

Call for external experts for the project Scaleup Launchpad

1 PROCUREMENT PROCEDURE

This is a minor procurement that falls below the EU threshold value and national threshold value, so the provisions of the Act on Public Procurement and Concession Contracts (1397/2016) shall not be applied. The invitation to tender has been opened up for call of experts.

The Client shall select group of experts as tenders (herein after *Service Providers*) into a pool that can be utilized during the Scaleup Launchpad -project. Service providers have to meet the suitability requirements specified in Section 4 to provide the service in accordance with Section 6, Selection and evaluation criteria.

The tenders shall be rejected if the requirements specified in the invitation to tender are not met, if the tender does not otherwise correspond to the invitation to tender or if the tender is submitted late.

The Client reserves the right not to carry out the procurement.

2 BACKGROUND AND PURPOSE

Three project partners, Business Tampere, Norrköping Science Park and Tartu Science park, together form the project consortium for the Central Baltic funded project Scaleup Launchpad.

Norrköping Science Park (NOSP) is a Swedish innovation environment located adjacent to Norrköping Campus, Linköping University. With NOSP, opportunities are created for individuals and companies to start, develop, and grow, which contributes to both business success and regional attractiveness and growth. NOSP conducts activities in several areas linked to research, start-ups, international cooperation, and business development. Focus areas are in the knowledge-intensive industries with a connection to sustainable business, visualization, printed and organic electronics, and efficient logistics. NOSP works for a technological upgrade of the local economy to create sustainable and attractive jobs. Additionally, by connecting companies with the public sector and academia, NOSP contributes to a sustainable society.

Business Tampere (BT) brings its networks to the project. Business Tampere along with its subsidiary Visit Tampere employs approximately 60 experts, majority of which work to support business internationalization in different ways through business ecosystems. One horizontal business ecosystem is focusing on startups. BT have had a key role developing a regional startup ecosystem together with local, national and international stakeholders.

Tartu Science Park (TSP) is the oldest science park in the Baltics established in 1992 and has been running incubation and acceleration programs since 1996. TSP has 8000 m² of offices and labs at our main premises where over 70 companies reside, including several deep tech scaleups such as Solis Biodyne and Lightcode Photonics. Its secondary site, SPARK Demo Centre, operates as an event centre for hosting online

and hybrid events. Third and the newest site, S2B workspace, is located at the University of Tartu Delta campus building.

The project executes two cross-border programmes working in close cooperation with altogether about 20 selected businesses from the participating regions. Those companies are selected from companies providing impact solutions related to the green transition in a smart and sustainable city context. These launchpad programmes emphasize the importance of impact in the business context connecting that with all levels of training: strategic, day-to-day management and grassroots operative work.

The Launchpad focuses on selected key areas allowing project partners to take a deep dive into selected topics and share the learnings with businesses and project partners. During the launchpad we use e-digital tools for efficiency, but to achieve a real impact, it requires coordinated cross-border collaboration. Besides a knowledge sharing aspect, with our approach, two programme groups are partly mixed together bringing companies in the centre of business development also through valuable peer learning and support.

3 ITEM TO BE PROCURED

Business Tampere as part of the project consortium is opening a call for experts.

There are four focus areas in the Scaleup Launchpad -program based on needs of companies looking to scaleup up their business activities. We are looking for experts on all of the focus areas. Within this procurement call we are gathering a pool of individual experts into a pool (about 5 per focus area) that can be utilized during the Scaleup Launchpad -programs.

There will be two about 10 month long Scaleup Programs running during the period autumn 2023 – spring 2025. These two programs does cover about 144 days work outsourced for external experts. The number of days are divided approximately 72 days per program (4x focus areas, 18 days each). Procured workdays include group training done online as well as one to one sessions with individual scaleup businesses. Number of days per theme is subject to change. More detailed information about selection and evaluation criteria available at section six.

The four focus areas are following:

1. Financials

The financial aspect is about challenges of growth companies in preparing themselves for raising another funding round and building an efficient sales pipeline. Overall it is about being able to improve how to monitor business and financial issues in order to have stronger overall capability to manage existing risks.

2. People / Team

The team is a crucial success factor, and when scaling up, strong leadership skills and competence are required from the company management. Besides leadership, people need inspiring work culture and colleagues. In the midst of the scaleup phase growth challenges, these important growth factors can be easily compromised. Thirly, growth companies may overlook the potential of external advisory support, board and investors as those are observing a company's operation and performance from an outside perspective, and can see something that the company can't.



