channel set up;

6/ Facilities fit up: expression of needs for architect and team to proceed;

7/ Program management: activities orchestration and follow-up, project committees.

Skills

The consultant presentation shall demonstrate the following:

* Minimum 10 years of professional experience for Project manager
* Strong understanding of related industry and markets (energy)
* International project experience
* Strategic competence and vision
* Experience in designing and launching new services and offers in an agile and entrepreneurship way
* Program management competencies

Tenderer is expected to mobilize a core team with full-time profiles, that can be completed by experts.

As Energy Lab is a new company to be created, whose activities and business model are different from InnoEnergy core business. We expect mostly senior profiles to be mobilized.

**Methodology and organisation of work**

The project is run on a time and material basis.

InnoEnergy project team and Energy Lab project, as well as a certain number of very strategic partners are based in Grenoble, France. We expect consultants to work from InnoEnergy offices in Grenoble, while remote work may be occasionally possible

**Timing and planning**

We envision a contract period of 15 months. The consultancy work is foreseen to start by contract’s signature.

A team of 5 consultants with estimated days per consultant between 180 and 200 days per year seems a reasonable estimation, but can change during project execution. Depending on the development of the project activities the contract can be extended for an additional year with the winning tenderer, with an adjusted number of consultants and hours depending on the project development.

It is requested that 80% of the proposed core consultants can start work by contract’s signature date. The winner must ensure to provide the proposed (and approved by InnoEnergy) consultants during project execution, as per their offer. Any change on consultants need to be pre-discussed and approved upon by InnoEnergy.

InnoEnergy may request in consultation with the tenderer to add, detach or replace proposed experts.

**Details of the requested Proposal**

The Offer for this Request for Proposal shall contain at least the following:

1. Description of internal departments and expertise services available within the company, with relevant projects (Energy field / pre-project with business model proposition)
2. Relevant comparable assignments for your company;
3. Detailed proposed workplan;
4. Proposed core team (detailed profiles with quote of years of experiences of the requested expertise);
5. List of profiles (core team + experts) and their daily rate (to be annexed to the contract in case they have to contribute to the project depending on its evolution). To be mandatorily detailed in the provided Excel template (tab *Full list of proposed profiles*) – so we can forseen project’s costs if additional profiles are required.
6. Price of the average proposed team (core team + experts) excluding travel and subsistence expenses, presented on a 100 days basis. Travel and subsistence expenses should be evaluated separately on an average month basis. To be mandatorily detailed in the provided Excel template (tab *Average cost of proposed team*).

# 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** | **11/10/2019** |
| **Deadline for requesting clarification from InnoEnergy** | **18/10/2019** |
| **Deadline for submitting proposals** | *08/11/2019* |
| **Intended date of notification of award**  | **12/11/2019** |
| **Intended date of contract signature** | **22/11/2019** |

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

**Contact name**: for the attention of Mr Richard BIAGIONI, cc: charline.baechele@innoenergy.com

**E-mail**: richard.biagioni@innoenergy.com

**The proposal shall contain:**

* **the technical response to the service requested (point 2).**
* **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 Richard Biagioni

**E-mail**: richard.biagioni@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 2 of the document.

*Evaluation criteria*

**Evaluation criteria (weight in %)**

1. The consultancy company past references on similar project and ability to provide all competencies required – cf. tasks (internal knowledge or dedicated department are a plus). All available profiles to be listed in the Excel template (20%);
2. Quality of the detailed workplan and core team suggested (profiles and relative involvement within the team) by tenderer to accelerate the project Energy Lab. Regarding profiles, we will notably closely look at competences demonstrated in similar projects and overall number of years of professional experience – past experience in energy utilities and / or business model creation would be a real plus. Please list and detail these experiences. (45%)
3. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (5%)

**Total technical score** (weight in %)**: 70%**

1. Price of the average proposed team presented on a 100 days basis + estimation of monthly travel and subsistence expenses to be presented in the Excel template(30%)

**Total financial score** (weight in %)**: 30%**

**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 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 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 ***10*** 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 (= Service Agreement).*