

Request for Proposal

Innovation and Entrepreneurship (I&E) Coaching for Teaching Factories Competition

1. Context

1.1 About EIT Manufacturing

EIT Manufacturing is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting bigdata.

Among Europe it exists 8 other KICs with the one we can participate to lead the action and create services across Europe and improve the competitiveness of European companies.

EIT Manufacturing is an association under the law 1901 created in 2019, looking for purchasing the service of a supplier as described below.

1.2 About the Teaching Factories

A Teaching Factory is a collaboration space where practitioners bring experience from the factory to teach students, while students and faculty bring knowledge from the classroom to teach practitioners. This collaboration is supported with a web conferencing platform and is an ongoing process, with regular sessions and continuous interaction between the factory and the classroom.

Teaching Factories Competition on Deep Tech is an initiative of advanced training dedicated to university students and VET (Vocational Education & Training) students promoted by EIT Manufacturing. Organisations (SMEs or Corporates) present challenges to be answered by Solver Teams or groups of students.

The Teaching Factory Competition started in 2022 as a lighthouse Initiative of EIT Manufacturing's Education Pillar. The main objective is to promote the use of the Teaching Factories educational methodology, by giving visibility to the benefits of academia-business collaborations in a context of manufacturing innovation.

The Teaching Factories Competition offers industrial companies the opportunity to specify challenges they face in Deep Tech context. This will carry several benefits for them: in the process, they will often obtain clarity on their pain points, since they move from defining an area of the challenge to the challenge itself. They also increase their visibility within the EIT Manufacturing community and receive innovative inputs from students.

For the students from universities and Vocational Education & Training (VET) centres, the competition offers the opportunity to work on real-life industrial problems. They move beyond theoretical work with this challenge-based educational approach and make valuable connections with industrial organisations as well as other students.

For more information, please visit the [website](#) and join the EIT Manufacturing's social innovation platform [AGORA](#).

2. Description

The purpose of this Request for Proposal (RfP), is to select a supplier to provide Innovation and Entrepreneurship (I&E) Coaching to the students participating in the Teaching Factories Competition on Deep Tech 2023. The EIT Manufacturing Education team believes in synergies that are generated by the collaboration of academia and manufacturing industry, without leaving aside the importance of entrepreneurship skills to achieve sustainable results ready to be integrated into holistic business models.

The objective of the Innovation and Entrepreneurship (I&E) coaching is to enhance the innovation and entrepreneurial skills of the participants of the TF Competition and potentially, other EIT Manufacturing learners. The I&E coaching guides the learners in a 2-month journey, for supporting them in the development of an idea and first steps for possibly setting up a start-up resulting from the challenges of the TF Competition or other business ideas.

The selected supplier will be requested to define the I&E coaching curriculum, develop or provide learning material about innovation and entrepreneurship to be consumed by the learners in an autonomous way, provide coaching to the solver teams (learners).

3. Deliverables

EIT Manufacturing requires that the selected vendor provides the following deliverables:

- **Training workshop**

Audience:

- Professors, mentors and tutors from the participating universities and VET centres
- Experts from the organisations whose challenges were selected for the initiative

Purpose:

- To assure their awareness about the importance of Innovation and Entrepreneurship (I&E) in the EITM Teaching Factories Competition
- To identify intersection and high collaboration areas to better support the students' solver teams during the competition, and beyond.

Duration and indicative dates:

- Expected Delivery date for the workshop structure: 28th February
- Up to one hour session, repeated 3 times with different time slots to facilitate the participants' engagement. Sessions to be hold during the week of 5th to 14th of April 2023.

- **I&E seminar curriculum**

Audience

- Students between 17 and 25 years old, with no working experience, studying a bachelor career related to manufacturing in European universities, for instance and not exclusively: manufacturing management, manufacturing production, industry engineering and mechanical engineering.

