

Request for proposals

Virtual Career Fair Platform

EIT InnoEnergy

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2. Overview of EIT InnoEnergy

EIT InnoEnergy 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 EIT 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/>

The request is for the EIT InnoEnergy Career Centre. You can also find more information via this webpage:

<https://www.innoenergy.com/for-students-learners/career-centre/>

3. Scope of work

Objective:

To match EIT InnoEnergy students and alumni to companies within the EIT InnoEnergy Ecosystem and/ or outside, for internships and (graduate) positions. Career Centre is also exploring options to organise our yearly Career Impact Challenges online and we are looking for ways to use the platform for this.

Scope

The scope is to have a virtual Career Fair platform to be used for online career events for our current EIT InnoEnergy master and PhD students and (recent) alumni. This virtual environment must facilitate the following for our EIT InnoEnergy students and alumni:

- The opportunity to virtually meet different companies and (some of) their employees;
- To view company pages;
- Chat and / or videocall with employees of the attending companies;
- Attend live presentation (webinars) or have the opportunity to replay these presentations;
- Find job openings from attending companies;

EIT InnoEnergy Career Impact Challenges

EIT InnoEnergy is also looking for the option to organise challenges within the platform. These challenges have been organised in collaboration with ENLIT (European Utility Week) where 100 EIT InnoEnergy master students attend the event while they had to solve a challenge in a team of

5 students. We had 4 different companies offering a challenge and we would like to organise these challenges in an online version around October 2020. You can find more information about the 3 day schedule in *Annex 3*. Please indicate the possibilities how the platform could be used for these Career Impact Challenges.

Please also indicate possible other features available in your platform, that have not been mentioned in this request.

Stage 1: Landing page

EIT InnoEnergy would like to create a landing page within our own CommUnity Platform where EIT InnoEnergy students and alumni have to go to, to register for the event and to enter the event on the day itself. The landing page should show the programme of the event (including presentations).

OR

EIT InnoEnergy would like to have a landing page connecting to the platform, with EIT InnoEnergy Branding style. The landing page should show the programme of the event (including presentations).

Stage 2: Entrance of Virtual event

Once students/ alumni have registered and enter the event when it starts EIT InnoEnergy branding should be visible.

Requirements:

- Information to explain how the virtual environment works should be visible or direct available for students and alumni and attending companies;
- Time schedule of the programme and event information, such as the presentations, webinars and which companies are attending should be visible;
- An employee of your company should be available during the event for service requests and / or help for students and companies.

Virtual halls (Exhibit hall / Auditorium)

EIT InnoEnergy would like to have a separate hall (Auditorium-like) where live webinars could be attended by students / alumni. In regards to the exhibit halls, we would like to know the amount of exhibit halls that could be available for an event. It would be an extra plus if multiple webinars could be held at the same time and any data could be retrieved afterwards (e.g. amount of attendees).

Requirements:

- Recorded webinars should also be available here to replay. And students / alumni should have the possibility to give feedback after a session;
- Registered attendees should receive a notification in the platform to inform them about live sessions that will start.

Boots

For the companies attending, they would have their own booth were they would have the opportunity to virtually meet (speak or chat with) students, get in contact with them at that same time.

Requirements:

- Per company booth we would like to have a minimum of 5 attendees (recruiters) from the company;

- In the booth environment the bio of recruiters should be shown and an overview of the presentations the company will give (if they will give any);
- Available jobs should be shown, including data who has viewed and/or applied for a job;
- Recruiters should be able to view CV's of students and retrieve statistics after, how many students have entered their booth, left their CV, asked questions etc.
- Recruiters should be able to chat with multiple students at the same time. The possibilities for a video call would be a big plus.
- If any of the above cannot be achieved, please explain in which way this can be compensated.

Visitors (meaning students / alumni)

Students / alumni should be able to login easily and get extra information on how to use the platform, and where to request support if needed.

Requirements:

- Mandatory for all visitors (meaning students and alumni) to upload their CV;
- Visitors should easily go to different booths and contact the available recruiters;
- Visitors should be able to apply for jobs shown in the platform.
- Visitors should get the feeling to visit an event, not just a website.

Privacy

All should be done according to the European GDPR data protection rules.

Requirements:

- The privacy should be maintained of all users and in ownership of EIT InnoEnergy.
- No data can be used for any commercial activities.
- Please provide your privacy and data regulations rules and how you can adapt to the European GDPR rules and regulations.
- The platform should mobile friendly too. That there would be no restrictions, and no downloads. Please explain in detail how your offer works on a mobile phone.

Pricing

EIT InnoEnergy estimates to organise a range of 5 to 10 events during 2020-2021, please note this is only an indication. Attendees would only be EIT InnoEnergy students and alumni. The amount of booths can variate between a range of 10 to 50 per event. Note this is an indication and the exact amount could be different.

Requirements:

- Provide the total costs for a year licence **and** indicate the costs for 1 event. Please also indicate other options that you might offer. All pricing levels should be included in your offer to be able to make use of it. An easy and transparent price structure is a plus.

Timing and planning

Requirements:

- Please provide the implementation process and the (minimum) expected time you need to set an event up. And what support you would need from EIT InnoEnergy.

For all parts mentioned above, please indicate if you facilitate the following and describe how you would like to organize it and what is needed from EIT InnoEnergy to make it happen.

Start date and period of implementation: The intended start date is 27 August 2020, the period of implementation of the contract will be 12 months from this date. In case the budget coverage for future provides support for the services presently tendered, EIT InnoEnergy might intend to extend this contract with the winner for another 12 months. This will be done through direct award procedure for August 2021 until August 2022. This extension is subject to financial coverage and high quality performance of the contractor, as well as continuing need for the services but does not bind InnoEnergy to carry out this special procedure.

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 EIT InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	3 July 2020
Deadline for requesting clarification from EIT InnoEnergy	20 July 2020
Deadline for submitting proposals	29 July 2020
Intended date of notification of award	7 August 2020
Intended date of contract signature	25 Augustus 2020

Proposals must be emailed in **English** to the following address to: Grace.van.den.boogaart@innoenergy.com, and with cc: Marloes.wichinkkruit@innoenergy.com

Contact name: for the attention of Mrs. Grace van den Boogaart

E-mail: Grace.van.den.boogaart@innoenergy.com, and cc: Marloes.wichinkkruit@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).

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 EIT 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. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.**

Contact name: for the attention of Mrs. Grace van den Boogaart

E-mail: Grace.van.den.boogaart@innoenergy.com and cc: Marloes.wichinkkruit@innoenergy.com

EIT 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*

EIT 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, EIT 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, EIT 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, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT 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

1. Features of the platform, such as available booths options, chat possibilities, (Live) webinars, (25 points)
2. Look and feel and general services provided by the platform (20 points)
3. GDPR compliance and privacy (10 points)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (5 points)

Total technical score: 60 points maximum

5. 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 (40 points)

Total financial score: 40 points maximum

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 EIT 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 EIT InnoEnergy, the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT 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, EIT InnoEnergy may decide to contract the second best.

4.11. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT InnoEnergy will notify tenderers of the cancellation. In no event shall EIT 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 EIT 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 EIT InnoEnergy. The tenderers have 3 days to file their complaints from the receipt of the letter of notification of award.

4.13. Ethics clauses / Corruptive practices

EIT 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, EIT 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 EIT 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: Draft Contract Template.

Annex 3: Career Impact Programme schedule.