

ProVaHealth

Gliwice, 13.05.2019

GAPR-ProVaHealth/581/19/W

Offer enquiry for an expert service regarding creating policy recommendations

under the project BSR#039 ProVaHealth

In connection with the implementation of the project *BSR #RE039 ProVaHealth - Product Validation in Health*, financed within the Interreg Baltic Sea Region Program, Upper Silesian Agency for Entrepreneurship and Development Ltd. invites to submit offers for the service of creating policy recommendations based on conclusions, insights and reports developed in the project.

The effect of the service will be a report on ProVaHealth task 2.3 - policy recommendations elaborated after collecting information and comments from the project partnership during discussions, audioconferences and workshops organized within the framework of the project. The service consist of preparing and facilitating the process, organizing workshops, summarizing workshop output, reporting, analysis and adaptation of the proces, cooperation with the task leader and other partners involved in the process of elaborating the policy recommendations.

The offer is designed for an Expert who has a proven track record of policy work at local, regional, national and EU level. The expert must have been involved in a number of EU projects within the field of policies addressing health innovation, SME growth and development, as well as transfer of best practices across borders. There is an expectation for the person to have hands on policy implementation experience at all four levels of government, and to be a seasoned stakeholder manager and facilitator. The first task will be to structure the kick off discussion on policy recommendations at the project meeting in Lublin in May 22nd.

The contract is co-financed by the European Union from Interreg Baltic Sea Region Programme, as part of the #R039 ProVaHealth Project.

1. Contracting Authority

Upper Silesian Agency for Entrepreneurship and Development Ltd.

Wincentego Pola 16, 44-100 Gliwice, Poland

Tax ID: 631-22-03-756

2. Name of the contact person

Beata Krawczyk, tel.: (032) 339 31 46, kom.: +48 537 226 378

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3. Subject matter of the enquiry

The subject matter of the enquiry includes elaboration of policy recommendations based on conclusions, insights and reports developed in the ProVaHealth project until March 2020 when the project ends. The result of work of the Expert will be presented in the form of report at the end of the service. This task consists of activities that has to be performed during next months, so that all project partners within the consortium will be informed, prepared and involved in the process of policy recommendation preparation. The expert is obliged to perform all the actions to achieve ProVaHealth project goals under the task 2.3 set in the project application form (attachment 2 to this enquiry). For organizational purpose of this enquiry, the task 2.3 realization is divided into 3 stages that allows to gather materials and experiences needed for the final report. The schedule foreseen within this activities and tasks is set in the table below. The Expert will have to conduct meetings and consultations, as well as prepare documents, in English. Experience in performing workshops, presentations, carrying out group work in English is a must.

All the materials developed and elaborated during service realization may be used and promoted for the purposes of the ProVaHealth project. The report will be one of the project results, available to all partners and published. The shape of the report may be developed according to the Expert's experience and vision, but with the maintaining the format of recommendations for policies at the 4 levels: local, regional, national and EU. The document should correspond with an input gathered during workshops in Lublin and Oulu and has to be prepared in cooperation with project 2.3 task leader. A draft report outline is submitted to the task leader and lead partner prior to the Oulu workshop in order to reach an agreement on the format for the report. The final report will contain a set of policy recommendations for all four levels of government along with a list of key stakeholders and a timetable for implementation.

Individuals, businesses and other entities with adequate human resources may apply to this request. One person will be designated to provide the service. The Offeror should prepare the offer by calculating the number of working hours needed for each stage of the task and include cost of other actions or materials needed for the task fulfilment (e.g. travel costs, accommodation), as it is prepared in the offer form (see attachment 1). After the bidder selection process, the contract with Expert will be signed. The service contract covers its implementation starting from May 2019, ending in March 2020, therefore the contract is divided into 3 stages and will also be implemented this way. After each of the stages finalization, Expert should provide an invoice/bill for the contracting authority according to the amounts given in the offer form and will be paid within 14 days from the date of issue of the invoice.



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Stage of the ProVaHealth policy recommendations elaboration	Date	Necessary actions
1. Workshop in Lublin	22-23.05.2019	<ul style="list-style-type: none"> - Preparing the workshop in Lublin - Getting acquainted with the main assumptions, goals and expectations of the ProVaHealth project, task 2.3, previous work and goals that have already been achieved. - Videoconferences, phone calls, mails exchanging between Expert, task 2.3. leader in the project (GAPR Ltd.), and other project partners in order to discuss their 2.3. task implementation vision, design the process, suggest the best option for smooth cooperation, lead them during the whole process and ask for essential input. Conduct as many consultations as needed. That refers to the whole time of the service realization. - Gathering materials from other partners and find other project results that could be used for policy recommendation elaboration. - Preparing an agenda for the workshop in Lublin. - Participating and moderating the workshop in Lublin in cooperation with task 2.3 leader, using a chance to collect as many ideas and suggestions from other partners as it is possible. Share a schedule for next months of cooperation on task 2.3. - Making a conclusion after the workshop that will be an input and a base to prepare the further work and process for the development of the policy recommendations for task 2.3.
2. Workshop in Oulu	05-06.11.2019	<ul style="list-style-type: none"> - Using the input gathered during the workshop in Lublin as a start point for preparing a more advanced workshop in Oulu. Develop process design. Presenting ideas and suggestions on how to conduct the workshop in Oulu. Collaborate with the partners in Oulu to undertake necessary actions towards organizing workshop if needed. - Motivate the project partners to work on task 2.3. by developing smaller tasks that will be used for achieving the main goal - Assist task 2.3. leader in overseeing the process on how to divide all the work. - Preparing a draft, outline of the main task 2.3. report, arising from discussions with task 2.3. lead partner and other project task leaders, that will be developed and completed within next months. - Preparing an agenda for the workshop in Oulu. - Participating and moderating the workshop in Oulu in cooperation with task 2.3. leader, sharing with other partners what has been achieved so far and a schedule for next final months of cooperation on task 2.3.

