

Request for Proposals for supporting activities to the HiReach Startup Lab

Innovative and Inclusive Mobility Acceleration Program

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About HiReach

HiReach (<http://hireach-project.eu>) aims at addressing the mobility needs of different groups vulnerable to transport poverty and social exclusion like people with temporarily or permanent reduced mobility, children, young and elderly people, women, migrants and ethnic minorities, low income and unemployed, to favour more inclusive and flexible mobility solutions. The project also analyses geographical and spatial elements affecting transport poverty to figure out mobility options that can serve the needs of such groups in different target areas like urban-peripheral, peri-urban, rural, and remote or deprived territories.

By combining different attributes of available transport concepts and bottom-up initiatives with new operational schemes and IT applications, HiReach explores viable business models for small scale, modular and easily replicable mobility services that can be provided at affordable prices and/or with minimum subsidies. For the first time, community transport services, informal ridesharing and van pooling, innovative ride-hailing mobility services and on-demand public transport are assessed within the scope of a new collaborative and fair business environment.

The HiReach mechanism for exploring, generating and testing inclusive mobility solutions is based on the creative work of and innovative entrepreneurs, but also on social innovation through the direct involvement of different social groups as developers, co-users and co-owners of the proposed solutions. HiReach is working in 6 European study regions: Counties of Esslingen and Göppingen (Germany), Naxos and Small Cyclades (Greece), Inner Area Southern Salento (Italy), Guarda and Torres Vedras (Portugal), Buzău (Romania), North and South-East Luxembourg.

Disclaimer

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TABLE OF CONTENTS

1	Introduction and background	4
1.1	Challenges addressed by HiReach	4
1.2	The HiReach Startup Lab	4
2	Definitions	5
3	Description of the activities	6
3.1	Phase 1: Selection of the startups	7
3.2	Phase 2: Bootcamp	8
3.3	Phase 3: Acceleration	9
3.4	Phase 4: Trials & roll-out	11
3.5	Phase 5: Demo Day	12
4	Location of acceleration activities	12
5	Maximum budget and payment conditions	12
5.1	Additional funding and sponsors	13
5.2	Exclusions from the budget	13
6	Application to this RFP	13
7	Requirements	16
8	Evaluation Criteria	16
8.1	Evaluation Scoring	17
	Annex I - Model of Commitment of Confidentiality	18
	Annex II – Declaration of Honour	20
	Annex III - Model for Price Proposal	25

1 Introduction and background

The HiReach project is accepting responses to this **Request for Proposals (RFP)**, in order to find a qualified Accelerator partner to provide an Innovative and Inclusive Mobility Acceleration Program (the so-called “HiReach Startup Lab”).

The objective of this RFP is to identify a suitable Accelerator that will provide the best overall value to the HiReach project. While price is a significant factor, other criteria fully described in the Evaluation criteria section of this RFP will form the basis for the award decision.

1.1 Challenges addressed by HiReach

Good accessibility helps the European economy to thrive, promotes inclusion and fosters wellbeing. HiReach assists the European Union in this endeavour by identifying and characterising transport poverty and evaluating transport policies and initiatives. The main goal of HiReach is to develop new business-oriented mobility products, capable of improving accessibility in urban and rural areas and adapted to the needs of vulnerable citizens.

Behind social exclusion there often are transport related problems, such as the lack of adequate mobility services. These problems are particularly felt by the most vulnerable members of society, such as those who experience material deprivation, the physically impaired, migrants or people from an ethnic minority background, and different sociodemographic characteristics such as being young, being old or just being women.

This lack of good transport services affects rural areas, but it is also true for cities and densely populated areas, where the number of people experiencing poor mobility capacity is increasing. This is not only a social problem, but also a market opportunity for new transport proposals, to reduce time and cost, or even trigger new mobility needs.

