



Date June 22st, 2023

Prot. no.

OPEN CALL FOR BIDS

GLOBAL STARTUP PROGRAM – 4th EDITION COOPERATION WITH U.S. BASED INCUBATORS/ACCELERATORS

CIG 98787255C2

1. General Information

AWARDING ENTITY

Italian Trade Agency (“ITA”) – New York Office
33 East 67th Street, NY 10065 – U.S.A.

Website: www.ice.gov.it

Mr. Antonino Laspina, Trade Commissioner of The Italian Trade Agency in New York Office

E-mail: newyork@ice.it Tel (212) 980-1500 - Fax (212) 758-1050

The **Italian Trade Agency (ITA)**, a governmental agency based in Rome, Italy for the promotion and internationalization of Italian companies abroad, has the responsibility to organize the 4th Edition of the Global Startup Program (the “Program”) an integrated development program dedicated to Italian start-ups that has the aim to foster new business opportunities and attract international investments. Information on the Program is available here <https://www.ice.it/it/settori/startup-innovazione/global-start-up-program>

2. Services requested

ITA’s New York Office is looking for a service provider, an incubator/accelerator, to provide the services described herein to a number of startups (“startups”).

The incubator/accelerator (“incubator”) must organize, supervise, and conduct a remote 2-week long “pre-Program” training with the aim to prepare the startups to the content of the program and maximize the benefits of the same.

The incubator must organize, program, supervise, and conduct an 8-week long in person program with the startup companies selected by ITA.

Incubator services shall be part of the “**Technical Offer**” as per the bid description and will be used for awarding this bid. Please provide relevant documentation supporting and/or detailing the incubators’ ability to meet the services listed herein. An application will be considered



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incomplete if even one single requirement is missing unless it is clearly marked "optional". Incomplete applications will be discarded.

Bidders must provide the following documents:

- a) A written statement to organize, supervise and conduct a "pre-program" training for two full weeks offered remotely and with one-to-one session included for at least 10 hours per startup per week. Add a draft schedule of such a program, avoiding any overlapping with the next item.
- b) A written statement with a firm commitment to host up to 10 Startups within the incubator premises for an 8-week period of incubation and/or acceleration taking place in 2023 (the specific dates to be finalized by ITA from August to December 2023).
- c) A written statement with a firm commitment to organize, plan, supervise, and implement of an 8-week long training program in person to startup companies of at least 30 hours per week that must include at minimum the following services, (this list is not exhaustive):
 - Provide mentoring and coaching on pitching;
 - How to protect intellectual property rights;
 - How to set up and run a business in the US;
 - How to market innovative products and other topics relevant for the Startup in the US.
- d) A written statement with a firm commitment to prepare written reports describing startup progress as such: one (1) per week for the entire group, with details on the single startups, and one (1) per month for each individual startup.
- e) A written statement with a firm commitment to plan, organize, and supervise at least one (1) tailor made networking event for the Startups with relevant industry stakeholders. Provide documentation outlining past networking events planned;
- f) A written statement with a firm commitment to plan and execute at least two (2) pitching events, tailored to the Startups, to relevant industry stakeholders and investors. Provide detailed documentation of past pitching events;
- g) A written statement with a firm commitment to organize and supervise at least 10 meetings with local investors (venture capitalists, corporate investors, investment funds, investment banks and the like) that must be preceded by a coaching session. Provide a description of the meetings structure;
- h) A written statement with a firm commitment to plan and execute visits to local startup ecosystems, including business incubators, innovation centers, academic institutions, and/or leading companies relevant to the startups. Provide a tentative list of proposed tours. The cost for these tours, if any, has to be included in the offer by the selected accelerator program, (*optional*);
- i) After the end of the program, follow up with the Startups after the program ends, that



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might include access to the knowledge base, mentors' network, coworking facilities, alumni network or more (please provide details);

- j) Provide proof of insurance covering property and general business liability coverage within accelerator's premises at contract signing;
- k) The incubator shall appoint at least one (1) Account / Scaling Manager dedicated to assisting and working with the Startups as a liaison between the incubator, the ITA, related entities involved in business meetings, site visits, networking events along with ITA appointed outside tutors. The scaling component per the Manager's duties will address the Startups business focus and scaling needs.

Firm commitments are considered irrevocable. A breach of each firm commitment or any other statement in the attached documents shall be cause of exclusion from this bid and/or deemed a breach of the entire service agreement.

3. Incubator/accelerator requirements

Incubators shall present these documents:

- a) Provide company certificate of incorporation/formation in the jurisdiction of formation and operations; company bylaws; shareholders table; complete board of directors/officers list.
- b) Provide updated financials for the last three (3) years.
- c) Provide a detailed description of relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors, hosting domestic and foreign based startup companies for the last four (4) years. Previous significant experience in holding similar programs in partnership with foreign entities and governments is a plus. Please provide supporting material, if available, and program description;
- d) Provide a detailed description of your 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 investors in your network, the range of their skills and backgrounds, and the overall amount of capital deployed by investors in the last four (4) years for the benefit of startup within your incubator (please report only capital effectively deployed and not simply committed by each investor);
- e) Provide a detailed description of your track record of funds raised, JV, exit opportunities or other similar business benefits. Please provide the number of startup companies financed by your accelerator, average funding raised, and number of exits and/or scaleups in the last four (4) years;
- f) Provide a description of the incubator premises and available working spaces in New York City. Please provide a floorplan and detailed description of the workspace, its dimension, amenities, and location within New York City.



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4. Estimated contract timeframe

Estimated Execution period: from August to March 2023.

