

Date September 4<sup>th</sup>, 2020

Prot. no. 0092643/20

**OPEN CALL FOR BIDS**

**GLOBAL STARTUP PROGRAM - 2<sup>ND</sup> EDITION  
COOPERATION WITH U.S. BASED INCUBATORS/ACCELERATORS**

**CIG 84219572C7**

**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](http://www.ice.gov.it)

Mr. Antonino Laspina, Trade Commissioner of The Italian Trade Agency in New York Office  
E-mail: [newyork@ice.it](mailto:newyork@ice.it) Tel (212) 980-1500 - Fax (212) 758-1050

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 start-ups 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, ITA selected more than 100 start-up companies in the following fields:

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

services, digital design.

The Program has **two phases**.

- **Phase 1** - A short initial start-up introductory class of two days, conducted by ITA in Italy, which will include a first orientation session to provide logistical information and a second country specific session with the introduction of the partner accelerators. The orientation will be offered in the English language. Phase 1 will also be available via remote connection for those who are not able to participate in person.  
Phase 1 will also include a “pre-Program” training - delivered remotely by a group of selected US accelerator to prepare the startups to maximize the impact of the Program.
- **Phase 2** – An 8 (eight) week in person incubation/acceleration component abroad before selected incubators/accelerators in 10 focus countries, including the USA. The commencement of Phase 2 will be determined at ITA’s sole discretion, within 2021 and 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 New York Office is looking for an incubator/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 - New York City, for the selected Italian Startups.

Incubators and accelerators (“incubators”) shall meet the following requirements, which constitute the **“Technical Offer”**, to be considered for the ITA Global Start Up Program – 2<sup>nd</sup> Edition. The following criteria will be used awarding the bid. Please provide relevant documentation supporting and/or detailing the incubators’ 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 description;



ITALIAN TRADE AGENCY  
ICE - Italian Trade Commission  
New York Office

- 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 their skills and backgrounds;
- c) Track record in providing value to the Startups, in terms of fund 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 in New York City. Please provide a detailed description of the workspace, its dimension, amenities, and location within New York City.
- 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 the Startups selected within your company's mission;
- g) Availability to plan and provide a "pre-program" training for a total of 8-16 hours offered remotely and with a one-to-one session for additional 2 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; 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;
- i) Availability to supervise Startup progresses with one written report per week for the entire group and two individual reports per week.
- j) 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;
- 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 number of participants;
- l) Planning and execution of 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**);
- m) 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;
- n) 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);
- o) Availability to provide proof of Insurance policy covering property and general liability coverage within

accelerator's premises at contract signing;

- p) Possibility to provide and/or arrange room and board for the Startups. Please mention what services you would be able to offer (**optional requirement**);
- q) 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 start Date: October 2<sup>nd</sup> / October 23<sup>th</sup>, 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 applicable Italian laws, ITA must follow strict procedural rules in terms of assembling this Open Call for Bids and awarding contract.

There is a maximum budget of US\$ 20.000,00 (tax excluded) per Startup involved in the Program, up to a total maximum budget of US\$ 220.000,00 (tax excluded) (the "Budget") (equal to Euro 186,931.76 at the official exchange rate published on August 21st 2020 by Banca d'Italia).

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, taking into account the maximum budget of US\$ 220,000.00.

#### 6. Submission deadline

The deadline for submission of bid documents is **September 24<sup>th</sup>, 4:30PM (EST)**.

**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 Global Startup Program and on the cooperation terms, please contact:

**Valerio Soldani** – Tel. 212-848-0371, email: [v.soldani@ice.it](mailto:v.soldani@ice.it)

**Sebastiano Marchese** – Tel. 212-848-0331, email: [s.marchese@ice.it](mailto:s.marchese@ice.it)

#### 6. Evaluation process

Each Incubator 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 “*Accelerator/Incubator Program Requirements*”:

Each bid will be evaluated:

- To the very specific characteristics of the offer and the standards offered.
- The amount of US\$ 20,000 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 a Committee appointed by the Director of ITA New York 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 requirements under Section 3 of this letter “*Accelerator/Incubator Program Requirements (Technical Offer)*”:

<b>ASSESSMENT CRITERIA</b>	<b>Max points:</b>
<b>A) Economic Offer - Price of services offered for the Program</b>	<b>15</b>
<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>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):</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, pag. 1) with previous significant experience in holding similar</i>	<i>20</i>

<i>programs in partnership with foreign entities and/or governments;</i>	
<ul style="list-style-type: none"> <li>- <i>B.3 Quality of the program proposed, such as (but not limited to):</i> <ul style="list-style-type: none"> <li>o <i>visits to local startup ecosystem</i></li> <li>o <i>meetings with local investors</i></li> <li>o <i>contingency plan and conversion into a modular remote training / pitching /networking</i></li> <li>o <i>subjects covered by the training program</i></li> </ul> </li> <li>-</li> </ul>	25
<ul style="list-style-type: none"> <li>- <i>B.4 Mentor and investor network provided such as (but not limited to):</i> <ul style="list-style-type: none"> <li>o <i>Number of professionals</i></li> <li>o <i>Range of skills and expertise areas covered</i></li> </ul> </li> </ul>	15
<ul style="list-style-type: none"> <li>- <i>B.5 Availability and main features/services of premises and working spaces to be provided to the Startups during the program in the City of New York</i></li> </ul>	10
<b>Total maximum score</b>	<b>100</b>

**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 2<sup>nd</sup>, 2017).

**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)

<b>Evaluation conversion chart</b>	
<b>Assessment</b>	<b>Score</b>
<b>Excellent</b>	<b>1</b>

<b>Very Good</b>	<b>0.9</b>
<b>Good</b>	<b>0.8</b>
<b>Sufficient</b>	<b>0.65</b>
<b>Not sufficient</b>	<b>0.55</b>
<b>Not adequate</b>	<b>0</b>

After assigned 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:

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

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 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 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 67<sup>th</sup> 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 Documentats"  
 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 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 in 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 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 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 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 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.

Antonino Laspina  
Italian Trade Commissioner

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## **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: **[84219572C7]**

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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 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 [84219572C7]

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 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 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 general 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 (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: 84219572C7

Multiple bids will be cause for exclusion.

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

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

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

**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>.*