An illustrative brochure of the projects' main challenges can be found at:

http://hireach-project.eu/sites/default/files/HIREACH_Brochure.pdf

1.2 The HiReach Startup Lab

The HiReach StartupLab is an Acceleration Program which has the main objective of validating and integrating innovative transportation solutions that can improve mobility in urban, peripheral, rural, remote and deprived areas, while addressing the needs of potentially vulnerable groups such as children and youngsters, elderly, women, people with reduced mobility, migrants and ethnic minorities, as well as people with low income and unemployed.

The project offers an Accelerator the chance to impact the future of transportation. The Accelerator is asked to manage a one-week bootcamp, followed by a 3 months acceleration programme with field testing with “real-world” partners.

The Accelerator will work with up to 25 suitable startups. The main objective of the HiReach Startup Lab is to facilitate access to new projects and early stage ventures. In this context, a startup should meet the criteria in the Definitions section.

The program is attractive to startups as it takes no-equity, with all expenses being covered awarding merit. Startups will receive mentoring, perks and benefits from the Accelerator

itself, and get invited for a fast track to the mobility industry where they will get the chance to develop the proof of concept under real-life conditions.

This acceleration program proposes a multiple phase approach, where it is intended to develop projects with real challenges in mind. The several phases serve to filter the most apt projects aligned with program's objectives.

2 Definitions

Accelerator: company or non-profit entity incorporated in the European Union with a proven relevant track record, capable of taking over the responsibility of organizing and managing the HiReach Startup Lab Acceleration Program with the main objective of validating and integrating innovative transportation solutions that can improve mobility in urban, peripheral, rural, remote and deprived areas, while addressing the needs of potentially vulnerable groups such as children and youngsters, elderly, women, people with reduced mobility, migrants and ethnic minorities, people with low income and unemployed.

HiReach: project that has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement no 769819, that focuses on the development of new tools and business models to improve accessibility for special areas and communities. HiReach builds on the potential of bundling and mixing dispersed, special and non-coordinated/optimized trip requests and needs from different vulnerable user groups to favour inclusive and participative mobility rather than exclusive/special and geographically limited mobility.

HiReach (Startup Lab) Steering Committee: HiReach committee steering the HiReach Startup Lab activities. It is constituted by elements of the contracting authority TRT TRASPORTI E TERRITORIO (HiReach project coordinator), and other consortium project members, including PRODUCTIZED, and TIS.pt.

HiReach Startup Lab: an Innovative and Inclusive Mobility Acceleration Program, aiming to help projects that are in concept stage or with a product prototype or MVP, incorporated or not yet incorporated, tackling a mobility-related problem worth solving, through an innovative solution including but not limited to: *informal ride-sharing and van pooling services, community transport services, innovative ride-hailing mobility services, on-demand flexible public transport, smart vehicles, smart cities, open source software, parking, logistics, customized mobility, accessibility, navigation information, data & IoT, smart infrastructures, service design, passenger experience, environment, safety and security in mobility.*

Hosting Company: any organization private or public that is considered a relevant partner to the acceleration phase and that can either help or host the startups by providing them technical expertise, challenges, lab facilities, testing grounds, mentorship (e.g. public or private transport operators, car/ van manufacturers, mobility companies, IT companies, open data projects, etc.).

Inclusive mobility: mobility options fit (also) to vulnerable groups who suffer from unmet mobility needs, such as children and youngsters, elderly, women, people with reduced mobility, migrants and ethnic minorities, people living in rural areas or with low income and unemployed.

Startup: in the context of the HiReach Startup Lab acceleration program, a startup should meet the following criteria:

- A group of people with at least 2 founders (team) or a company with at least 2 shareholders that is already incorporated, no more than 5 years old, and below 100,000€ yearly revenue in the last fiscal year.
- In bootstrap mode, or with pre-seed funding less than 250,000€.
- Willing to incorporate into a company, after the Bootcamp phase, to invoice further investment, namely for the proof of concept.
- The founding teams/ startups must be based in the European Union.