3. Strategy

Strategy is something that, especially during the startup phase, businesses have often too little time to focus on. However, when starting to scale up, there should be longer term plans to have a scalable roadmap for product updates (especially in digital technologies). To do this with other business functions, operations need to have resources optimized. Finally, the ultimate goal for a startup may be first to scale up the business and do an exit later on. This is why the roadmap and preparations for an exit are also important.

4. Opening new markets

As part of the scaling up process, internationalisation and opening new markets is an essential activity. This is an extremely resource-driven job and it is tightly linked to all three previous challenges. Opening new markets requires building a balance between day-to-day work processes and efforts for internationalisation. Leaving either one too little attention easily leads to failure. Balancing challenges the management of the business, because no matter how fast the growth is, it still needs to be controlled.

Sent offer format

The sent offer needs to be clearly identified on some of the themes listed above. Partial or alternative tenders shall not be taken into account. Service providers are requested to submit their tender via online form. For the online form, an expert must prepare following documents as attachments:

- CV (or alternatively LinkedIn profile) and short biography
- Existing references of similar work

[Link for the form submission](#)

4 QUALIFICATION OF THE TENDERER AND QUALIFICATION REQUIREMENTS

The Service Provider must be registered in the Trade Register or professional/trade register in accordance with the legislation of its domicile country and must belong to the Prepayment Register. The Service Provider has paid the necessary taxes, social security contributions and pension insurance premiums.

If the service to be tendered involves the processing of personal data, the Service Provider must follow the best practices for processing personal data and meet the requirements of the EU General Data Protection Regulation.

If the Service Provider cannot be considered to have the technical, financial or other prerequisites for carrying out the procurement or has failed to pay taxes or statutory social security contributions in Finland or in the country in which it is headquartered, it may be excluded from the competitive tendering process.

In addition to the above, the Client shall follow sections 80 and 81 of the Act on Public Procurement and Concession Contracts (1397/2016) as regards the exclusion criteria. By submitting the tender, the Service Provider declares that it is not encumbered with any of the exclusion criteria specified in the aforementioned sections of the Act.

The selected experts for the project can be requested to deliver the following certificates:

- Tax authority's certificate of paid taxes.
- Certificate from the employment pension fund and/or insurance company of the taking out of a pension insurance policy and of the payment of its premiums.
- Extract from the Trade Register or other professional/trade register.
- Information on the collective agreement or essential terms of employment applied to the work.
- Information on how statutory occupational health care has been arranged for the employees (name of the occupational health care provider).

The required certificates must not be older than three (3) months on the date of the deadline for tender submission. The required certificates may also be submitted using the Reliable Partner report. The Client recommends joining the [Tilaajavastuu.fi](https://tilaajavastuu.fi) service.

The aforementioned requirements and clarifications also apply to the subcontractors specified by the Service Provider in its tender. In its tender, the Service Provider shall specify the role of the subcontractors that are known or that are to be used in providing the service. The Service Provider shall be responsible for the subcontractor's actions as for its own.

In its tender, the Service Provider shall specify the name and e-mail address of a contact person who can be contacted for additional information about the tender as well as an e-mail address to which the procurement decision is to be sent after the competitive tendering and tender comparison process.

The Client may use commercial services to determine eligibility, such as the services available from Asiakastieto Oy.

5 AGREEMENT PERIOD AND TERMS AND CONDITIONS

5.1 Signing the procurement agreement

A written agreement shall be made with the Service Providers selected. The agreement period starts when the procurement agreement has been signed and is valid until end of the Scaleup Launchpad -project (31.12.2025). Continuation is evaluated based on client experience if the service quality has responded the needs, and if together service provider and client find a mutual agreement to continue.

If the Client and the selected Service Provider cannot reach a sufficient mutual understanding for signing the agreement, the Client may continue the agreement negotiations with the other Service Providers to select another fitting expert for the pool or may restart the competitive tendering process.

5.2 Terms and conditions

Including the Service Provider's own terms of delivery or any general terms and conditions of agreement in the tender may lead to the rejection of the tender due to terms that contradict the invitation to tender. If the Service Provider announces in its tender that it shall use its own terms of delivery or general terms and conditions, the tender must clearly indicate the extent to which these shall be applied.

