



ITALIAN TRADE AGENCY

Houston Office

Prot. 0092676/20
Houston, September 4th, 2020

CIG: 84249210C0
RUP: Antonietta Baccanari
Co.An.: U176Z099T1, U194Z101A1, U194Z064B1
Co.Ge. 652502004
CdcC 3CB5

**OPEN CALL FOR BID (OCB)
GLOBAL STARTUP PROGRAM - 2ND EDITION
COOPERATION WITH U.S. BASED INCUBATORS/ACCELERATORS**

PLEASE READ THIS OCB CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSION WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS OCB.

SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT ITA HOUSTON AT THE EMAIL INDICATED BELOW.

1. General Information

AWARDING ENTITY

Italian Trade Agency ("ITA") – Houston Office,
777 Post Oak Blvd. Suite 320 Houston TX 77056

www.ice.it

Ms. Antonietta Baccanari, Trade Commissioner of The Italian Trade Agency Houston Office
E-mail: houston@ice.it Tel (281) 888-4288 - Fax (281) 974-3100.

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 - 2nd 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 also 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 US accelerator to prepare the startup and maximize the impact of the acceleration program.

- **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, within 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:

- internationalization strategy
- value proposition, competitive advantage, marketability of product/service, current presence in foreign markets, seed capital, and possession of intellectual property
- the opinion of the accelerator or the incubator
- commitment of the Founder or, alternatively, a manager (C level) to take an active role in the Phase 2 abroad; Commitment to refrain from transferring its intellectual property rights abroad within a specific period of time; 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 incubator/accelerator to carry out the organization of the phase 2 of the **Global Start Up Program - 2nd Edition** in the United States of America - Texas, for the Italian startups.

Incubators and accelerators shall meet the following requirements, which constitute the “**Technical Offer**”, to be considered for the ITA Global Start Up Program – 2nd Edition. The following criteria will be used in awarding of the bid. Please provide relevant documentation supporting and/or detailing your company’s 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 high-tech sectors indicated in Section 1 of this letter, 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 program descriptions

- 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) Track record in providing value to the accelerated startups, in terms of funding raised, scale up, exit opportunities or other similar benefits. Please provide the number of startup companies financed by your accelerator, average funding raised and number of exits and/or scaleups in 2017, 2018 and 2019
- d) Availability and description of premises and working spaces. Please provide a detailed description of the workspace, its dimension, amenities, and location.
- e) Availability to physically host from 1 to 15 Italian startups in your own premises for an 8-week period of incubation and/or acceleration taking place in 2021
- f) Availability to provide ITA a non binding assessment of the compatibility of Startups selected within your company's mission.
- g) Availability to plan and provide a "pre-program" training for a total of at least 16 hours offered remotely and with a one-to-one session for additional 4 hours per Startup. Please provide a draft schedule of such a program, avoiding any overlapping with 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, protecting intellectual property rights, 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) Availability to assist the startups in defining a business development plan for the US market
- k) Ability to organize at least 1 tailor-made networking event for the Startups with relevant industry stakeholders. Please provide any documentation outlining potential networking events planned, or of similar types of events executed in the past.
- 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 number of

participants.

- m) Planning and execution of visits to local startup ecosystem, including business incubators, innovation centers, universities, or leading companies relevant to the Startups. Please provide a tentative list of proposed tours
- n) Organization of at least 2 group and individual 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) Organization of group and individual introductions to business partner (industry related companies representatives, product developers; potential customers/end-users, and the like). Please provide a description of how the meetings would be arranged.
- p) Availability to develop part of the program both in Austin and Houston (**optional requirement**)
- q) Provide a mid-term and final evaluation of the Startups on a scale of 0 to 10 based on I) achievement of the strategic objectives of the project, agreed with the startup at the beginning of the acceleration program; and II) active participation of the startup in the program.
- r) Provide a final report detailing activities and events carried out during the incubation program with reasonable documentary evidences
- s) Availability to follow up with the Startups after the program ends, that might include access to the knowledge base, mentors network, coworking facilities, alumni network or more (please provide details)
- t) Availability to provide proof of Insurance policy covering property and general liability coverage within accelerator's premises at contract signing
- u) Possibility to provide and/or arrange room and board for the Startups. Please mention what services you would be able to offer (**optional requirement**)
- v) Availability to convert the program into a remote version for 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 remote version must be lower than the price for the in person version. Please indicate what activities would be offered for that price.

