



Date June 20, 2023

Prot. no. 0072056/23

OPEN CALL FOR BIDS

SPACE STARTUP PROGRAM – 1st Edition COOPERATION WITH U.S.- BASED ACCELERATOR PROGRAM MANAGER

CIG 9903066C94

1. General Information

AWARDING ENTITY

Italian Trade Agency (“ITA”) – Houston Office
777 Post Oak – Ste 320, Houston TX 77056.

Website: www.ice.gov.it

Mr. Fabrizio Giustarini, Trade Commissioner of The Italian Trade Agency in Houston
Office

E-mail: houston@ice.it Tel (281) 888-4288

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 (the “Program”) for Italian space start-ups to foster new business opportunities and attract international investments.

The **Space Startup Program – 1st Edition** offers participants a period of acceleration in Houston, United States 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.

After a careful selection, ITA in collaboration with ASI, Italian Space Agency, will select no more than 6 start-ups in the Aerospace field.

The Program has **three phases.**

- **Phase 1** - A short initial virtual launch organized by ITA together with the selected Partner in the USA, which will include a first orientation session to provide logistical information and a second session with the introduction of the partner, the session will last 1-2 days maximum.
- **Phase 2** – ITA and the selected partner through this open call for bids will organize a remote 1 week, from August 21st to August 25th, “pre-Program” training with the aim to prepare the startups to maximize the impact of the Program.
- **Phase 3** – A 5 (five) week in-person acceleration component in Houston, from August 26th, 2023, to September 30th, 2023. (Possible trip to San Francisco)

2. Start-Up Selection Criteria

The Startups admitted to the Program are evaluated according to the following criteria by ITA Headquarters:

- Internationalization strategy.
- Value proposition, competitive advantage, marketability of product/service, current presence in foreign markets, seed capital received, and possession of the intellectual property.
- the opinion of ASI, Italian Space Agency.
- commitment of the Founder or, alternatively, a manager (C level) to take an active role in Phase 2 abroad; Commitment to refrain from transferring its intellectual property rights abroad within a specific period; Female Founder or C level staff (executive or managerial level) are encouraged to apply.

3. Program requirements - Technical Offer

ITA's Houston Office is looking for an accelerator Manager to carry out the organization of phases 2 and 3 of the Space Start-up program – 1st edition in the United States of America - Houston, for the selected Italian Startups involved in Aerospace. The interested accelerator manager needs to be able to create, organize and run the program for ITA in Houston, Texas.

The candidate shall meet the following requirements, which constitute the “**Technical Offer**”, to be considered for the ITA Space Start-up Program – 1st Edition. The following criteria will be used for awarding the bid. **Please provide relevant documentation supporting and/or detailing the ability to meet each criterion listed. An application will be considered incomplete if even one single requirement is missing unless it is clearly marked “optional”.**

- a) Relevant, qualified, and documented experience in holding acceleration programs in the Space Sector, with hosting foreign-based startup companies. Previous significant experience in holding similar programs in partnership with foreign entities and governments is a plus. Please provide supporting material, if available, and a program description.
- b) Qualified network of mentors and investors that will be involved in the Program. Please provide relevant insights and data on this matter, including but not limited to the number of professionals you will be able to get involved in this program and the range of their skills and backgrounds.
- c) Track record in providing value to the Startups, in terms of funds raised, scale-up, exit opportunities, or other similar benefits. Please provide the number of startup companies financed by your accelerator, the average funding raised, and the number of exits and/or scale-ups in the 3 previous years.
- d) Availability and description of premises and working spaces in Texas. Please provide a detailed description of the workspace, its dimensions, amenities, and location within Texas.

- e) Availability to physically host from 3 to 6 Italian Startups in your own premises for a 5-week period of acceleration taking place from August 26th, 2023 to September 30th, 2023.
- f) Availability to provide ITA a non-binding assessment of the compatibility of the Startups selected within your company's mission.
- g) Availability to plan and provide a "pre-program" training for a total of one full week offered remotely with at least 8 hours of a program for the entire pre-program phase. Please provide a draft schedule of such a program, avoiding any overlapping with the next item.
- h) A formal 5-week acceleration training program in-person of at least 6 hours per week to include, but not limited to mentoring and coaching on pitching; protecting intellectual property rights; setting up and running a business in the US; marketing innovative products and other topics relevant for the Startup. Please provide a draft schedule with subjects and themes. (most of the program needs to focus on accelerating the companies and helping them scale up)
- i) Availability to supervise Startup progresses with one written report per week for the entire group and an individual report per week.
- j) Availability in creating the content and building the network needs to support this acceleration program. The acceleration program will be created for ITA and ITA will be the only owner of the Space Start-up program.
- k) Ability to organize at least 1 tailor-made networking event for Startups with relevant industry stakeholders. Please provide any documentation outlining potential networking events planned, or of similar types of events executed in the past. (at least 100 people must attend this event, please set aside at least 5000 dollars as a budget for catering and other expenses related to this event)
- l) 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 the number of participants.
- m) Planning and execution of at least 3 visits to local startup ecosystems, including business incubators, innovation centers, universities, and/or leading companies relevant to the Startups. Please provide a tentative list of proposed tours (optional requirement)
- n) Organization of at least 2 meetings with local investors (venture capitalists, corporate investors, investment funds, investment banks, and the like) that must be preceded by a coaching session. Please provide a description of how the meetings would be arranged.
- o) Availability to follow up with the Startups after the program ends, which might include access to the knowledge base, mentors' network, coworking facilities, alumni network, or more (please provide details).
- p) Availability to provide proof of Insurance policy covering property and general liability coverage within accelerator's premises at contract signing.