At the end of the seminar, student should be able to:

- Recognize opportunities to apply the technical concepts for social benefit and economical use
- Integrate their solutions into holistic business models
- Identify clear benefits from the TFC to apply to their personal life and projects
- Connect with students' networks and communities related to the project they worked on during the TFC

Duration and indicative dates:

- Seminar duration: 8 weeks, 17th of April – 9th of June 2023

- **Digital Learning Paths**

- Seven learning modules based on the I&E seminar to be hosted on a Learning Management System
- Development/upload of the learning paths in EIT Manufacturing Learning Platform, Skills.move is preferred and will be evaluated positively.
- Introduction to the I&E seminar and to the Digital Learning Paths during the Teaching Factory Competition kick off, to be held on Monday 17th of April.
- Students will be able to express their questions on the Learning Paths during a one-hour live webinar, to be held on Monday 15th of May after 17:00 CET.

Audience

- Students between 17 and 25 years old, with no working experience, studying a bachelor career related to manufacturing in European universities, for instance and not exclusively: manufacturing management, manufacturing production, industry engineering and mechanical engineering.

Purpose:

- To complement the I&E knowledge acquired by the students during the coaching sessions and the TFC
- Facilitate the learning material for wider audiences in the future and following TFC

Duration and indicative dates:

- Learning Paths to be consumed autonomously by the students from 17th of April to the 15th of May 2023

- **I&E Coaching sessions**

Readiness to deliver 1 to 3 sessions per each Solver Team.

Audience

- Solver Teams participating in the TFC 2023

Purpose:

- To support each Solver Team to deliver satisfactory results for the challenge received, considering the social benefits, economical use and business models

Duration and indicative dates:

- A mandatory session per Solver Team to be held between 17th of April and 9th June
- Remaining optional sessions to be held between 1st July and 29th of September 2023

- **Students' assessment**

- Participate to the evaluation committee as experts' juries in the First Evaluation Sessions to assess the results presented by each of the Solver Teams by the end of the competition.
- Indicative date: late June

At the end of the I&E Coaching Sessions and as a result of all the activities, the students should have acquired the following skills and competencies:

- **Entrepreneurship:** The capacity to identify opportunities and ideas to create social, cultural and financial value for others, including translating innovations into feasible business solutions or to support other business solutions, with sustainability at their core.

- **Innovation:** The ability to formulate knowledge, ideas and technology to create new or significantly improved products, services, processes, and to mobilise system innovation to contribute to broader societal change, while evaluating the unintended consequences of innovation and technology.
- **Creativity:** The ability to think beyond boundaries and systematically explore and generate new ideas.
- **Intercultural:** The ability to engage and act internationally and to function effectively across cultures, sectors and/or organisations, to think and act appropriately and to communicate and work with people from different cultural and organisational backgrounds.
- **Making value judgments:** The ability to identify short- and long-term future consequences of plans and decisions from an integrated scientific, ethical and intergenerational perspective and to merge this into a solution-focused approach, moving towards a sustainable and green society.
- **Leadership:** The ability of decision-making and leadership based on a holistic understanding of the contributions of Higher Education research to value creation, in limited sized teams and contexts.

4. Timeframe

4.1 Indicative Timeline

Activity	Responsible	Due date
RFP opening	EIT Manufacturing	17/01/23
Offer submission	Supplier	23/01/23
Evaluation and notification of award	EIT Manufacturing	30/01/23
Complaint submission	Complaint supplier & EIT Manufacturing	2/02/23
Publication of contract award notice	EIT Manufacturing	3/02/23
Contract signature	EIT Manufacturing & selected supplier	3/02/23
Kick off meeting	EIT Manufacturing & Supplier	6/02/23

4.2 Clarification Requests

In case of obvious or perceived errors or omissions in the RfP, Tenderers can request additional information or clarifications by the deadline provided in the above timeframe. Please note the following:

- Clarification requests should be sent to the following email: tfcompetition@eitmanufacturing.eu

- The email should include a subject header in the following format: “**EIT Manufacturing Teaching Factories Competition 2023 I&ECoaching RfP - Request for Clarification - [name of your company]**”

- For transparency, the Tenderers will receive the answers to the questions in one Note of Information which will be provided to all tenderers simultaneously. There will not be an individual answer to questions. The name of the tenderer requesting clarification will not be disclosed to competing parties