Transport poverty: An individual is “transport poor” if: there is no transport option available that is suited to the individual's physical condition and capabilities (availability), the existing transport options do not reach destinations where the individual can fulfil his/her daily activity needs, in order to maintain a reasonable quality of life (accessibility), the necessary weekly amount spent on transport leaves the household with a residual income below the official poverty line (affordability), the individual needs to spend an excessive amount of time travelling, leading to time poverty or social isolation (time budget), the prevailing travel conditions are dangerous, unsafe or unhealthy for the individual (adequacy).

Vulnerable groups: children and young people, elderly, women, people with reduced mobility, migrants and ethnic minorities, people living in rural and deprived areas, low income and unemployed

3 Description of the activities

The purpose of the Acceleration Programme is to develop, at least, 5 Minimum Viable Products (MVP), or similar prototype level products or services, tackling real world cases of transport poverty. The domains of transport poverty were presented in the Introduction Section. Further explanation can be found in the HiReach website at <http://hireach-project.eu>, particularly among the documentation produced so far: <https://hireach-project.eu/content/public-deliverables>.

As such, startup companies to be selected and involved in the HiReach Startup Lab are expected to work on a given pilot case, since day 1 of the Acceleration. A pilot case is a real-world problem in the realm of transport poverty. Every pilot case will be hosted by an entity (Hosting Company), which will provide information, support and host the startups along the program.

The HiReach project will provide pilot cases and the Accelerator is also welcomed to propose pilots according to its own partners' interests. Startup companies may bring their own product and/or pilot case provided they are aligned with the mission of HiReach.

The Acceleration Program is organized in the following four phases:

1. **Selection Phase** - Up to 3 months, until reaching a minimum of 75 viable applications from interested startups.
2. **Bootcamp Phase** - 1 immersive week, with 20 to 25 startups/ projects. During this phase, startups will work on a mock-up or similar concept, linked to a real pilot.

3. **Acceleration Phase** - 3 months, with 5 to 10 short-listed startups / projects. During this phase, start-ups will directly interact with a hosting company. The purpose of this phase is the development of a Minimum Viable Product (MVP), or similar.
4. **Trial Period Phase** – 6 months, with 5 short-listed startups (incorporated as companies to be able to receive proof of concept support funds). During this phase, start-ups are expected to develop a demonstrator or run a pilot case to provide evidences of the impact of their products/services.
5. A public presentation at the final **demo Day**, with the 5 short-listed startups, will end the Acceleration program.

All acceleration phases must be conducted in English language, including the applications, the mentoring sessions, the accelerator reporting, and any other communication with the HiReach or with the startups.

3.1 Phase 1: Selection of the startups

Duration: up to 3 months

Expected number of Applications from startups: 75

Start Date: mid-October 2019 (planned start of the assignment)

End Date: mid-January 2020

Description:

The Selection phase is one of the most important phases, as the program wants to capture some of the best, most energetic, entrepreneurs and startups willing or already working in the mobility field. It is expected that the selected Accelerator manages the open call for application of the startups, in close cooperation with the HiReach Steering Committee.

Requirements and outputs:

1. The Accelerator is responsible for managing the call, setting up the applications landing page and proper dissemination to ensure a target rich environment, with at least 75 valid submissions.
2. The Accelerator should work in order to get applications at least from all six HiReach demonstration EU countries: Portugal, Italy, Romania, Germany, Greece, and Luxembourg (and beyond).
3. The Accelerator is responsible for shortlisting the top 50 applications (evaluation criteria are to be proposed in the proposal)
4. The final evaluation and selection of the 20 to 25 startups to be invited to join the acceleration program will be made by a jury with representatives of the Accelerator, the HiReach Steering Committee and external experts appointed by HiReach.
5. The Accelerator will be the main contact point for the applicants.