4. Estimated contract timeframe.

Estimated Execution period: from August to September 2023.

Estimated End Date: As soon as the contractual obligations have been fulfilled.

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

5. Bid Based Value (Budget)

ITA is a tax-exempt organization. Due to applicable Italian laws, ITA must follow strict procedural rules in terms of assembling this Open Call for

Bids and awarding contracts.

There is a maximum budget of US\$ 17.000,00 (tax excluded) per Startup involved in the Program, up to a total maximum budget of US\$ 102.000,00 (tax excluded, for the program) (the "Budget")

This Budget is inclusive of all fees and costs, with the exclusion of Startup accommodation or room and board expenses.

Bid offers will be made on the price per single Startup. Bids exceeding the mentioned amount per single Startup will be automatically excluded from the Bid.

ITA will decide the number of Startups to allocate to the awarded provider based on the price offered for each Startup and other criteria, considering the maximum budget of US\$ 102.000,00.

6. Submission deadline

The deadline for submission of bid documents is **July 7th, 2023 (4 pm CST)**

Please make sure to follow all instructions carefully to avoid a rejection or a disqualification. Failure to include all requested items will render your tender incomplete and will not be considered.

For any inquiry on the **Space Startup Program – 1st Edition** and on the cooperation terms, please contact:

Salvatore Grignano – email: Houston@ice.it

7. Evaluation process

Each proposal will be evaluated based on the "Most economically advantageous offer" criterion (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 requirements under Section 3 of this letter "Program Requirements":

Each bid will be evaluated:

- To the very specific characteristics of the offer and the standards offered.
- The amount of US\$ 17,000 per single Startup constitutes the basis of the auction with an obligation to offer a discount. Therefore, only offers at a discount compared to the auction base will be accepted.
- Offers above the established bid amount will not be accepted.
- The award will take place even with one single offer as long as it is complete.

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 offer will be evaluated by an appointed committee appointed by the Director of ITA Houston (as the Sole Responsible Agent of the Procedure for ITA (RUP), in accordance with the following criteria and corresponding points scale, according to the requirements under Section 3 of this letter “Program Requirements (Technical Offer)”:

ASSESSMENT CRITERIA	Max points:
A) Economic Offer - Price of services offered for the Program	15
<i>A.1 – in-person Program price per startup</i>	<i>10</i>
<i>A.2 – Remote contingency Program price per startup</i>	<i>5</i>
B) Technical Offer - Quality of experience, network, and Program proposed according to the following criteria	85
<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):</i> <ul style="list-style-type: none"> ○ <i>Total capital raised so far.</i> ○ <i>Number of startups involved in acceleration programs so far.</i> ○ <i>Average funding round amounts;</i> ○ <i>Exits, scaleups, or other relevant outcomes for involved startups;</i> 	<i>15</i>
<i>- B.2 Relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors indicated above (1. General Information, pag. 1) with previous significant experience in holding similar programs in partnership with foreign entities and/or governments;</i>	<i>20</i>
<i>- B.3 Quality of the program proposed, such as (but not limited to):</i> <ul style="list-style-type: none"> ○ <i>Number of visits to the local startup ecosystem</i> ○ <i>Number of meetings with local investors</i> ○ <i>contingency plan and conversion into a modular remote training/pitching/networking</i> ○ <i>subjects covered by the training program.</i> 	<i>25</i>
<i>- B.4 Mentor and investor network provided such as (but not limited to):</i> <ul style="list-style-type: none"> ○ <i>Number of professionals</i> 	<i>15</i>

○ <i>range of skills and expertise areas covered</i>	
- <i>B.5 Availability and main features/services of premises and working spaces to be provided to the Startups during the program in the Houston Area</i>	10
Total maximum score	100

Excessive low bid

There is no assurance that the lowest bid will prevail. ITA reserves the right to ask for additional information if one or more offers are substantially lower than the others (Excessive low bid).

Excessive low offers 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 (4/5) of the maximum score that can be attributed (Article 13, paragraph 1, letter (b) of the Decree No. 192, November 2nd, 2017).