If there are special terms and conditions for the Service Provider's funding that affect the project activities, these shall be further specified in the commission agreement. By submitting the tender, the Service



Provider accepts that there may be special terms and conditions for the funding that shall be further specified when preparing the commission agreement.

5.3 Terms of invoicing and payment

The work ordered shall be paid for based on invoices in accordance with the agreement.

Invoicing, delivery or other surcharges, or travel expenses or daily allowances, shall not be approved. E-invoicing must be used. The Service Provider invoices the Client with an e-invoice stating the measures implemented and the parties implementing them. The e-invoice shall fall due for payment after 21 days from the date of an approved invoice.

5.4 Cancelling the agreement and resolving disputes

The Client reserves the right to cancel the agreement with immediate effect if the Client notes that the content of the service procured has been insufficient, inappropriate or of poor quality and if a quality meeting between the Client and the selected Service Provider cannot reach a mutual understanding on how to proceed. The Client is nevertheless obliged to inform the Service Provider immediately about any deficiencies in the service. The Client and the Service Provider shall agree on compensation for the work done before the agreement was terminated.

Disputes caused by or concerning the agreement shall be resolved by the Pirkanmaa District Court.

6 SELECTION AND EVALUATION CRITERIA

There will be number of experts nominated for the expert pool, about five per focus areas. In the case some of selected experts are not available, the project consortium will use remaining pool of expert to select new ones.

All the selected experts will accept following selections criteria when applying for the expert pool:

- There will be a fixed rate that is used with selected experts when contracting the work. The fixed rate is 133 EUR per hr / 798 EUR per day (=6hrs)

- Selected experts are willing to commit a short keynote / presentation (max. 1hr) on the focus area he/she is specialized on as part of the Scaleup Launchpad -project activities free of charge. Presentation should be done online and in English to reach international audience. Doing the presentation acts as a channel to convince participating businesses of who is the best fit expert to match on their particular needs.

- Service providers and the client understand that being selected in the pool of experts, is not automatically guarantee that there will any minimum work hours or that the expert necessarily have the availability before officially contracted on activities.

- Selected experts' information (name, photo, title, brief biography) can be used as part of marketing the Scaleup Launchpad -programs.



- All the expert information is shared between project partners (Business Tampere, Norrköping Science Park, Tartu Science Park) and can be used also in future if needed to outsource specific expertise with or without connection to this particular Scaleup Launchpad -programs.

When evaluating potential of the experts, the following things are considered as part of selection:

- Track record / experience of an expert
- Experience of working particularly with startup / scaleup businesses
- Concrete examples with where an expert has helped a company to solve problems and achieve growth / development (market openings, sales, team development, investments etc.). Being able to name a company and provide a reference contact is recommended but not required.

The experts may be requested on short online call/meeting as part of selection process.

7 CONFIDENTIALITY

According to the legislation on the publicity of documents, procurement documents are mainly public. After the procurement decision is made, the concerned parties are entitled to receive information about all the procurement documents with the exception of confidential information. The latter includes information about another Service Provider's business or trade secrets with the exception of prices and their formation.

Tenderers must strive to prepare their tenders such that they do not include trade secrets. If including trade secrets in the tender cannot be avoided, this must be specifically indicated in the tender. Appendices and information to be kept confidential must be clearly indicated in the tender.

8 SUBMITTING THE TENDER

8.1 Documents to be submitted

The contents of the tender must be in accordance with the invitation to tender and include all the information requested. The tender and the appended documents shall be submitted in English.

8.2 Deadline and delivery address for tenders

The tender must be submitted **by Sun 23:59 16th April 2023**.

The tender must be submitted via online form: [Link to online form](#)

8.3 Validity of the tender

The tender **must be valid for one month** after the deadline for tender submission.

9 CONTRACTOR'S OBLIGATIONS AND LIABILITY

The Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006) shall be applied to this procurement.

**ADDITIONAL INFORMATION**

Any questions regarding the call for experts can be made until Wed 12th April 23:59 2023 by e-mailing to sami.puttonen@business tampere.com The e-mail subject must be **“Scaleup Launchpad Expert Information”**

Sami Puttonen, Project Manager

Tampere Region Economic Development Agency Business Tampere Oy