Timeline of tasks and responsibilities:

Task	Ownership	Date
Launch of the Call for Applicants	Accelerator (after approval from HiReach S.C.)	01/11/2019
Deadline for applications (>75 applicants)	Startups	02/12/2019
Shortlisting of submitted applications (>50 applicants)	Accelerator	09/12/2019
Final selection (20-25 applicants)	HiReach S.C.	19/12/2019
Confirmation to join the Startup Lab	Startups	07/01/2020
Signing of contracts with Startups (rights and obligations to attend the Startup Lab)	TRT	17/01/2020

3.2 Phase 2: Bootcamp

Duration: 1 week (5 continuous working days)

Accepted startups: 20 (min) to 25 (max)

Start Date: Feb 2020

End Date: Feb 2020

Description:

The one-week Bootcamp should be composed of workshops, talks & mentoring sessions that will make startups more aligned with the project objectives and with useful learnings. This is an in-person phase of the program, and the founders' presence is required: full working hours hands-on participation will be required throughout the whole week.

Minimum 2, maximum 3 members of the team will participate. It will be up to Accelerator to propose a final agenda for the Bootcamp, provided it contemplates 2-hour short-lectures slots on: APIs, transport poverty, EU reference cases for inclusive mobility solutions, mobility needs of vulnerable social groups, transport systems to be provided by the HiReach consortium members.

Requirements and outputs:

1. Adequate space for the bootcamp activities, and auxiliary space for startups to work, such as a co-working facility, to be provided by the Accelerator;
2. Detailed agenda of the bootcamp, including syllabus and trainer's bios.

3. Report of the bootcamp phase, providing recommendations and assessment of the work carried out by each startup, including:
 - Reflection about the dynamic of the open call for selection of startups,
 - Assessment of the candidates,
 - Review of the mentorship program,
 - Selection of the most promising teams and project to be advanced to the next phase.

The Report will be based on a template agreed with the HiReach Steering Committee and it will not be longer than 30 pages. It will be written and proofread by the Accelerator in English.

Timeline of tasks and responsibilities:

Task	Ownership	Date
Publication of the final agenda of the Bootcamp	Accelerator	30/12/2019
Bootcamp Kick-off	Accelerator	03/02/2020
Bootcamp Final Pitch	Startups	07/02/2020
Evaluation of Final Pitch	HiReach S.C. and Accelerator	07/02/2020
Report about the Bootcamp	Accelerator	21/02/2020

3.3 Phase 3: Acceleration

Duration: 3 months

Accepted startups: 5 (min.) to 10 (max)

Start Date: Feb 2020

End Date: May 2020

Description:

Teams selected in Phase 2 to advance towards this phase will have the opportunity to meet with the Hosting Companies that they will collaborate with during the roll-out phase, set the criteria for a successful pilot, and arrange all the operational requirements.

Physical presence of startups is not compulsory, depending on the nature of the pilot. Weekly meetings (physical or online) with concerned partners of HiReach, Hosting Companies and Accelerator managers are requested.

Requirements and outputs:

1. The Accelerator is responsible that each accepted startup delivers a working prototype, mock-up, or service design.
2. Organization of a Match-making event that gets all startups and selected hosts together in an in-presence networking event, preferably at the Bootcamp location in February 2020, where all startups are required to attend to: a) report on their progress and present results, b) solve ongoing concerns c) catch-up with each other and d) match their projects with a hosting partner that is interested in being an active supporter of the startup pilot project.
3. Organization on Intermediate Evaluation Forum online or in presence, in April 2020, where the HiReach Steering Committee, the Accelerator management and the Hosts are to evaluate startups progress and prepare the selection of projects to pitch at the ITS Lisbon showcase.
4. Show-casing in May 2020, at the ITS European Conference in Lisbon (<https://itsineurope2020.com/>), an event which will be organized by HiReach.
5. Report of the acceleration phase, providing recommendations and assessment of the work carried out by each startup, including:
 - Minutes of the weekly meetings with startups,
 - Review of the mentorship program,
 - The Report will be based on a template agreed with the HiReach Steering Committee and it will not be longer than 30 pages. It will be written and proofread by the Accelerator in English.