Score evaluation process

- Technical Offer (Score)

The technical offer score will be assigned by multiplying the average evaluation class expressed from 0 to 1 (see conversion chart below) with the maximum points in the criteria chart above (85 points)

Evaluation conversion chart	
Assessment	Score
Excellent	1
Very Good	0.9
Good	0.8
Sufficient	0.65
Not sufficient	0.55
Not adequate	0

After assigning a qualitative assessment to the Technical offer, the Committee will proceed to elaborate on each offer score according to the ANAC guidelines No. 2/2016 paragraph VI, n.1

The score calculation will be determined using the following formula:

$$Pa = \sum_n [Wi *Vai]$$

Legend:

Pa = score of the single an offer

n = total number of the criteria listed in the criteria chart

Wi = percentage weight of the single criterion (i)

Vai = Average assessment of the offer compared with criterion I according to the charts above

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 U.S. BASED 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 offer shall be submitted within the deadline indicated in paragraph 6 of this letter to Italian Trade Agency 777 Post Oak – Ste 320, Houston, TX 77056

-Furthermore, **the Main envelope shall contain THREE separate envelopes**, all of them closed and sealed, indicating on the outer surface the following:

- **ENVELOPE "A": [indicate NAME of the COMPANY] "Administrative Documents."**

In this Envelope, the bidder must submit the following documents signed by its director or manager:

1. **Annex 1 (attached) duly signed for acceptance**
2. **Annex 2 Affidavit under U.S. 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 content 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 with an incomplete application, will be given an opportunity to cure.

- **ENVELOPE "B" [indicate NAME of the COMPANY] "Technical Offer"**

1. The Technical Offer shall be presented according to the criteria and requirements of the project listed in section 3 (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 according to the requirements under Section 6 of this letter.
2. The Technical offer shall not exceed 20 (twenty) pages in total.
3. Every page shall be initialized by the agent/representative/director/manager of the incubator and bear a full signature on the last page.

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

1. The Economic Offer (TEMPLATE ANNEX 3) shall be completed in accordance with the template in Annex 3 attached. It shall be expressed clearly in numbers and letters and signed by the agent/representative/director/manager of the bidder.
2. IMPORTANT: Multiple offers will not be considered, including multiple prices offered for each service category, and will be excluded.
3. Please fill out the Economic Offer by filling out Annex 3
4. Please indicate Price Information ONLY in your ECONOMIC OFFER NOT in the ADMINISTRATIVE DOCUMENTS as THAT WILL RENDER YOUR PROPOSAL INCOMPLETE.

9. Terms of payment

Terms of payment are subject to the following terms:

Payments will be made according to the following schedule:

- 25% of the total amount after execution of the contract with the accelerator and upon presentation of an invoice.
- 25% of the total amount upon the beginning of the acceleration Program.
- 50% balance 30 days after the conclusion of the acceleration/incubation Program, upon presentation of an 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.

Fabrizio Giustarini

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 U.S.-BASED INCUBATORS/ACCELERATORS

The proposed bid must include all the materials and services in accordance with the requested specifications. The undersigned incubator agrees to perform the services in compliance with the Terms and Conditions as described in this letter.

I have received, read, and understood all the material pertaining to the Call for Bids for the COOPERATION WITH U.S.-BASED ACCELERATOR PROGRAM MANAGER - CIG: [9903066C94]

(Company name)

(Print & Sign name)



Annex 2 (two pages)

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

AFFIDAVIT

Under Texas Law and Italian Law (DPR 445/2000 and D. Lgs 50/2016)
INVITATION FOR BID (IFB) FOR THE COOPERATION WITH U.S.-BASED
ACCELERATOR PROGRAM MANAGER

CIG [9903066C94]

STATE OF _____)

COUNTY OF _____)

BEFORE me, the undersigned Notary _____ on this ____ (day of the month) day of _____ (month), 2023, 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 role 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 OR OFFER PROCEDURES**”) and accept without any reservation each and every provision of the Proposal or Offer Procedures.

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 been 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 been 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 a list) and each one of them shall submit a similar affidavit;
4. I have subscribed to a general liability insurance policy that is currently in effect;
5. I am not aware of any other economic or legal impediment to dealing with the Italian Government.
6. I am aware that my information and data shall be stored and used by the Italian Government and waive any privacy rights.

Lastly, I authorize the use of the following facsimile number _____
for official communications.

COMPANY _____
Name/Print _____
Date _____
Title _____

**Subscribed and sworn to before me on this _____ day of _____, 2023
by affiant**

Signature of Notary Public

Annex 3 (one page)



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

COOPERATION WITH U.S. BASED ACCELERATION MANAGER

CIG: 9903066C94

Multiple bids will be cause for exclusion.

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 (in-person version of the program) is</p>	<p>Numbers</p> <hr/>
	<p>Letters</p> <hr/>

<p>The offered bid price, all-inclusive for each startup involved in the program and assigned by ITA (contingency digital-only version) is</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 the ITA website: <https://www.ice.it/en/privacy>.*