



Fundació Hospital Universitari Vall Hebron - Institut de Recerca (VHIR)

EXPEDIENT NUMBER 2019-051 FREELANCE SERVICES FRAMEWORK AGREEMENT (GRANTS OFFICE)

BID TECHNICAL PRESCRIPTIONS
NOT HARMONIZED CONTRACTING - OPEN PROCEDURE

**FRAMEWORK AGREEMENT WITH FUNDACIÓ HOSPITAL UNIVERSITARI VALL
HEBRON - INSTITUT DE RECERCA (VHIR) FOR APPROVAL OF GRANT WRITERS /
GRANT SPECIALIST, PROJECT MANAGERS AND TRAINERS IN COMPETITIVE
PROPOSALS PREPARATION**



Clause 1. Object of the contract.

The purpose of this call for tenders is to set a Framework Agreement with four (4) selected different consultants / providers for each Lot to be contracted by the Unit of Competitive Research Projects or by the Research Groups of the Fundació Hospital Universitari Vall d'Hebron - Institut de Recerca (VHIR) which might require their services and can hire them.

These Technical Prescriptions are divided into the three (3) following Lots, describing the tasks to be developed and defining the general technical conditions and criteria that govern the agreement of each Lot.

- **LOT 1: Support in the development of proposals considered strategic, mainly from the international arena and coordinated by VHIR or individual but highly competitive**
- **LOT 2: Support in the management projects considered strategic, mainly from the international arena and coordinated by VHIR**
- **LOT 3: In-house training for researchers and Research Grants Office staff**

This tender procedure may be funded by the Generalitat de Catalunya - Department of Health through the *Instrument for support for participation in international scientific activities (Go Europe)* - PERIS 2018, UPcOmING project (SLT008 / 18/00203).

Clause 2. Maximum tender budget.

In the present tender procedure, the maximum tender budget and the estimated value of the contract do not coincide.

The maximum total budget, corresponding to the initial three years, is of **ONE HUNDRED SIXTY-FIVE THOUSAND EUROS (€ 165,000.00)**, plus **THIRTY-FOUR THOUSAND SIX HUNDRED FIFTY EUROS (€ 34,650.00)** corresponding to VAT, a total of **ONE HUNDRED NINETY-NINE THOUSAND SIX HUNDRED FIFTY EUROS (€ 199,650.00)**.

Based on the previous paragraph, this amount is broken down, for each Lot, as follows:

- **LOT 1:** The maximum total budget, corresponding to the initial three years, is set to **SIXTY-FIVE THOUSAND EUROS (€ 65,000.00)**, VAT not included.

Maximum unit price: € 100.00 per hour * (excluding VAT)

* The bidder can improve the price in its offer.

- **LOT 2:** The maximum total budget, corresponding to the initial three years, is set to **THIRTY-FIVE THOUSAND EUROS (€ 35,000.00)**, VAT not included.



Maximum unit price: € 100.00 per hour * (excluding VAT)

* The bidder can improve the price in its offer.

- **LOT 3:** The maximum total budget, corresponding to the initial three years, is set to SIXTY-FIVE THOUSAND EUROS (€ 65,000.00), VAT not included.

Maximum unit price: € 3,750.00 per day * (excluding VAT) (It does not include travel expenses (maximum € 300.00), accommodation (maximum € 175.00 /day), and subsistence allowance (maximum € 30.00 / day)

* The bidder can improve the price in its offer.

The estimated value for this tender is **TWO HUNDRED TWENTY THOUSAND EUROS** (€ 220,000.00), plus the **FORTY-SEVEN THOUSAND TWO-FIVE EUROS** (€ 46,200.00) corresponding to VAT, a total of **TWO HUNDRED SIXTY-SIX THOUSAND TWO HUNDRED EUROS** (€ 266,200.00).

Clause 3. Duration of the contract.

The provision of this service will have an initial duration of 3 years from the date of contract formalization, with the possibility of one-year extension. If approved by VHIR as the contracting entity, the extension will be compulsory for the contractor in accordance with the provisions of article 29 of the LCSP.

The start date of the Framework Agreement will be the one stated during its formalization.

Clause 4. Dedication.

VHIR does not guarantee the commission of any service. Only if the provision of certain services is needed by the Grants Research Office or by a VHIR's research group, the contracting entity will choose from the four (4) providers that have been approved by the corresponding Lot.

Therefore, the participation in this procedure and the approval as a supplier for one of the Lots does not guarantee the subscription of any order with the approved supplier or entitles to compensation.

LOT 1 and 2

The maximum weekly working hours of the chosen consultant will be 40 hours / week.

The consultant's dedication may be distributed among the different Research Groups of the entity that require some of the tasks detailed in section 5.

Each Research Group that requires the services of an external consultant will have to hire a minimum of 20% of its maximum weekly working hours: 8 hours / week.



The hours finally agreed with the consultant will be distributed from Monday to Friday, according to the needs of the Research Groups and the requested tasks. The aforementioned distribution must always be carried out in such a way as to allow for a correct and effective organization / coordination between the consultant and the Research Groups / Grants Office.