Timeline of tasks and responsibilities:

Task	Ownership	Date
Final program for the acceleration phase	Accelerator	18/02/2020
Acceleration Kick-off	Accelerator	24/02/2020
Match-making and Get Together meeting	Startup/Hosts/HiReach Partners	26/02/2020
Preliminary evaluation of the work developed by startups	Accelerator	18/04/2020

Intermediate Evaluation Forum	PRO/TIS/TRT/ Accelerator/Hosts	23/04/2020
Pitch for ITS Lisbon	Startups	18/05/2020
Announcement of Winners for the Pilot test, 5 (min.) to 10 (max)	Accelerator	18/05/2020
Report about the acceleration phase	Accelerator	28/05/2020

3.4 Phase 4: Trials & roll-out

Duration: up to 8 months (some overlapping with the previous phase)

Accepted startups: 5 (min.) to 10 (max)

Start Date: Feb 2020

End Date: Sep 2020

Description:

This is the time of action and certainly the highlight of the program. Startups will work closely with the Hosting Companies that have selected them via match-making initiatives in the Phase 3.

Physical presence is not obligatory, depending on the nature of the pilot. Regular meetings (physical or online) with concerned partners of HiReach, Hosting Companies and Accelerator managers be necessary.

Requirements and outputs:

1. The Accelerator is responsible that each accepted startup delivers a second iteration of the MVP taking into consideration the learnings and expected improvements from the trial period.
2. Final report providing recommendations and assessment of the work carried out by each startup, including:
 - Minutes of the weekly meetings with startups,
 - Review of the mentorship program and/or of the hosting program (where the start-ups will test real-case services/products),
 - Summary of projects presented during the trial (expectations and immediate perceived impact),
 - Reflection about the methodology followed by HiReach (to involve start-ups in the development of solutions to transport poverty problems).

The Report will be based on a template agreed with the HiReach Steering Committee and it will not be longer than 50 pages. It will be written and proofread by the Accelerator in English.

Phase 4 – Trial Period Phase

Task	Ownership	Date
Kick-off of organization of monthly follow-up meetings between HiReach, hosting companies and startups,	Accelerator	01/04/2020
Final report of the work developed by startups during the whole StartUpLab	Accelerator	31/08/2020
Organization of the Final Pitch event during the HiReach final show-case event (Demo day in Brussels)	HiReach	Sept. 2020, date to be confirmed

3.5 Phase 5: Demo Day

Duration: 1 day

Accepted startups: 4 to 5

Start Date: Sep 2020

End Date: Sep 2020

Description:

HiReach will organize in Brussels a final show-case event ("Demo Day"), where the most successful startups will be called to present the results of the pilot they have been running during the trial phase. Physical presence of at least 2 representatives from the Accelerator is required.

4 Location of acceleration activities

The Bootcamp (Phase 2) is an activity that should take place in an European Union country location. The Acceleration (Phase 3) can be remote or in-presence, but specific get-together in-presence moments have to be planned. The trial (Phase 4) will be linked to the location of the Hosting Companies.

5 Maximum budget and payment conditions

The maximum budget for the Acceleration Program to be awarded to the selected Accelerator will be up to 60,000€ (sixty thousand euros), exclusive of VAT.

After the 1st instalment, payments will be issued after a quality check (approval) of the reports delivered by the Accelerator at the end of each Phase.

Payment instalments are as follows:

- 10% after the contract signature
- 25% after the approval of the Phase 2 report
- 30% after the approval of the Phase 3 report
- 30% after the approval of the Phase 4 (Final) report
- 5% after the participation at the final Demo Day

5.1 Additional funding and sponsors

The Accelerator is invited to arrange sponsorships on its own initiative. The Accelerator company can take a success fee of 40% for new sponsors plus a 10% management fee, totalling 50%, the remaining value must go to co-fund the acceleration operational costs and others related costs provided there is a Profit & Loss demonstration. Sponsorship acceptance requires previous approval by the contracting entity.

5.2 Exclusions from the budget

The above-mentioned budget is for the accelerator program only and does not include travel, accommodation and other expenses for the startups participating to the acceleration program, which will be covered directly by the HiReach project.