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		- Making a conclusion after the workshop that will be a source of materials for the main document - task 2.3. report.
3. Final report and summary during final meeting in Tallinn	03.2020 (to be specified no later than 31.12.2019)	<ul style="list-style-type: none"> - Developing the main report for task 2.3. in cooperation with task 2.3. leader, sharing ideas and suggestions, giving smaller tasks to other project partners if needed. - Finalizing work on the task 2.3. main report, leaving time for other partners to give their opinions and suggestions. - Participating in the final meeting in Tallinn, in cooperation with task 2.3. leader and workpackage 2 leader preparing a summary of the policy recommendation elaboration process. The report will contain a detailed implementation plan for the policy recommendations with a timetable and list of key stakeholders.

4. Deadline for implementation

Stage of the ProVaHealth policy recommendations elaboration	Date of the event	The deadline for submission prepared materials after the first two stages and before the final project meeting
1. Workshop in Lublin	22-23.05.2019	30.08.2019
2. Workshop in Oulu	05-06.11.2019	20.12.2019
3. Final report and summary during final meeting in Tallinn	03.2020 (to be specified no later than 31.12.2019)	28.02.2020

5. Method of preparation the offer

1. The offer should be made in writing on the offer form, attached as appendix no.1 to this enquiry and include:
 - a) The Offeror's name.
 - b) Contact details of the Offeror.
 - c) Total value of the service (gross amount EUR) including all costs and components related to its provision.
 - d) The declaration must bear the signature of the Expert.



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6. The selection criteria

The maximum number of points for meeting the substantive criteria is 100.

1. Price: 40%

The number of points in the criterium price will be awarded according to the following formula:

$$N_p = P_{\min} / P_o * 100 * 40\%$$

Where:

N_p = number of points for the price criterium

P_{\min} = the lowest gross price among submitted offers

P_o = the gross price from the submitted offer

2. Experience: 60%

$$N_e = E_o / E_{\max} * 100 * 60\%$$

Where:

N_e = number of points for the experience criterium

E_{\max} = the biggest experience from the declaration among submitted offers

E_o = experience from the submitted offer

How the E - experience points are calculated:

The Offeror has to specify through the declaration (attachment no. 3) its experience according to 3 specified requirements stated below:

- Very good knowledge and experience in the operation, formulation, implementation and evaluation of policies at regional, national, international and European level. Projects or institutions in which the Expert was involved during last 5 years before the deadline for submission of offers), related to policy shaping, stakeholder relations and policy implementation at the EU, national, regional and local level, are relevant to indicate in the declaration.
- Experience in creating policy recommendations within European projects (i.e. such programmes as: Interreg, Horizon 2020, LIFE+). European projects in which the Expert was involved during last 5 years (before the deadline for submission of offers) are relevant to indicate in the declaration.
- Knowledge and experience in working in the field of health innovation, familiarity with health sector needs and trends in development - names of the project related to health/institution performing health innovation development in which the Expert was involved/employed during last 5 years (before the deadline for submission of offers) are relevant to indicate in the declaration.

For points a, b and c:

0 items in a, b or c in the declaration = 0 points

1 item in a, b or c in the declaration = 1 point

2 and more items in a, b or c in the declaration = 2 points

Max. for the experience criterium = 6 points



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7. Time limit and form of submission of offers

1. The offer must be submitted by the end of 17.05.2019 in the selected form:
 - in writing (in person, by post) to the address:
Upper Silesian Agency for Entrepreneurship and Development Ltd.
Wincentego Pola 16, 44-100 Gliwice, PolandOr
 - in electronic version PDF to e-mail address: bkrawczyk@gapr.pl

8. Additional information

- 1) The offer enquiry is conducted in accordance with the principle of competitiveness and does not constitute the subject of a public procurement regulated by the Act of 29 January 2004. - Public procurement law (consolidated text: Journal of Laws of 2015, item 2164, as amended).
- 2) The Contractor undertakes to sign a contract with the Contracting Authority within 14 working days from the date of notification of the selection of his bid.
- 3) During the examination and evaluation of the offers, the Contracting Authority may request explanations from the bidders concerning the content of the submitted offers.
- 4) The Contracting Authority reserves the right not to choose the offer without giving reasons.

9. Attachments

- 1) The offer form.
- 2) ProVaHealth Project Application Form (available at the request of the bidder)
- 3) Draft of the declaration about experience and skills


Bogdan Traczyk
Prezes Zarządu