



InnoEnergy
Knowledge Innovation Community

T. +31 (0) 40 247 31 82

F. 020 485 2500

InnoEnergy SE

Kennispoort 6th floor

John F. Kennedylaan 2

5612 AB Eindhoven

Request for proposals

Data for Skill Extraction Project

InnoEnergy

www.innoenergy.com



InnoEnergy is supported by the EIT,
a body of the European Union

1. Table of contents

<u>1. Table of contents</u>	<u>2</u>
<u>2. Overview of InnoEnergy</u>	<u>3</u>
<u>3. <i>Scope of work</i></u>	<u>3</u>
<u>4. Proposal Process</u>	<u>4</u>
<u>4.1. <i>Participation</i></u>	<u>4</u>
<u>4.2. <i>Submission of proposal</i></u>	<u>4</u>
<u>4.3. <i>Validity of the proposals</i></u>	<u>5</u>
<u>4.4. <i>Requests for additional information or clarification</i></u>	<u>5</u>
<u>4.5. <i>Costs for preparing proposals</i></u>	<u>5</u>
<u>4.6. <i>Ownership of the proposals</i></u>	<u>5</u>
<u>4.7. <i>Clarification related to the submitted proposals</i></u>	<u>5</u>
<u>4.8. <i>Negotiation about the submitted proposal</i></u>	<u>6</u>
<u>4.9. <i>Evaluation of proposals</i></u>	<u>6</u>
<u>4.10. <i>Signature of contract(s)</i></u>	<u>6</u>
<u>4.11. <i>Cancellation of the proposal procedure</i></u>	<u>7</u>
<u>4.12. <i>Appeals/complaints</i></u>	<u>7</u>
<u>4.13. <i>Ethics clauses / Corruptive practices</i></u>	<u>7</u>
<u>4.14. <i>Annexes</i></u>	<u>7</u>

2. 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/>

3. Scope of work

Drivers

Innovation is a disruptive force in many sectors. As the pace of innovation keeps picking up, it gives rise to a growing skill gap: a discrepancy between the skills that employers search and those that employees or job seekers can offer. This is particularly the case in the energy sector, where the energy transition is causing major shifts in in-demand skills.

Project

Although many organizations take actions to address this skill gap, for example in the form of training programmes, many of these actions come too late and cannot avoid a loss in competitiveness. For this reason, InnoEnergy has launched a project on Skill Prediction and Matching. The aim of this project is to use Artificial Intelligence (Natural Language Processing) to identify emerging and future skill gaps more quickly, and to develop a product that helps employees and jobseekers evaluate their own skill set and find relevant training paths.

In the first phase of the project, which runs until the end of 2019, we will focus on the energy sector. We will build a minimum viable product that does the following:

- (1) It will analyze data from the energy sector to discover skills that will be important for the future. These are skills employees (or future employees) in the energy sector may want to acquire in order to ensure their employability in the near future.
- (2) It will take a person's CV as input and extract a skill profile: the skills a person already has.

- (3) It will compare the person's current skill profile with the future skills from step (1) and identify future skills that the person does not yet have. These skills should be both promising and relevant to the person's skill profile.
- (4) It will recommend learning paths to the person to acquire these skills.

Scope of work

The goal of this Request for Proposals is to find one or more parties that can provide us with the necessary data for step (1) above. Our AI methods will analyze this data to identify promising skills for the future. This year we will focus on the energy sector, but next year we will extend the project to other sectors, such as health and food.

