

Date 8 September 2020  
Prot. no. 0093660/20

## OPEN CALL FOR BIDS

### GLOBAL STARTUP PROGRAM - 2<sup>ND</sup> EDITION COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS CIG 8428249B17

#### 1. General Information

##### AWARDING ENTITY

Italian Trade Agency – Chicago Office  
401 North Michigan Avenue, Chicago, IL 60611  
Website: <https://www.ice.it/en/markets/usa/chicago>  
E-mail: [chicago@ice.it](mailto:chicago@ice.it)

The **Italian Trade Agency (ITA)**, the governmental Agency for the promotion and internationalization of Italian companies abroad, has been directed to organize an integrated development program for Italian Startups to foster new business opportunities and attract international investments.

The **Global Start Up Program - 2<sup>nd</sup> Edition** offers participants a period of acceleration abroad with some of the most prominent international players. The selected companies will have the opportunity to interact with local stakeholders to increase their skills for professional development and interaction with potential foreign investors, with the condition that the start-up participants undertake to maintain the know-how or resources acquired during this process in Italy for a minimum period of time. The focus countries for the second edition are: Argentina, China, United Arab Emirates, France, Germany, Japan, India, Israel, United Kingdom, and the United States of America.

After a careful selection, over 100 start-up companies have been selected in the following fields.

- **ICT** - including artificial intelligence, cyber security, fintech, blockchain, big data, e-commerce, augmented and virtual reality, videogames, as well as services, infrastructures and telecommunication components
- **Robotics and Industry 4.0**
- **Aerospace**
- **Automotive** - with particular reference to future mobility (electric and connected vehicles and related services)
- **Life Sciences** - such as medical and biotech equipment and applications;
- **Smart Agriculture and Foodtech**
- **Circular Economy** - for example low carbon technologies, sustainable materials, renewable energy
- **Smart Cities and Home Automation** - for example critical infrastructure, urban design, IoT, citizen services, digital design.

The program is structured in **two phases**.

- **Phase 1** - A short initial start-up course, optional in nature and operated by ITA in Italy, lasting two days is envisaged, which will include an orientation phase dedicated to appropriate logistical-organizational information and one dedicated to the destination country and the presentation of the partner accelerators. The orientation will take place in English. This phase can be conducted virtually.  
This phase will also include a “pre-program” training - delivered remotely by the selected USA accelerator, to prepare the startup and maximize the impact of the acceleration program. Phase 1 must take place before the end of 2020.
- **Phase 2** – An 8 (eight) week in person incubation/acceleration program abroad in selected incubators/accelerators in 10 focus countries, including the USA. Phase 2 will begin at a time to be determined, at ITA’s sole discretion in 2021, according to current international travel restrictions. The commencement date will be notified by ITA to the partner accelerator with an advance notice to be agreed.

## 2. Start Up Selection Criteria

The startups admitted to the program are evaluated according to the following criteria by ITA Headquarters.

- Evaluation of the company’s internationalization strategy
- Additional valuation parameters such as value proposition, competitive advantage, marketability of product/service, current presence in foreign markets, seed capital, and possession of intellectual property other than patent
- The opinion expressed by the accelerator or the incubator
- The startup’s commitment to involve a Founder or, alternatively, staff of the company who holds an executive or managerial role (C level) to participate in the phase abroad
- The startup's commitment not to transfer the company or its intellectual property rights abroad within a specific period of time
- Female Founder or C level staff (executive or managerial level) is preferred, otherwise applications will be evaluated in order received.

## 3. Program requirements - Technical Offer

ITA’s Chicago Office is looking for one or more incubator or accelerator to carry out the organization of the phase 2 of the **Global Start Up Program - 2<sup>nd</sup> Edition** in the United States of America - Chicago, for the Italian startups allocated to said office.

