

# Request for Proposal (RfP)

## Technology Services for EITM's ERP System *February 21<sup>st</sup>, 2024*

### 1) Context

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organizations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organizations, 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 big data.

EIT Manufacturing is an association under the law 1901 created in 2019. Along with the EIT Manufacturing there are 8 (eight) other KICs with the aim to lead the action and create services across Europe, improving the competitiveness of European companies.

EIT Manufacturing launched an IT project in order to put in place an Enterprise Resource Planning (ERP) system. The chosen ERP platform has been "Oracle NetSuite."

This transition aims to provide a comprehensive tool capable of meeting all business requirements, streamlining processes, and enhancing overall efficiency.

#### Key Objectives of the IT Project:

- Ensuring data security and standardizing processes
- Establishing traceability and an audit trail
- Enhancing financial management
- Centralizing data for a single source of information
- Reducing administrative tasks through task automation
- Implementing workflows to minimize informal communication and email overload.

Currently, the platform is live with initial requirements fulfilled, encompassing processes such as Procure to Pay, Order to Cash, Grant Management, Lead to Quote (CRM), and Record to Report, as well as Design to Build.

In the 2024 workplan, our primary focus is prioritizing processes essential for meeting customized or additional business requirements and local regulations. In our regional hubs, we aim to address workflow gaps related to



accounting, sales, purchases, and expense reports.

The aim of 2024 developments would be enhancing efficiency, streamlining operations, and seamlessly integrating the ERP system into daily activities throughout the whole organization.

Thus, EIT Manufacturing is in search of a highly skilled and proficient external service provider with extensive experience in custom-built solutions within Netsuite.

This provider must possess strong expertise in both developing new solutions that extend beyond the standard processes of Netsuite and in-depth knowledge of standard processes to update and automate existing procedures.

EIT Manufacturing seeks comprehensive Management, Development, and Support Services for its ERP System from such a provider.

## 2) Project and Service Description

The Supplier will support the internal Information Technology team of the Association in the management, support, optimization, customizations, and future development of its ERP System. In 2024, our focus is on enhancing various aspects of our ERP system across multiple modules.

In the Record to Report module, we will review and optimize the subsidiary structure, chart of accounts, and financial reporting segments. Additionally, we will assess tax settings, including tax information, codes, application, and reporting requirements such as VAT Declaration reports.

The approval process for journal entries and management of general accounting entries, consolidation entries, and adjustments will also be addressed. Bank reconciliation procedures will be refined, confirming banks and establishing file formats for bank statements. Intercompany transaction scenarios and requirements will be defined.

Within the Procure to Pay module, we will refine the purchase order process, including data entry requirements and approval workflows. Vendor bill processes will be optimized, with a focus on creation, validation, and custom fields. We will also establish 2-3 way matching requirements and streamline vendor payment processes, including the creation of EFT bill payments files. Dashboards and reporting mechanisms will be developed, along with addressing local requirements and approval processes for expense reports, including per diem allowances and employee bank details.

In the Sales module, we will enhance CRM and opportunity management functionalities. Sales order management and approval workflows will be refined, along with establishing billing schedules and generating customer invoices. Specific requirements such as QR code generation and customization of PDF templates to include local legal mentions and layouts will be implemented. Customer payment processes, returns, refunds, and CRM and accounts receivable reporting will also be optimized.

We will address specific requirements of our regional hubs (Sweden, Germany, Austria, Italy, Spain, Greece) by defining local roles and permissions for specific processes, managing data migration, and implementing multi-book functionality for book-specific postings.

We will configure and finetune the activity proposal submission tool, in preparation for the Call for Proposal (CFP), which is scheduled to be launched end of April.

This preparation includes defining the proposal submission form of the CFP, making necessary changes to the customer portal, and facilitating the onboarding of applicants for preparing and submitting activity proposals.



The full suite of tasks as described above should be implemented the latest by the 31<sup>st</sup> December 2024.

Indicative due dates for the completion of specific development tasks:

- Configuration and finetuning of the activity proposal submission tool should have been completed by 22<sup>nd</sup> April 2024.
- Stabilization and customization tasks should have been completed by 30<sup>th</sup> April 2024.
- Localization for the specific requirements of the regional hubs should have been completed by 31<sup>st</sup> May 2024.
- Enhancement and new development tasks should have been completed by 31<sup>st</sup> August 2024.

For the implementation of the project, the supplier should provide the following Services:

1) Helpdesk Services:

Reactive Support Services including:

- First and second line support.
- Break-fix (defects).
- User assistance (basic service requests).

2) Administrator Assistance:

- Admin support
- Admin cover

3) Script Execution Log Monitoring:

Proactive Support Services including:

- Monitoring script execution logs.
- Errors investigation and reporting.
- Support ticket creation.

4) Script Maintenance:

- Preventative and reactive maintenance of the agreed list of custom components.

5) Solution Architect:

- Requirements analysis.
- Solution design/specification, roadmap and capacity planning.

6) Development:

- Development and optimization of custom solutions.