To achieve our goal, the data should have the following characteristics:

- As we are using techniques from Natural Language Processing, the data should consist (mostly) of **texts**.
- These texts should contain **information about the skills** that will be relevant to tomorrow's job market. Therefore the data should (at least in part) be relevant to the energy sector. As we will extend the project to other sectors next year, the presence of other sectors in the data is a clear advantage. Potential text sources that interest us are vacancies from the specific sector, sector reports, job reports, research papers, whitepapers, etc. We do not expect candidates to provide us with all of these data sources: if the data volume is sufficient, one of these sources will do. If several candidates can provide us with complementary data sources, we reserve the right to select more than one candidate.
- We are looking for **high-volume** data. After all, the strength of AI and NLP techniques is that they can process volumes of data that would take people many years to read. For example: the data could consist of 100,000s of vacancies (including 10,000s of vacancies from the energy sector in several countries), 1000s of sector reports, or both.
- If the candidate provides us with a set of data that also includes other sectors, they should **assist us with identifying the data that is relevant to one particular sector (such as energy)**.
- Ideally, the texts should be in **English. Dutch** is acceptable as well. The proposal should specify the language of the texts.
- We are interested specifically in data with a **large geographical coverage** (several countries). Each text should have the relevant country (or countries) as its metadata, so we can compare data from different countries.
- The data should **go back in time at least 2 years**. All texts should have a **timestamp**, so we can identify evolutions through time. Ideally, we would like the option to receive **monthly updates** for the next years with newly collected data from that period, so we can keep our analyses up-to-date.
- The data should be **easy to access by a computer**. For example, it would be convenient if we can get the data and/or the updates with a GET call to a REST API.
- The data should be **easy to process by a computer**. The more easily software can read the texts in the data (without optical character recognition, for example), the better.

Pricing

We would like the candidate to propose a price that covers all relevant data they can offer, plus a yearly price for monthly updates (if applicable). We intend to have a contract until the end of 2020,

with a possibility of extension. There should be no unforeseen costs. For example, the pricing structure could take one of these forms (but other ones are allowed as well):

- a single price for the full data set.
- a price for all historical data, plus a price per year for a subscription that allows us to get regular (e.g. monthly) updates with newly collected data, for example through a REST API. If this format is chosen, we should be able to cancel this subscription every year.

Please also specify the pricing structure, so we can choose subparts of the data if the total price is too high.

If the data is not yet broken down by sector, the offer should also include a consultancy package that helps us identify the data that is relevant for specific sectors.

4. Proposal Process

1.1. 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.

1.2. Submission of proposal

	DATE (Calendar dates)
Sending out RFP invitations to the potential suppliers	24 June 2019
Deadline for requesting clarification from InnoEnergy	15 July 2019
Deadline for submitting proposals	19 July 2019
Intended date of notification of award	26 July 2019
Intended date of contract signature	5 August 2019

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

Contact name: for the attention of Mr Yves Peirsman

E-mail: yves.peirsman@kic-innoenergy.com

The proposal shall contain:

- **the technical description of the data and delivery method (section 3).** This part should clearly describe the data and give a high-level description of how it was collected. It should give an overview of the size of the data, sectors that are represented, its language(s), regional coverage, time period and metadata. It should also specify the data format and delivery method (e.g. bulk delivery, REST API, etc.). Finally, we would like a description of the consultancy experience of the team in assisting organizations when they use this data.
- **the financial offer (the price for the data).** The Financial offer must be presented in Euros, broken down by service (historical data, future updates, consultancy for sector-specific data selection) and possible subsets of the data. 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 Euros 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 their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

1.3. *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.

1.4. *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 Mr Yves Peirsman

E-mail: yves.peirsman@kic-innoenergy.com

InnoEnergy has no obligation to provide clarification. Because of the holiday period, we may answer your requests for clarification with a delay of up to one week.

1.5. *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.

1.6. *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.

1.7. *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.**

1.8. *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.

1.9. *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. The characteristics of the data: the type of data, its relevance to our project goals, the represented sectors, the data size, language(s), geographical coverage, time period, etc. (maximum points: 35)
2. The presence of updates (maximum points: 10)
3. The format and delivery method of the data (maximum point: 10)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 5)

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 (maximum point: 40)

Total financial score: 40 points maximum

Total maximum score: 100.

1.10. *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 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 10 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.

1.11. *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.

1.12. *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.

1.13. 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.

1.14. Annexes

Annex 1: Tenderers' Declaration form.

Annex 2: Draft Contract Template.