Incubators and accelerators shall compile a written document named “Technical offer” confirming in it that they comply with each of the following requirements and providing all information requested and all relevant documentation supporting and/or detailing their statements. All information requested must be provided for the bid to be valid, except where “optional requirement” is indicated. The Technical offer will be one of the bases of each bid’s evaluation.

- a) Relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors indicated in section 1, with the participation of foreign based startup companies. Previous significant

experience in holding similar programs in partnership with foreign entities and governments is preferred. Please provide supporting material, if available, and program descriptions and inform us of which sector lot you would like to bid for.

b) Qualified network of mentors and investors that will be involved into the program. Please provide relevant insights and data on this matter, including but not limited to the number of professionals in your network and the range of skills and backgrounds they represent.

c) For Accelerators only: track record in providing value to the accelerated startups, in terms of funding raised, scaling up or exit opportunities or other benefits. Please provide the number of startup companies financed by your accelerator, average funding raised and number of exits or scaleups in 2017, 2018 and 2019

d) Availability of own premises and working spaces in the city of Chicago. Please provide the total surface of the workspace and a brief description of its positioning in the urban context.

e) Availability to physically host from 1 to 30 Italian startups in your own premises for an 8-week period of incubation and/or acceleration taking place in 2021. Please indicate the maximum number your organization can physically host.

f) Availability to provide the ITA with a non binding assessment of the compatibility of startups tentatively assigned to your accelerator or incubator with its programs and requirements.

g) Availability to plan and provide a “pre-program” virtual group training for a total of 8-16 hours delivered remotely and with the possibility of one-to-one interactions for additional 2 hours per startup company. Please provide a draft schedule of such a program, avoiding any overlapping with activities in the next item

h) A formal acceleration training program in person of at least 4-6 hours per week to include, but not limited to: mentoring and coaching on pitching, intellectual property rights protection, how to set up and run a business in the US, how to market innovative products and other topics relevant for foreign startup companies. Please provide a draft schedule with subjects and themes

i) Availability to monitor progress of the startup companies in one check-in per week as a group and a minimum of two check-ins individually per week.

j) Ability to organize more than one tailor made networking event for the participating startups with relevant industry stakeholders. Please provide any documentation outlining potential networking events planned, or of similar types of events executed in the past).

k) Planning and execution of at least 2 pitching events, tailored to the startups, to relevant industry stakeholders and investors. Please provide documentation about pitch events previously organized, indicating the broad categories of attendees and their number. A separate price for events organizations is required.

l) Planning and execution of tours within the local startup ecosystem, including business incubators, innovation centers, universities, or leading companies relevant to the startups. Please provide a tentative list of proposed tours **(optional requirement)**

m) Organization of at least two meetings with local investors (venture capitalists, corporate investors, investment funds, investment banks and the like) and provision of coaching to the startups before said meetings. Please provide a description of how the meetings would be arranged indicating what the

participants' sector(s) of expertise could be.

n) Availability to follow up with the startups after the program, which might include access to a knowledge base, to the mentors network, to the coworking facilities to the alumni network or to other valuable resources, for a period of up to one year. Please list available services and/or resources and ways startup companies may be able to access them after the end of the program in the USA

o) Availability to provide proof of Insurance policy covering property and liability risks within accelerator's premises at contract signing

p) Possibility of providing or arranging lodging for the startups. Please mention what services you would be able to offer (**optional requirement**)

q) Availability to convert the in person program into a digital only version with the same duration. Please note that a separate item is included in the price list to be included in your bid. The price for the digital version must be lower than the price for the in person version. Please indicate what activities would be offered for that price

r) Provide the resumes of the team in charge of implementing the contract if awarded. Please note that the resumes do not need to carry the name of the person(s) but must be sufficiently specific to allow for evaluation by the selection panel.

Given the different nature of activities to be carried out with respect to specific industries or groups of industries, the ITA reserves the right to award one or more contracts for each of the lots indicated below, allocating startup companies in order to match their needs and expectations with offered services and sector specialization typical of each provider and respecting the order in which the companies have been ranked after the evaluation process.