- 7) Consulting:
  - Implementation and optimization of standard features.
- 8) Primary Account Manager:
  - Named account manager and/or support representative as primary point of contact for relationship manager.
- 9) Quarterly Service Review:
  - Service review meeting every 3 (three) months.
- 10) Onsite Support/Site Visits:
  - Onsite support and/or site visits to an agreed scope/agenda and schedule.
- 11) Pre-release testing assistance:
  - Assistance with and support for testing ahead of biannual upgrades.
- 12) New Release Support:
  - Support during and after biannual upgrades.
- 13) Additional Services:
  - Examples may include project management, training, new feature assessments, service/performance reporting amongst others.

### 3) Deliverables

As deliverables the supplier is expected to provide:

- 1) Helpdesk Services:

First and second-line support tickets resolved within agreed SLA.

Break-fix incidents addressed promptly and effectively.

Basic service requests fulfilled within agreed timeframes.
- 2) Administrator Assistance:

Admin tasks completed within agreed SLA.

Adequate admin coverage provided during agreed hours.
- 3) Script Execution Log Monitoring:

Script execution logs monitored continuously.

Errors investigated and reported promptly.

Support tickets created for identified issues.
- 4) Script Maintenance:

Agreed custom components undergo preventative maintenance as scheduled.



Reactive maintenance promptly addresses any issues.

5) Solution Architect:

Comprehensive requirements analysis report.

Solution design/specification document, roadmap, and capacity planning provided.

6) Development:

Timely development and optimization of custom solutions.

7) Consulting:

Implementation and optimization of standard features as per agreed upon objectives.

8) Primary Account Manager:

Named account manager or support representative assigned as a primary point of contact.

Effective communication and relationship management.

9) Quarterly Service Review:

Quarterly service review meeting scheduled and conducted.

Review documentation provided summarizing key points and action items.

10) Onsite Support/Site Visits:

Onsite support and site visits conducted as per agreed scope and schedule.

Agreed agenda followed during site visits.

11) Pre-release Testing Assistance:

Assistance provided for pre-release testing activities.

Support offered to ensure smooth transition during biannual upgrades.

12) New Release Support:

Comprehensive support provided during and after biannual upgrades.

Issues addressed promptly to minimize disruption.

13) Additional Services:

Project management, training sessions, new feature assessments, service/performance reporting, or any other additional services requested are provided as per agreed terms.



## 4) Timeline

The deadline to submit the offer is **22/03/2024 by 16h00pm (CEST/Paris Time)** and the awarded tenderer shall provide the Services as described in this RfP until the expiration date of the contract.

The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	21/02/2024
<b>Offer submission</b>	<b>Supplier</b>	<b>22/03/2024 by 16h00pm (CEST/Paris Time)</b>
Evaluation and notification of award	EIT Manufacturing	25/03/2024
Contract signature	EIT Manufacturing & selected supplier	05/04/2024

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdycO3ZdVaPfVqgS5gx2LiEf2lmaueYxnGfUzCJhpKHMNjUwW1oN-KF7i>

To start your application, please click on the link above and then click on "General request- Make a request to the legal team for work". Then, please, fill in the fields with the description/data of the RfP you are applying for. Note that the Requester's name and email should be your name and email.

After completing the information, upload your proposal in the "attachments" option at the bottom of the screen, and click "Submit Task" to finalize your application. Please notice that you will not receive any confirmation on your e-mail. However, you should ensure that this message appears to you on the screen after submitting your proposal: "Task created successfully".

If you have any questions, please contact us at the following email address: [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu)

### Proposal Requirements:

Proposals should include the minimum following information:

- a) Company Profile: An overview of the supplier's company and business activities.
- b) Relevant Experience: Detailed presentation of track record of successful implementations of Netsuite platform in relevant business environments, and experience related to activities of the European Institute of Innovation & Technology (EIT) and the KICs (Knowledge Innovation Communities).
- c) Proposed Methodology: A clear outline of the methodology that will be employed.
- d) Project Team: Profiles of the people to be actively engaged from the Supplier in the implementation of the project
- e) Work Plan: A detailed work plan outlining the timeline for completion of the project.
- f) Budget: A detailed and comprehensive budget proposal, including all costs associated with the project.



## 5) Evaluation Criteria and 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. The award criteria will be the following:

- a) Business track record and prior experience (20%).
- b) Excellence of the implementation plan (methodology, deliverables, milestones, timeline) (25%).
- c) Project team competences and complementarity (20%).
- d) Good knowledge and understanding of EIT Manufacturing business activities and/or prior collaborations with the KIC (20%).
- e) Price (hourly rate and/or overall price) (15%).

An **Evaluation Committee of at least 5 (five) 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.

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.

### Complementary Note on the Evaluation Process:

After the initial evaluation of submitted proposals, it is possible that the potential top-ranked suppliers may be shortlisted for participation in a Pitch Session or in a set of interviews. It is important to emphasize that the evaluation will be conducted in strict accordance with the criteria outlined in the published Request for Proposal (RfP).

The primary objective of the Pitch Session or Interviews is to facilitate a deeper understanding of the received proposals, provide an opportunity to elaborate on specific details, and allow the EIT Manufacturing to get to know



the team of professionals better. During this session, the shortlisted suppliers will have the chance to present their proposals, clarify any questions, and discuss how your firm can best meet the needs of EIT Manufacturing.