The dedication can be both face-to-face at VHIR's facilities or remotely, depending on the specific needs and the requested tasks of the Research Groups/Grants Office.

The services commissioned for each lot, will be billed per hour based on the unit price offered by the approved provider.

LOT 3

The consultant's dedication will be carried out at VHIR's facilities. The amount of hours agreed with the consultant will depend on the training / workshop requested. As an indication, it can be considered that a full day training corresponds approximately to 6 hours of training.

The services commissioned will be billed per day based on the unit price offered by the approved provider.

Clause 5. Content of the tasks to be developed.

5.1. LOT 1. - Support in the development of proposals considered strategic, mainly from the international arena and coordinated by VHIR or individual but highly competitive.

Grant writer / Grant Specialist to support the preparation of proposals coordinated by VHIR, mainly from the international arena, as well as individual proposals (non-collaborative projects and highly competitive fellowships (e.g. MSCA-IF and ERC)).

Tasks:

1) Provide support in identifying public and private **calls for research funding** relevant to VHIR's research programs and initiatives.

2) Provide support during the **drafting of proposals:**

- Advice on EU Policy relevant to the topic
- Advice on orientation to the call of the objective, the implementation and the expected impact of the project results
- Advice on evaluation criteria
- Linguistic advice



- Advice regarding the breakdown in different Work packages, Deliverables, Milestones
 - Elaboration of the budget as partner and the global consortium budget according to eligibility criteria
 - Drafting of specific sections such as WP management, ethics, risk analysis, impact, communication and dissemination of results, IPR and exploitation of results, business plan
 - Incorporation throughout the proposal of the principles of Responsible Research and Innovation (RRI)
 - Advice in clinical trials planning and data management
 - Assembly and editing of sections, lists and figures, Gantt Chart
 - Critical review and proof reading of the proposals
- 3) Provide support during the formation of **international consortiums**:
- Networking management and partner search for H2020 research consortia
 - Communication with the different partners of the consortium, compilation and consolidation of data of the partners and control of the opportune contributions in the writing of the proposal
 - Organization of consortium meetings for the project proposal preparation
- 4) Provide **administrative support** during the preparation of proposals:
- Work schedule, monitoring and control of internal and external deadlines
 - Compilation, consolidation and uploading of information to the portal of the funding agencies
- 5) Provide support in the preparation of **evaluation interviews**:
- Orientation to the call
 - Advice on evaluation criteria
 - Linguistic advice
 - Simulated interview
 - Graphic design of the presentation or preparation of figures

Requested professional profiles:

Approved providers in Lot 1 must have sufficient capacity and adequate means for the execution of each assignment to cover VHIR's needs based on the Framework Agreement.



The contractor must have the minimum following professional profile:

- University degree, preferably in health / life sciences
- Verifiable experience in technical writing, correction and editing, especially in the field of health or biomedical research. Verifiable knowledge and experience in European and international calls (such as H2020 and NIH)
- Excellent writing, analysis and communication skills in English are essential

In order to prove the minimum required education and professional experience, the **CV** of the person / persons who can be commissioned through this Lot of the Framework Agreement have to be provided in the **ENVELOPE 2 - TECHNICAL OFFER** through the Digital Envelope Platform.

Both freelancers and consulting companies can bid to be one of the providers approved for this Lot.

5.2 LOT 2. - Support in the management projects considered strategic, mainly from the international arena and coordinated by VHIR.

Project manager to manage projects coordinated by VHIR, mainly from the international arena.

Tasks:

1) Provide support in the administrative coordination:

- Supervision of the work plan of the project, Deliverables and deadlines in coordination with the Scientific Coordinator
- Provide management tools (Guidelines, reporting templates, Gantt chart, Deliverables and Milestone tables, etc.)
- Collection and consolidation of the scientific and technical content for the periodic reports
- Administrative management (minutes of meetings, documentation, helpdesk, problem solving, technical assistance, etc.)
- Organization of consortium meetings and the corresponding reports
- Implementation of quality procedures, risk management and contingency plans

2) Provide support in the financial coordination:

- Control of the budget and incurred expenses as partner
- Financial management of the consortium, including calculation of the distribution of payments to the beneficiaries
- Preparation and coordination of financial reports, assuring compliance with scientific reports



3) Provide support in the **legal** coordination and **IPR**:

- Drafting of legal agreements and amendments
- Assistance in IPR management and exploitation activities

4) Provide support in **communication**:

- External communication with the funding agency
- Internal communication within the consortium partners
- Participation in communication and dissemination of results activities

5) Provide advice on **compliance**:

- Compliance assessment with legal and financial regulations in European projects

Requested professional profiles:

Approved Suppliers in Lot 2 must have sufficient capacity and adequate means for the execution of each assignment to cover VHIR's needs based on the Framework Agreement.

The contractor must have the minimum following professional profile:

- University degree, preferably in health / life sciences
- Verifiable experience in the management of coordinated international projects. Verifiable knowledge and experience in administrative, legal and financial rules of European and international funding programs (such as H2020 and NIH)
- Excellent analysis, planning and leadership skills, as well as communication skills in English are essential

In order to prove the minimum required education and professional experience, the **CV** of the person / persons who can be commissioned through this Lot of the Framework Agreement have to be provided in the **ENVELOPE 2 - TECHNICAL OFFER** through the Digital Envelope Platform.