#### Lot 1 – Information and communication technologies and related sectors

- ICT - including artificial intelligence, cyber security, fintech, blockchain, big data, e-commerce, augmented and virtual reality, videogames, as well as services, infrastructures and telecommunication components
- Smart Cities and Home Automation - for example critical infrastructure, urban design, IoT, citizen services, digital design.

#### Lot 2 – Smart manufacturing, mobility and other sectors

- Robotics and Industry 4.0
- Aerospace
- Automotive - with particular reference to future mobility (electric and connected vehicles and related services)
- Circular Economy - for example low carbon technologies, sustainable materials, renewable energy

#### Lot 3 – Life sciences, smart agriculture and food technology

- Life Sciences - such as medical and biotech equipment and applications;
- Smart Agriculture and Foodtech

If you feel your organization can adequately address the above requirements in sectors divided across multiple lots, please apply to all relevant lots.

#### 4. Estimated contract timeframe

Estimated Execution Date: September 30<sup>th</sup> / October 23<sup>th</sup>, 2020 on the bid awarding timing  
Estimated End Date: As soon as the contractual obligations have been fulfilled. The pre-training program is to take place before the end of 2020, while the in-person acceleration/incubation program is to take place starting in 2021.

It is understood that work program of the contract, including all main deadlines and event dates will be discussed with the awarded incubator or accelerator.

## 5. Budget and Bids

There is a maximum budget of

USD 6,000,00 per single startup involved in the acceleration program object of the present bid for the pre-program and the in person program

USD 4,000,00 per single startup involved in the acceleration program object of the present bid for the pre-program and the contingency digital only version of the program

USD 3,000 per pitching event and USD 1.500 per networking meeting

The contract to be awarded is a framework agreement and it will be followed by purchase orders for each of the required activities, according to the outcome of a startup companies selection and allocation process and to available funds.

Bid Offers will be made on the price of hosting, training and promoting each startup allocated to the awarded company. Bids exceeding the above mentioned amount per single startup will be automatically excluded from the selection process.

ITA is a tax-exempt organization. All prices shall be quoted net of taxes.

## 6. Submission deadline

The deadline for submission of bid documents is **September 24<sup>th</sup>, 2020**

**Please make sure to follow all instructions carefully to avoid disqualification. The failure to include all the items requested by this Open call for bids may render your tender void.**

For any inquiry on the Global Startup Program and on the cooperation terms, please contact our office in writing, sending an e-mail to [chicago@ice.it](mailto:chicago@ice.it). No phone inquiries are allowed. Questions posed by one potential bidder will be answered in writing and the answers will be published on ITA Chicago's procurement webpage.

## 6. Evaluation process

Each proposal will be evaluated on the basis of the criterion of the "Most economically advantageous offer (or "lowest evaluated bidder" or "best value") (art. 95 of Legislative Decree no. 50/2016 and subsequent amendments), in accordance with the following criteria and corresponding points scale, according to the details described under section 3 of this document "*Accelerator/Incubator Program Requirements*":

Each bid will be evaluated based on to the very specific characteristics of the offers to be received and the high quality standards required.

Price wise, the amounts indicated in paragraph 5. above constitute the bases of the auction with an obligation to offer a discount. Therefore only offers at a discount compared to the auction basis can be accepted. Offers upward of such basis will not be accepted.

The award will take place even in the presence of a single bid as long as it is deemed valid.