4. Estimated contract timeframe

Estimated Execution Date: October 1st / October 16th , 2020 on the bid awarding timing

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

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. Bid Based Value (Budget)

ITA is a tax-exempt organization. Due to governing Italian laws, ITA must follow strict procedural requirements in terms of assembling this Open Call for Bids and awarding contract.

There is a maximum budget of US\$ 25.000,00 (tax excluded) per single startup involved in the acceleration program object of the present bid, up to a total maximum budget of US\$ 200.000,00 (tax excluded) (equal to Euro 168.900,00 at the official exchange rate published on September 4th 2020 by Banca d'Italia), allocated for this project.

This budget is inclusive of all fees and costs the bidder may incur in the fulfillment of the requirements detailed in Section 3 of this letter, including third-parties expenses, with the exclusion of Startup accommodation or lodging 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, taking into account the maximum total budget of US\$ 200,000.00.

6. Evaluation process

Each proposal will be evaluated on the basis of 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 – Technical offer*”:

Each bid will be evaluated to the very specific characteristics of the offer to be received and the standards offered.

The amount of US\$ 25,000 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 can be accepted.

Offers above the established bid amount will not be accepted.

The award will take place even in the presence of one single offer 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 Committee appointed by the Director of ITA Houston Office (as the Sole Responsible Agent 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 letter “*Program Requirements (Technical Offer)*”:

ASSESSMENT CRITERIA	Max points:
A) Economic Offer - Price of services offered	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
<ul style="list-style-type: none"> - <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>15</i>

<ul style="list-style-type: none"> ○ Exits, scaleups, or other relevant outcomes for involved startups 	
<ul style="list-style-type: none"> - B.2 Relevant, qualified, and documented experience in holding acceleration programs in the high-tech sectors indicated above (1. General Information) with previous significant experience in holding similar programs in partnership with foreign entities and/or governments 	20
<ul style="list-style-type: none"> - B.3 Quality of the program proposed, such as (but not limited to): <ul style="list-style-type: none"> ○ tours within the local startup ecosystem ○ meetings with local investors ○ introductions to potential business partners ○ contingency plan and conversion into a modular remote training / pitching /networking ○ subjects covered by the training program 	25
<ul style="list-style-type: none"> - B.4 Mentor and investor network provided such as (but not limited to): <ul style="list-style-type: none"> ○ Number of professionals ○ Range of skills and expertise areas covered 	15
<ul style="list-style-type: none"> - B.5 Availability and main features/services of own premises and working spaces to be provided to the startups during the program 	10
Total maximum score	100

Anomalous low bids

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

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**

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 2/2016 in paragraph VI, n.1

The score calculation will be determined using the following formula:

$$Pa = \sum n [Wi *Vai]$$

Legend:

P_a = score of the single a offer

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

W_i = percentage weight of the single criterion (i)

V_{ai} = Average assessment of the offer a compared with the criterion i according to the charts above

- **Economic Offer**

Regarding the Economic offer, by using the Linear Interpolation formula, a variable coefficient from zero to one is assigned.

The maximum score will be awarded to the lowest bid.

The other bids will be given a lower score determined as follows:

The price scoring shall be calculated according to the following formula:

$$C_i = R_a / R_{max}$$

where:

C_i = coefficient attributed to the i -th competitor;

R_a = percentage reduction in the offer of the i -th competitor;

R_{max} = percentage reduction of the lowest bid

7. Submission deadline

The deadline for the submission of Bid documents is **September 25th 2020 5:00 pm (CT)**.

All the documentation indicated hereinafter must be submitted to:

ITALIAN TRADE AGENCY
777 Post Oak Blvd., Suite 320
Houston, TX 77056 USA
Att: Mrs Antonietta Baccanari – Trade Commissioner

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

For any inquiry on the Global Startup Program and on the cooperation terms, please contact:

Salvatore Grignano – Tel. 281-888 4288, email: s.grignano@ice.it

8. Instructions and requirements for the submission of proposals

Bids, **under penalty of exclusion**, must be received in one single sealed outer envelope which must be signed on the flap closure and bear on the outside the sender's address and the following caption:

“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.