Also, the venue costs and catering expenses (e.g. coffee-breaks, lunches) during the Bootcamp and Accelerator planned get-togethers will be covered by the HiReach.

6 Application to this RFP

1. The contracting entity is TRT TRASPORTI E TERRITORIO (www.trt.it), the HiReach Project Coordinator.
2. The decision to contract is to be taken by the contracting entity.
3. The HiReach Startup Lab Steering Committee is constituted by the following HiReach project members: Productized (PRO, Portugal), TIS.pt (TIS, Portugal) and TRT Trasporti e Territorio, (TRT, Italy).
4. The HiReach Startup Lab Steering Committee is responsible for the evaluation of the proposals and recommending the awarding of the Accelerator Company.
5. The winning entity (Accelerator) will retain its own Intellectual Property (IP) Rights (including methodologies, business cases, etc). But since the contracting entity and the HiReach consortium are actually providing most of the expertise and domain experts as mentors to the bootcamp and acceleration activities, they are entitled to its own IP, and reserves the right to film, photograph, record of specific events, provided there is written consent from participants.
6. The clarifications necessary for the understanding and interpretation of the parts of this RFP are the responsibility of the contracting entity and may be requested via email to André Marquet - andre@productized.co - and Stefano Borgato - borgato@trt.it - until the day before the deadline for submitting the RFP (please consult section Timeline).

7. Additionally, the interested party/ entity can present a list in which it expressly and unequivocally identifies the errors and omissions of the parts of the procedure detected by the party/entity. This list must be sent through via email to André Marquet - andre@productized.co - and Stefano Borgato - borgato@trt.it.
8. The contracting entity will provide explanations and clarifications, in writing, via email, not later than the day before the deadline for the submission of tenders.
9. The contracting entity may also, on its own initiative, rectify errors or omissions of the parts of this RFP.
10. Clarifications replies to the lists of errors and omissions and corrections made shall form an integral part of the submission documents in this proceeding and shall take precedence over the latter in case of divergence.
11. The final proposal shall consist of the following documents:
 - a. Commitment of confidentiality, which constitutes Annex I to this Call;
 - b. Declaration of Honour, prepared in accordance with the model in Annex II to this Call;
 - c. "Price Proposal", drawn up in accordance with the model set out in Annex III to this Call, with figures in Euros, rounded to the second decimal place and excluding VAT, expenses and any charges associated with the contract;
 - d. "Technical proposal" containing a description of how the Service Provider intends to provide the activities described in the RFP;
 - e. A list of relevant references and CV.
12. Also included in the proposal should be any other documents that the tenderer regards as indispensable to the specification of the attributes of the proposal, according to which he is willing to contract.
13. The documents making up the proposal must all be written in English. The proposal must be sent by e-mail to andre@productized.co, and borgato@trt.it until 23:59 GMT on **the 27th September 2019**, with the following description as subject: "Proposal Presentation - Procedure for the Acquisition of supporting activities to the HiReach Startup Lab." Proposal emails with attachments exceeding 10 MB should be sent through a WeTransfer or similar link.
14. Variant tenders with several options of price, level of service, etc., may not be submitted. The proposal must be a standalone tender.
15. The deadline for the validity of proposals is 60 days.
16. In the event of an award, the contract will be agreed upon after a negotiation between the contractor and the contracting entity.
17. The contract will include clauses originating from the nature of HiReach being funded by the European Commission under the Horizon 2020 research and innovation programme, namely:
 - a. conflicts of interest: the contractor must take all measures to prevent any situation where the impartial and objective implementation of the work is

- compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest,
- b. confidentiality: see Annex I,
 - c. visibility of EU funding: any communication activity related to the act (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must display the EU emblem and include the following text: *"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 769819"*.
18. If irregularities are detected in the qualifying documents submitted that may lead to the expiration of the award, a period of three (three) working days will be granted for the respective suppression.
 19. All communications during this procedure shall be carried out by electronic means. Communications to the contracting authority must be made to the electronic address to andre@productized.co, and borgato@trt.it.
 20. This RFP does not in any way bind the contracting entity to the continuation of the awarding procedure or to the signing of the contract. The contracting entity, in fact, reserves the right to not carry out, to extend the deadline, to revoke, to cancel the procedure at any time with a motivated explanation. If such a case will occur, there will be no compensation, indemnity or reimbursement of any kind.
 21. The contracting entity keeps the right not to proceed with the award if no proposal is convenient or suitable in relation to the scope and objectives of this RFP.
 22. All proposals will be evaluated according to the criteria set in Evaluation criteria section, with the best ranking accelerator being called for a negotiation.

Timeline

Deadline to submit Full Proposal via Email	27/09/2019
Evaluation by the contracting entity and the HiReach Steering Committee	4/10/2019
Negotiation with the selected Accelerator Company	11/10/2019
Contract Signature	18/10/2019

7 Requirements

1. Only qualified firms with prior experience on running accelerator programs such as this one can submit proposals in response to this Request for Proposal.
2. The contracting entity must be an incorporated entity in the European Union.
3. Bidders must list at least 3 projects that are substantially similar to this project as part of their response, i.e. Accelerator projects or Corporate competitions addressing at least partially mobility, social and transportation innovation challenges, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is no more than 50 pages (including bios of mentors, trainers, curriculum, and technical support staff of the accelerator).
5. The technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, when applicable.
 - a. Open Call to startups outreach and detailed communication plan, including landing page, and f6s.com page.
 - b. Program outline for the different phases, including detailed outreach and side-events.
 - c. Acceleration methodology.
 - d. Resources, venue spaces, co-working facilities, perks (specifying Software as a Service (SaaS) tool deals, special conditions to software packages, access to startup management tools, auxiliary services i.e. accounting, legal experts and, any other relevant aspects.).
 - e. Partners proposal / Business development overview.
 - f. Acceleration Team and Staff.
 - g. Conditions and Exclusions.
6. A price proposal must be provided that is not more than 1 page, as exemplified in Annex III. This price proposal should indicate the overall fixed price for the project.

8 Evaluation Criteria

The HiReach Steering Committee will rate proposals based on the following factors, with cost being the least important factor:

1. Quality of the Bootcamp program phase

Good coverage of the theme of *mobility & transport poverty*, including pertinence and timeliness of the chosen topics and agenda, reputation and track-record of the trainers and mentors, schedule, activities and techniques.

2. Demonstrated capacity of the Acceleration and Trial Phases' program to maximize the opportunities for the projects' success

Proved capacity to achieve the envisaged targets, 10 MVPs and 5 demonstrators, generation of synergies between start-up and hosting/ partner companies, or development

of relevant products or services, including program agenda, options to promote the interaction between start-up and hosting companies, topics of discussion, working and management tools used to measure progress of teams.

3. **Dissemination plan, side-events, partners and sponsors attraction capabilities.**
4. **Technical expertise and seniority of the people profiles in the project.**
5. **Relevant past performance and experience of management team.**
6. **Total cost of operation of the running of all phases.**

8.1 Evaluation Scoring

The HiReach Startup Lab Steering Committee is committed to make the evaluation process as transparent and fair as possible, provided we get the best possible partner accelerator to work with. Applications will be ranked between 1 (poor) to 5 (excellent), with 2 decimals (e.g. 4,99). In this respect, the following weights for the evaluation criteria will be considered.