Each offer shall be given a maximum score of 100, with the following breakdown:

- Technical offer: max 85 points
- Economic offer: max 15 points

Each proposal will be evaluated, by a Selection Commission appointed by the Director of ITA Chicago Office in quality of Sole Responsible of the Procedure for ITA (RUP), in accordance with the following criteria and corresponding points scale, according to the details described under section 3 of this document “Accelerator/Incubator Program Requirements (Technical Offer)”:

<b>ASSESSMENT CRITERIA</b>	<b>Max points</b>
<b>A) Economic Offer - Price of services offered</b>	<b>15</b>
<i>A.1 – In person program price per startup</i>	<i>10</i>
<i>A.2 – Price of all other services</i>	<i>5</i>
<b>B) Technical Offer - Quality of experience, network and program proposed according to the following criteria</b>	<b>85</b>
- <i>B.1 Track record in providing value to the accelerated startups, in terms of funds raised, scaling up or exit opportunities or other benefits, such as (but not limited to) the following criteria</i>	<i>15</i>
<ul style="list-style-type: none"> <li>○ <i>Total capital raised so far</i></li> <li>○ <i>Number of startups involved in acceleration programs so far</i></li> <li>○ <i>Average funding round amounts</i></li> <li>○ <i>Exits, scaleups, or other relevant outcomes for involved startups</i></li> </ul>	
- <i>B.2 Relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors indicated above(1. General Information, page 1. Previous significant experience in holding similar programs in partnership with foreign entities and governments constitutes a plus.</i>	<i>20</i>
- <i>B.3 Quality of the program proposed, such as (but not limited to):</i>	<i>25</i>
<ul style="list-style-type: none"> <li>○ <i>tours within the local startup ecosystem</i></li> <li>○ <i>meetings with local investors</i></li> <li>○ <i>contingency plan and conversion into a modular digital training / pitching /networking</i></li> </ul>	

○ <i>subjects covered by the training program</i>	
- <i>B.4 Mentor and investor network provided such as (but not limited to):</i> ○ <i>Number of professionals</i> ○ <i>Range of skills and expertise areas covered</i>	15
- <i>B.5 Resume of the team in charge of implementing the contract</i>	10
<b>Total maximum score</b>	<b>100</b>

### Anomalous low bids

There is no assurance that the lowest bid will prevail. ITA reserves the right of asking for additional information in case one of the offers is substantially lower than the others.

Low tenders are considered anomalous if the scores relating to the price and to the other elements being assessed are both at least equal to or higher than four fifths of the maximum score that can be attributed (Article 13, paragraph 1, point b of the Decree No. 192, November 2nd 2017).

### 8. Bidding instructions and requirements for the submission of proposals

- According to Italian law and under penalty of exclusion, all components of an offer shall be submitted in one single closed and sealed envelope indicating on the outer surface **“CONFIDENTIAL - Do Not Open. Bid Documents: “BID - COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS”**.
- The envelope shall clearly indicate the complete name of the sender and the complete address (telephone and email) where all subsequent notices shall be sent.
- The proposal shall be submitted within the deadline indicated in paragraph 6 of the present document to Italian Trade Agency 401 North Michigan Avenue 60611 Chicago, Illinois
- Furthermore, the Main envelope shall contain **THREE separate envelopes, all of them closed and sealed, bearing on the outer surface the following signs.**

- **ENVELOPE “A”:** [indicate NAME of the COMPANY] **"Administrative Documentation"**  
In this Envelope the bidder must submit the following documents signed by its director or managing executive.
  1. **Annex 1 (attached) duly signed for acceptance**
  2. **Annex 2 Affidavit under Illinois and Italian Law (attached) (DPR 445/2000 and D.Lgs. 550/2016) with notarized signature**
  3. **A copy of the signer's valid ID (State issued driver's license or ID or Passport)**

Any incomplete, irregular or incorrect contents in envelope A "Administrative Documentation" will be ascertained and notified to the offering company. Pursuant to Art. 83, Par. 9 of Legislative Decree no. 50/2016, the offering company will be given a deadline for the presentation of the correct documentation.