Furthermore the Main envelope must 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 DOCUMENTATION” containing the following :
 1. **Annex 1** duly signed for acceptance
 2. **Annex 2** - Affidavit under Texas Law and Italian Law (DPR 445/200 and D.Lgs. 550/2016) with notarized signature
 3. **A copy of the signer's valid ID** along with a photocopy 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 of the letter (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 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”
- **Annex 3 – Economic Offer**
The Economic Offer shall be made in accordance with the template at Annex 3 attached. It shall be expressed clearly in numbers and letters and signed by the director/agent/representative/manager of the bidder.

IMPORTANT:

- Multiple offers will not be considered, including multiple prices offered for each service category, and will be excluded .
- **Please fill the Economic Offer by filling out the Annex 3**
- Please indicate **Price Information ONLY** in your **ECONOMIC OFFER NOT** in **ADMINISTRATIVE DOCUMENTS** as that will invalidate your proposal .

9. Evaluation process

The opening of the Envelope A “ADMINISTRATIVE DOCUMENTATION” will take place during an **open session, (time and date TBD)**. The session which may be attended only by one authorized representative from each bidding agency.

The Committee will open only the bids received by the deadline according to the order they were received and will ascertain that the envelopes contain Envelope A “ADMINISTRATIVE DOCUMENTATION” Envelope B “TECHNICAL OFFER ” and Envelope C “ECONOMIC OFFER”. ITA will review the documentation contained in Envelope A “ADMINISTRATIVE DOCUMENTATION”; only those bidders who are in compliance with the bidding rules contained herein will continue to the next phase. ITA will put the results on record at the end of the public session, the minutes will be taken.

Ascertainment of failure to show compliance with the requirements will disqualify companies from bidding.

The Committee, in a **restricted session**, will then review and evaluate the content of Envelope B “TECHNICAL OFFER”. A score will be assigned to each bid and results will be put on record.

The opening of the Envelope C “ECONOMIC OFFER” will take place during an **open session, (time and date TBD)**. The session which may be attended only by one authorized representative from each bidding agency.

At the end of the session, after opening all the Economic Offers, a final list will be compiled and the temporary winning company declared, subject to the submission of all requested documentation.

The bidder provider with the highest overall score (which is the sum of all partial scores based on each criterion) will be the successful bidder.

ITA Houston Office will formally communicate the result of the tender to the successful bidder, asking them to provide:

- the documentation proving compliance with the established requirements to participate in the bid; if any
- the documentation that is necessary to enter into the contract.

10. Terms of payment

Payments will be made as follows:

- **25% of the total amount** after execution of the contract with the incubator and upon presentation of an 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 and receipt of the required final report.

11. 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.

12. Protection of privacy

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



ITALIAN TRADE AGENCY

regarding your personal data processing, please visit the following page on ITA website:
<https://www.ice.it/en/privacy>.

The only subject in charge of the proceeding is **Mrs. Antonietta Baccanari - ITA - Houston, Italian Trade Commissioner.**

ITA is an Italian Government organization. The interpretation of all of the foregoing terms and conditions shall be made by ITA in its sole discretion and such interpretation shall be final and binding upon all bidders.

Cordially

Antonietta Baccanari
Italian Trade Commissioner
[Signed in original]

ANNEX 1

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

**AWARDING OF THE CONTRACT
COOPERATION WITH U.S. BASED INCUBATORS/ACCELERATORS**

CIG: 84249210C0

The proposed bid must include all materials and services in accordance with the requested specifications. The undersigned incubator agree 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: [84249210C0]

(Company name)

(Print and Sign name)

(date)

ANNEX 2

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

AFFIDAVIT

**Under Texas Law and Italian Law (DPR 445/2000 and D. Lgs 50/2016)
“COOPERATION WITH U.S. BASED INCUBATORS/ACCELERATORS”.**

CIG: 84249210C0

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: _____ 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.

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;



ITALIAN TRADE AGENCY

- 2. During the year preceding the publication of the bid, no corporate executive officers have resigned or being laid off or the following executive officers have been laid off (list names, DOB, residences, citizenship, role, ..) and for those individuals:
 - a) To the best of my knowledge the 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 judgements, 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 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 _____, 2020 by affiant
Signature of Notary Public**

ANNEX 3

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: 84249210C0

Economic offer

(Please note that multiple price offers will render your bid invalid)

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 remote only version) is	Numbers _____
	Letters _____

Signature _____
 Company name _____
 Name (in print) _____
 Title _____
 Date _____