- In case of no clarification provided, the Tenderer will design the solution based on his own assumptions that have to be detailed in the proposal

4.3 Evaluation Criteria & Award Notification

Timely received proposals submitted by the tenderers will be examined, evaluated, and compared in accordance with the following criteria and the contract shall be awarded to the highest ranked tenderer. The decision will be made according to the “Best Value for Money” principle. Innovation & Entrepreneurship Coaching Proposal: 50%

- Innovation & Entrepreneurship Coaching Proposal: 50%
- Budget breakdown: 35%
- References: 15%

An Evaluation Committee of X people will be established. Each bid will be evaluated and ranked according to the criteria above.

The compliance with the principles of transparency, non-discrimination, equal treatment, and absence of conflict of interest will be ensured.

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure. In case the winning tenderer is unable to enter the contract, EIT Manufacturing may decide to contract the supplier receiving the second highest ranking.

Proposals must be submitted by e-mail to the following email address tfcompetition@eitmanufacturing.eu within 7 days of the date of notification of the request for proposal. All proposals received after the deadline will be rejected.

In duly justified cases, however, no later than 2 calendar days before the original deadline, the submission deadline can be extended.

Upon request from the tenderer concerned, EIT Manufacturing will as quickly as possible, and in any event within 15 calendar days from receipt of a written request, inform:

any unsuccessful candidate of the reasons for the rejection of its request to participate,

any unsuccessful tenderer of the reasons for the rejection of its tender, including, if this is the case, its decision that the works, supplies or services do not meet the performance or functional requirements,

any tenderer that has made an admissible tender of the characteristics and relative advantages of the tender selected as well as the name of the successful tenderer or the parties to the awarded contract,

any tenderer that has made an admissible tender of the conduct and progress of negotiations and dialogue with tenderers.

Information referred to above may be withheld where the release of such information would be contrary to the public interest, would prejudice the legitimate commercial interests of an economic operator, or might prejudice fair competition between economic operators.

Should there be a suspicion that the provider will not be able to perform according to the price offered, EIT Manufacturing has the right to ask for explanations and may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or cost proposed.

4.4 Appeals / Complaints

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals shall be addressed to EIT Manufacturing only via the following email address tfcompetition@eitmanufacturing.eu. The tenderers have 3 days to file their complaints from the date of receipt of notification of the results.

In your application appeal to EIT Manufacturing the complainant shall explain what procedural aspects they consider having been violated along with any recommendations or remarks. Such claims need to be supported with data and facts and relevant documentation.

All complaints related to the procurement procedure will be processed by the Appeal Committee consisting of three employees, having the knowledge and authority to repair or take necessary action for mitigation in the case of need.

An appeal whose sole purpose is to obtain a second evaluation for no reason other than that the complainant disagrees with the final award decision is to be rejected.

4.5 Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Supplier and EIT Manufacturing. The outcome of this RfP will be to conclude an EIT Manufacturing purchase order with the selected supplier's proposal.

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract that will be awarded will have a maximum duration of 1 year. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for 12 months will in no way exceed the bid (the amount contained in the offer) of the tenderer.

The awarded supplier will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the supplier is located in a country for which the EU commission has not issued an adequacy decision.

4.6 Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Manufacturing will notify tenderers of the cancellation. In no event shall EIT Manufacturing 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 Manufacturing has been advised of the possibility of damages.

EIT Manufacturing 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 Manufacturing will engage in the termination of 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'). S/he should inform the EIT Manufacturing team immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

The supplier may not be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

they are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify;

they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or any other country of the EU;

they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU' financial interests;

following a procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of contract for failure to comply with their contractual obligations.

The tenderers must not be in a situation of a conflict of interest, and they have sufficient economic and financial capacity, technical and professional capacity and legal and regulatory capacity to perform the requested services. A declaration of honour regarding the above shall be signed by the tenderer. Additional evidence or declarations might be requested by the contracting authority.

EIT Manufacturing reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities, conflict of interest or fraud. If substantial errors, irregularities, conflict of interest or fraud are discovered after the award of the Contract, EIT Manufacturing may refrain from concluding the Contract.