- **ENVELOPE “B”** [indicate NAME of the COMPANY] **“Technical Offer”**
  1. **The Technical Offer shall be presented according to the requirements of the project listed in section 3 (“Program Requirements – Technical Offer” in the same order as indicated in that section) in any form deemed effective by the bidder and highlighting the qualitative and quantitative elements of the offer assessed in the criteria listed in section 6 of the present document.**



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2. The technical offer shall not be longer than 20 (twenty) pages overall.
3. Every page shall be signed with initials by the legal representative of the company and bear a full signature in the last page.

➤ **ENVELOPE “C” [indicate NAME of the COMPANY] “Economic Offer”**

1. The Economic Offer (TEMPLATE ANNEX 3) shall be made in accordance with the template at Annex 3 attached according to the above terms. It shall be expressed clearly in numbers and letters and signed by the director or managing member of the bidder.
2. **IMPORTANT:** Multiple offers including multiple prices offered for each service category will not be considered and they will determine exclusion from the Bid.
3. Please fill the Economic Offer by filling the Annex 3
4. Please indicate Price Information only in your economic offer not in Administrative documents or Technical offer as that will invalidate your proposal.

## 9. Terms of payment

Terms of payment are subject to indemnification and remedies clauses in formal agreement to be entered into by accelerator and ITA following the award of bid.

Payments will be made as follows.

- 25% of the total amount after signing the contract and upon presentation of an original invoice.
- 25% of the total amount upon the beginning of the acceleration/incubation program.
- 50% balance 30 days after the conclusion of the acceleration/incubation program, upon presentation of an original invoice.

## 10. Guarantee

Under Italian Law (D.Lgs. 50/2016, commonly referred to as “Codice Appalti”), ITA may require the awarded incubator to post a bond to ensure the correct performance of the obligations under the contract.

## 11. Penalties

Pursuant to Codice Appalti, a penalty of up to 10% will be imposed on the awarded bidder who for a cause other than force majeure will not comply with one or more of the following obligations.

- Weekly briefings with each startup company
- Provision of a minimum of 8 hours of group training and of 2 hours of one-to-one coaching in the pre-program
- Organization of 2 pitching sessions

Pursuant to the Italian regulation D.Lgs. 50/2016 (commonly referred to as “Codice Appalti”), ITA might require domestic or international contractors to post a bond to ensure the correct performance of the obligations under the contract.

Marco Saladini

Italian Trade Commissioner



## Annex 1 (one page)

To be duly signed and inserted only inside the envelope ENVELOPE marked “A - ADMINISTRATIVE DOCUMENTATION”

### AWARDING OF THE CONTRACT COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS

The proposed bid must include all the materials and services in accordance with the requested specifications. The undersigned firm engages itself to perform the work in compliance with the clauses, charges, conditions, and descriptions provided in this Call for Bids

I have received, read and understood all the material pertaining to the Call for Bids for the COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS - CIG: [8428249B17]

This bid is intended for the following lots (check all that applies).

Lot 1 – Information and communication technologies and related sectors – yes  no

Lot 2 – Smart manufacturing, mobility and other sectors – yes  no

Lot 3 – Life sciences, smart agriculture and food technology – yes  no

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(Company name)

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(Print & Sign name)

## Annex 2 (two pages)

To be duly signed and inserted only inside the envelope ENVELOPE marked “A - ADMINISTRATIVE DOCUMENTATION”

# AFFIDAVIT

Under Illinois and Italian Law (DPR 445/2000 and D. Lgs 50/2016)

INVITATION FOR BID (IFB) FOR THE “COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS”.

CIG [8428249B17]

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE me, the undersigned Notary \_\_\_\_\_ on this \_\_\_\_\_ (day of the month) day of \_\_\_\_\_ (month), 2020, personally appeared \_\_\_\_\_ (name of affiant), known to me to be a credible person and of lawful age, who being by me first duly sworn, on his/her oath, deposes and says:

My name is \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, residing at \_\_\_\_\_, agent of \_\_\_\_\_ (name of the company),

- Tax ID: \_\_\_\_\_
- Attorney Registry no. \_\_\_\_\_

With the company title of \_\_\_\_\_ and for the purpose of the bid this Affidavit I authorize to use of the following address at \_\_\_\_\_,

### I DECLARE THAT

I have read and understood all the documents related to the bid this affidavit refers to, its policy and regulations (the **PROPOSAL PROCEDURES**) and accept without any reservation each and every provision of the Proposal Procedures.