Criteria	Weight
Technical Proposal Overall quality of the technical proposal, with specific reference to the following elements: <ul style="list-style-type: none"> • Quality of the Bootcamp program phase • Demonstrated capacity of the Acceleration and Trial Phases' program to maximize the opportunities for the projects' success • Detailed outreach, and side-events, investors' days, etc. 	70%
Expertise, CVs and References Including: technical expertise and seniority of the profiles in the project, relevant past performance and experience	25%
Price Proposal	5%
TOTAL	100%

Annex I - Model of Commitment of Confidentiality

COMMITMENT TO CONFIDENTIALITY

_____ (Hereinafter "the invited entity") hereby declares to accept, in its entirety and without reservation, the following:

1. Confidentiality with respect to any and all Confidential Information, this being understood as any information that is obtained in the scope of the direct adjustment procedure adopted for the execution of the Contract of Acquisition of Innovative Mobility Acceleration Program, by any of its consultants or advisors or by any other entity that may be supplied by HiReach, or by any other entity on behalf of HiReach.
2. The invited entity accepts and acknowledges that the provision of Confidential Information will not confer any rights thereon, which shall remain, for all purposes, property of HiReach.
3. The Confidential Information does not include information that:
 - a) Be or become public, provided that this does not result from a disclosure made by the invited entity or any of its representatives; or
 - b) Is already in the possession of the invited entity or its representatives prior to the execution of this Commitment of Confidentiality (which should be subject to confirmation by the latter through written records); or
 - c) Is validly made available to the invited entity or its representatives with express indication of its non-confidentiality by any entity other than those referred to in the final part of paragraph 1, provided that such entity is not bound by an obligation of confidentiality for with those entities.
4. Without prejudice to the provisions of the following paragraph, the Confidential Information to be made available shall be kept by the invited entity in absolute secrecy, and the invited entity shall not disclose it to any person or entity.
5. The Confidential Information may be transmitted by the invited entity to its representatives, guaranteeing the invited entity that they will be duly informed of their confidential nature and that they accept, in full and without reservations, this Confidentiality Commitment, in the exact terms and conditions accepted by the invited entity.
6. In the event that the invited entity or its representatives are legally obliged to disclose any elements contained in the Confidential Information, by virtue of the law, judicial process or the request of regulatory or supervisory entities, the invited entity undertakes - and shall do so with which its representatives also undertake to advise HiReach, whenever possible prior to the disclosure of the Confidential Information, in order to jointly ensure the necessary measures to maintain, within legally permitted, the confidentiality of that Information.

7. At the request of HiReach, the invited entity (without prejudice to remaining obliged to maintain the confidentiality of the Confidential Information and to ensure the same procedure on the part of its representatives), shall promptly return or ensure the return to HiReach of the entire Confidential Information held by or in the possession of its representatives.

Place and date: _____

Full name of the representative of the invited entity: _____

Signature of the representative from the invited entity: _____

Annex II – Declaration of Honour

The undersigned _____, representing the following legal person:

Full official name: _____

Official legal form: _____

Statutory registration number: _____

Full official address: _____

VAT registration number: _____

➤ declares whether the above-mentioned person is in one of the following situations or not:		
SITUATION OF EXCLUSION CONCERNING THE PERSON	YES	NO
a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:</p> <p>(i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</p> <p>(ii) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</p> <p>(iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;</p> <p>(iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>(v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<p>➤ declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:</p>		
SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>➤ declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:</p>
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SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

➤ declares whether the above-mentioned person is in one of the following situations or not:		
GROUND FOR REJECTION FROM THIS PROCEDURE	YES	NO
h) has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i) has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ acknowledges that the above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or

administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

➤ declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SELECTION CRITERIA	YES	NO
a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 6 and 7 of the tender specifications;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) It fulfils the applicable economic and financial criteria indicated in section 6 and 7 of the tender specifications;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) It fulfils the applicable technical and professional criteria indicated in section 6 and 7 of the tender specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Full name

Date

Signature

Annex III - Model for Price Proposal

PRICE PROPOSAL

_____ [Organisation], herein represented by
_____ [Legal Representative], empowered by the act,
having taken full and perfect knowledge of the specifications of the tendering procedure,
undertakes to conclude a contract as a result of the same for the following maximum total
price, plus the VAT at the legal rate in force: _____ € [indicate total
price that cannot exceed the base price in the Request for Proposal].

Place and date: _____

Full name of the representative of the invited entity: _____

Signature of the representative from the invited entity: _____