5. Bid Based Value (awarded amount)

ITA is a tax-exempt organization.

The awarded amount is \$20,000 (twenty thousand) per startup for the entire program (2-week remote orientation and pre-program and 8-week long in person program).

This awarded amount is inclusive of all fees and costs. Startup accommodation or room and board expenses are paid for by the startups autonomously.

In the **economic offer**, ITA must receive offers per single startup. Bids exceeding the mentioned amount per single Startup will be automatically excluded.

ITA shall decide discretionally the allocation of the awarded amount to each startup.

6. Submission deadline

The deadline for submission of bid documents is **Thursday, July 20th, 2023 at 12:00 PM EST.**

Attention: Follow carefully the instructions provided to avoid a rejection or a disqualification. Failure to include any items shall render an offer incomplete and therefore abandoned.

ITA has no obligation to request a bidder to cure an incomplete offer.

7. Awarding process

Each Incubator offer will be assessed on the basis of the "Most economically advantageous offer" criterion (or "lowest evaluated bidder" or "best value") in accordance with the following criteria and corresponding points scale:

Each bid will be evaluated according to the following criteria:

- The quality of the offer, its standards, credibility, and relevance.
- The amount of \$20,000 per single startup constitutes the basis of the bid. Incubators may offer a discount. Discounted offers are encouraged.
- Offers above the stated amount shall be rejected.

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

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

Each offer shall be assessed according to the following criteria and corresponding points scale, with reference to the requirements stated in Section 3:

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>15</i>
B) Technical Offer - Quality of experience, network and Program proposed according to the following criteria: number of investors and amount of capital placed in each financed startup in the last 4 years, of which:	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>	<i>15</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>B.2 Relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors 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>	<i>25</i>
<ul style="list-style-type: none"> ○ <i>visits to local startup ecosystem</i> ○ <i>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>B.4 Mentor and investor network provided such as (but not limited to):</i>	<i>15</i>
<ul style="list-style-type: none"> ○ <i>Name and number of mentors and investors;</i> ○ <i>Amount of capital deployed;</i> ○ <i>Range of skills and expertise and areas covered.</i> 	
- <i>B.5 Main features/services of the premises and working spaces to be provided to the Startups during the program in the City of New York</i>	<i>10</i>
Total maximum score	100



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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 the four fifth (4/5) of the maximum score that ITA can attribute.

Score evaluation process

- **Technical Offer (Score)**

The technical offer score will be assigned 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 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:

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



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Legend:

Pa = score of the single a 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 a compared with the criterion i according to the charts above

8. Bidding instructions and requirements for the submission of proposals

- According to applicable 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 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 offer shall be submitted within the deadline indicated in paragraph 6 of this letter to Italian Trade Agency 33 East 67th Street - 10065 New York, NY
- 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 New York 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 applicable law, the bidder 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 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 7 of this letter.
2. The Technical offer shall not exceed 25 (twenty-five) pages in total and shall be signed by the agent/representative/director/manager of the company.

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

1. The Economic Offer (TEMPLATE ANNEX 3) shall be completed in accordance with the template at 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**



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offered for each service category, and will be excluded.

3. Please fill 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 agreement and upon issuance of an invoice.
- 25% of the total amount upon the beginning of the acceleration/incubation Program detailed in section 3.
- 50% balance 30 days after the termination of the acceleration/incubation Program, upon issuance of an invoice.

10. Guarantee

Under Ita applicable law, ITA may require the awarded incubator to post a bond to ensure the full performance of the awarded contract.

For further information on the Global Startup Program and on this bid, feel free to contact:
Claudio Bertinetto– Tel. 212-848-0371, email: newyork@ice.it

Antonino Laspina - 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 INCUBATORS/ACCELERATORS - CIG: **98787255C2**

(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 New York Law and Italian Law (DPR 445/2000 and D. Lgs 50/2016)
INVITATION FOR BID (IFB) FOR THE “COOPERATION WITH U.S. BASED
INCUBATORS/ACCELERATORS”.

CIG 98787255C2

The undersigned _____, state to have read and understood the bid requirements, services and conditions, its policy and regulations (the “**PROPOSAL OR OFFER PROCEDURES**”) and accept without any reservation each and every provision of such bid award.

Furthermore the undersigned state that:

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/or the company on behalf of which I ast from contracting as a general contractor;
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 been criminally condemned to fraud; money laundering; corruption; conspiracy and the like; or
 - b. There have been criminal judgments, but they are now rehabilitated.
3. I 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;



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4. I shall provide evidence of a general liability insurance policy, business, WC and similar 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 not directly or indirectly through an affiliated company or individual based in Italy in violation of Section 80 of D.Lgs.50/2016 (Italian "Codice Appalti").
7. I am aware that my information and data shall be stored and used by the Italian Government and waive any privacy rights.

I authorize the use of the following facsimile number _____/email _____ for official communications.

COMPANY _____
 Name/Print _____
 Date _____
 Title _____

==
 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:** _____

With the company role of _____ and for the purpose of the bid this Affidavit I authorize to use of the following address at _____,

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 INCUBATORS/ACCELERATORS CIG: 98787255C2

Multiple bids will be cause for exclusion.

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

The offered bid price, all inclusive for each startup involved in the program and assigned by ITA (in person version of the program) is	Numbers _____ _____
	Letters _____ _____

The offered bid price, all inclusive for each startup involved in the program and assigned by ITA (contingency digital only version) is	Numbers _____ _____
	Letters _____ _____

Signature _____

Company _____

First and last name (legible) _____

Location _____

Date _____



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*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>.*