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1. I am aware that because of bidding with the Italian Government, we have to abide by domestic, federal and foreign regulations and in particular I confirm that I am not aware of the existence of any legal or economic reasons that can exclude me and the company I represent from becoming General contractor and/or Subcontractor
2. During the year preceding the publication of the bid, no corporate executive officers have resigned or being laid off [or the following corporate executive officers have been laid off (list names, DOB, residences, citizenship, role ...)] and for those individuals:
  - a. To the best of my knowledge they have not being criminally condemned to fraud; money laundering; corruption; conspiracy as stated under Section 45 of CE Directive 2004/18; or
  - b. There have been criminal judgments but they are now rehabilitated
3. I, the affiant, am an authorized corporate officer of the bidding company or the sole owner of the bidding company/or the owners of the company are (provide list) and each one of them shall submit a similar affidavit
4. I have subscribed a liability insurance policy that is currently in effect
5. I am not aware of any other economic or legal impediment to deal with the Italian Government
6. I am aware that my information and data shall be stored and used by the Italian Government for internal use and waive any privacy rights

Lastly, I authorize the use of the following facsimile number \_\_\_\_\_ and/or e-mail address \_\_\_\_\_ for official communications.

COMPANY \_\_\_\_\_

Name/Print \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by affiant**

**Signature of Notary Public**

## Annex 3 (two pages)



To be inserted only inside the envelope ENVELOPE “C” – “ECONOMIC OFFER” do not insert any other documents inside of envelope “C”.

### COOPERATION WITH USA BASED INCUBATORS/ACCELERATORS

CIG: 8428249B17

Multiple bids and bids above the ceiling price per startup (see section 5. above) will be cause for exclusion. If you bid for more than one lot and

- you need to propose a different price for each lot, please attach more copies of this Annex and mark the check boxes below accordingly
- propose only one price for all lots, just use one copy and mark all “yes” check boxes below

Any cost item not explicitly identified in the list below is to be included in the price of the in person edition of the program.

**This offer is for**

Lot 1 – Information and communication technologies and related sectors – yes  no

Lot 2 – Smart manufacturing, mobility and other sectors – yes  no

Lot 3 – Life sciences, smart agriculture and food technology – yes  no

**Economic Offer Enter your bid in the box below:  
 (In number and letters)**

<p>The offered bid price, all inclusive, for each startup involved in the program and assigned by ITA for the pre-program and the 8-week in person version of the program is</p>	<p>Numbers</p> <p>_____</p>
	<p>Letters</p> <p>_____</p>

<p>The offered bid price, all inclusive, for each startup involved in the program and assigned by ITA for the pre-program and the contingency digital only version is</p>	<p>Numbers</p> <p>_____</p>
	<p>Letters</p> <p>_____</p>



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<p><b>The offered bid price , all inclusive, for the organization of two pitching events and two meetings with local investors (venture capitalists, corporate investors, investment funds, investment banks and the like) for the startup companies allocated to the awarded company is</b></p>	<p>Numbers</p> <hr/>
	<p>Letters</p> <hr/>

**Signature** \_\_\_\_\_

**Company** \_\_\_\_\_

**First and last name (legible)** \_\_\_\_\_

**Location** \_\_\_\_\_

**Date** \_\_\_\_\_

*Personal data processing in accordance with Regulation (EU) 679/2016.  
 Your personal data are processed by automated means for institutional, administrative and accounting purposes. The Italian Trade Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website:  
<https://www.ice.it/en/privacy>.*