Further details regarding the Pitch Session or Interviews, including dates and logistics, will be communicated to the shortlisted suppliers following the initial evaluation of proposals.

#### Disclaimer of Liability for Technical Failures:

EIT Manufacturing shall not be held liable for any technical failures, interruptions, or glitches occurring in its digital tool designated for receiving proposals in the Request for Proposals (RfP) as mentioned in the link above, irrespective of the underlying reasons. EIT Manufacturing assumes no responsibility for any loss or damage resulting from such technical issues.

#### Verification of Proposal Receipt:

In case of any doubt or uncertainty regarding the submission status, the supplier is obligated to take appropriate measures to confirm the receipt of their proposal, utilizing the communication channels and tools made available by EIT Manufacturing for such verification. It is the sole responsibility of the supplier to verify the successful submission and receipt of their proposal through the available means provided by EIT Manufacturing.

By participating in the proposal submission process, the supplier acknowledges and accepts that EIT Manufacturing disclaims any liability related to technical failures affecting the digital tool and that the supplier is accountable for ensuring the successful transmission and receipt of their proposal.

## 6) Complaint procedure

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 [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu). The tenderers have **10 (ten)** days to file their complaints from the date of receipt of notification of the results.

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

## 7) Negotiations & Clarifications

Negotiations can be held in the following cases:

- if it is identified that the scope of services issued by EIT Manufacturing is not detailed enough, incomplete or some areas are lacking crucial information to complete the procedure for direct awards;
- if EIT Manufacturing has the intention to reduce the offered prices to find the best value for money;
- if all submitted prices are above the planned budget and it is everyone's interest to finish the procedure with success – in that case, price negotiation can take place. During a price negotiation, all tenderers are called to lower their prices by the same deadline in a written form.



EIT Manufacturing can organize as many rounds of negotiation as it is needed during the procedure in order to reach the highest quality of proposals and the best price.

Whenever possible, the negotiations should be carried out in writing, however, in special cases, video conference or even live negotiation can be organized. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of contract in order to clarify details and ambiguities.

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 through email at [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu).

Upon receipt of the bids, they will be reviewed, and additional details will be requested from the tenderers as needed. The requests as well as the answers are to be submitted written by e-mail. Where information or documentation to be submitted by tenderers is incomplete or erroneous or where specific documents are missing, EIT Manufacturing staff may request the party concerned to submit, supplement, clarify or complete the relevant information or documentation within 3 day(s).

Bid preparation costs are not reimbursable and must be borne by the tenderers.

EIT Manufacturing owns all bids received in this RFP. Proprietary information of vendors in the bids will be kept strictly confidential. The offers as well as the contract may be submitted for audits.

## 8) 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 winning supplier will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Manufacturing).

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract is estimated to be signed by April 2024, and will have a maximum duration of **1 (one) year** with the possibility of renewal by mutual agreement between the parties.

The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the mentioned period 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.

## 9) Confidentiality Obligation

All information, whether written or oral, exchanged between the parties involved in this Request for Proposals (RfP) process, hereinafter referred to as the "Parties" shall be considered confidential and proprietary.

The Parties agree not to disclose, provide access to, or otherwise make available any confidential information to any third parties, including but not limited to individuals, companies, or organizations, who are not directly involved in the RfP process, without the express written consent of the disclosing Party.

"Confidential Information" shall encompass, without limitation, all data, documents, proposals, discussions, designs, specifications, financial information, technical data, trade secrets, and any other information disclosed by one Party to the other during the course of the RfP process.



The obligations of confidentiality shall not apply to information that is:

- a) Publicly available at the time of disclosure or subsequently becomes publicly available through no fault of the receiving Party.
- b) Already in the possession of the receiving Party prior to disclosure and not subject to an existing confidentiality obligation.
- c) Disclosed to the receiving Party by a third party with the legal right to do so without breaching any confidentiality obligations.
- d) Required to be disclosed by law, court order, or governmental regulation, provided that the disclosing Party is promptly notified and given the opportunity to seek a protective order.

Any Party found in breach of this confidentiality clause shall be subject to legal measures, including but not limited to litigation, injunctive relief, and monetary damages, as deemed appropriate by the disclosing Party.

The obligations of confidentiality as set forth in this clause shall survive the termination or completion of the RfP process and shall remain in effect for a period of 5 (five) years, unless both Parties mutually agree in writing to terminate this confidentiality agreement.

This confidentiality clause shall be governed by and construed in accordance with the laws of France. Any legal action arising out of or in connection with this clause shall be subject to the exclusive jurisdiction of the courts of Paris, France.

## 10) 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.

The tenderer 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'). The tenderer 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 cannot be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

- a) 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*.
- b) they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify.



- c) 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.
- d) 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.
- e) 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. 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 tender, EIT Manufacturing may refrain from concluding the Contract.**

This RfP confers no entitlement or expectation for tenderers to enter into a contract with EIT Manufacturing. Consequently, EIT Manufacturing is not obliged to sign a contract with the chosen supplier, whether at present or in the future.