Both freelancers and consulting companies can bid to be one of the providers approved for this Lot.

5.3 LOT 3. - In-house training for researchers and Research Grants Office staff.

Organization of internal trainings and workshops for VHIR's researchers and the staff of the Research Grants Office on the preparation of competitive proposals for research funding, as well as researchers' career developing funding (eg MSCA-IF and ERC).



Examples:

- Grant landscape and grant-seeking strategies
- Individual competitive fellowships
- Competitive proposals writing
- Strategic search for key partners
- Coordination of H2020 projects
- Budget development in H2020
- Maximising impact of H2020 projects
- Exploitation of results and business plans in H2020 proposals
- IPR management in H2020
- Communication and dissemination of results
- Evaluation process and evaluator tips in H2020
- RRI for researchers
- Ethics in H2020 proposals
- Research Data Management (RDM) through Data Management Plans (DMPs)
- Open access
- Clinical trials in H2020
- FP9 Horizon Europe

Requested professional profiles:

Approved providers in Lot 3 must have sufficient capacity and adequate means for the execution of each assignment to cover VHIR's needs based on the Framework Agreement.

The contractor must have verifiable experience in the organization of practical and interactive workshops on the preparation of competitive proposals for research funding and career development funding, especially for European and international calls (such as H2020 and NIH).

Both freelancers and consulting companies can bid to be one of the four providers approved for this Lot.

In order to prove the minimum required education and professional experience, the bidders have to provide in the **ENVELOPE 2 - TECHNICAL OFFER** (through the Digital Envelope Platform) the **CV** of the person / persons that may be subject of an order or a **Statement of Responsibility** that accredits the workshops / trainings implemented in the last 3 years, signed by the director of the company.



Clause 6. Responsible for the contract.

The person in charge of the contract will be the Head of VHIR's Research Grants Office, who will basically have the functions of management and supervision of the contracts and the billing; follow-up, control and provide instructions for the good execution of the agreements; determine whether the performance conforms to the prescriptions established for its execution, reception of the order after its completion and comply with the obligations assumed by VHIR.

Clause 7. Confidentiality, Protection of personal data and Intellectual and Industrial Property

Notwithstanding the provisions of the current legislation on intellectual property, protection of personal data and confidentiality, the freelancers / companies awarded in this call for tenders will expressly commit to not giving the information and / or data provided by VHIR, or any use not provided in this bidding document, and / or expressly authorized by the Head of the Research Grants Office.

The company that awards the contract derived from this bidding will have to extend to their employees the obligations assumed by the awarded company, regarding confidentiality, intellectual property and protection of data.

All rights worldwide will be exclusively granted to VHIR for the maximum time established in applicable laws and / or international treaties for their exploitation through any format and / or exploitation modality, including the exploitation of any discovery, invention, creation, work, procedure, idea, technique, drawing, design, image or any other intellectual or industrial property right generated, raised or acquired as a consequence of the work carried out by the contracting company (hereinafter "Intellectual Property and / or Industrial"), which derives directly or indirectly from the relationship between VHIR and the company awarded in this tender procedure.

The awarded company must inform VHIR of any discovery, creation, invention, idea or any other element that constitutes or is likely to constitute a right of Industrial and / or Intellectual Property partially or totally developed during the contract period.

In the event that the awarded company discovers or develops any creation of intellectual or industrial property, it will be understood that the discovery or development constitutes confidential information of VHIR.

The awarded company must sign all those public and / or private documents that are necessary, in VHIR's discretion, to allow the accreditation of the ownership of VHIR or the proper protection of the aforementioned Intellectual Property and / or Industrial rights in favor VHIR or any designated third party.

The awarded company authorizes VHIR for the transformation, modification, publication, public communication and exploitation by any means of the work resulting of the execution of the contract derived from this tender procedure.



Clause 8. Rating Criteria submitted to Value Judgment (50 points per Lot).

The criteria to evaluate the content of Envelope nº 2 for each lot by value judgment are the following:

Qualitative and technical characteristics (50 points):

1. Organization of the service.....up to 25 points.

Overview of the service and compliance with the conditions specified in this Technical Prescriptions.

The maximum score will be given to the proposal that present the most adequate methodology to ensure the most efficient level of service within the framework and scope of this technical specifications and needs of VHIR, and propose detailed resources at the disposal of the service.

2. Provision of the serviceup to 25 points.

Memory about the provision of the service: control and monitoring plan, organization of work, protocols of action of the personnel in front of different situations that can originate during the development of their functions, quality control of the service, responsiveness in case of having to reinforce the staff or make substitutions for absence, holiday or extraordinary and unforeseen situations, etc.

The highest score will be awarded to the bidder who presents a greater level of detail and consistency in the report on the provision of the service and the rest of the offers will be proportionately valued.

Barcelona, 22nd of August 2019.

CONTRACTING ENTITY

Dr. Joan X. Comella Carnicé

Director

Fundació Hospital Universitari Vall Hebron – Institut de Recerca (VHIR)