

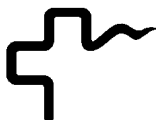


*Fundació Hospital Universitari Vall Hebron - Institut de Recerca (VHIR)*

EXPEDIENT NUMBER 2020-045 FRAMEWORK AGREEMENT FOR TECHNICAL AND SUPPORT SERVICES

**BID TECHNICAL PRESCRIPTIONS**  
**HARMONIZED CONTRACTING - OPEN PROCEDURE**

**INSTITUTIONAL FRAMEWORK AGREEMENT FOR TECHNICAL AND SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS (LOT 1) AND MANAGEMENT OF COMPETITIVE PROJECTS (LOT 2) OF THE FUNDACIÓ HOSPITAL UNIVERSITARI VALL HEBRON - INSTITUT DE RECERCA (VHIR).**



### Clause 1. Object of the contract.

The purpose of this call for tenders is to set an Institutional Framework Agreement with **twelve (12) providers per 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 describe the tasks to be developed and define the general technical conditions and criteria that govern each Lot of the agreement.

The present FREELANCE SERVICES FRAMEWORK AGREEMENT (GRANTS OFFICE) may be funded by any VHIR project.

### Clause 2. Estimated value and maximum budget for tender.

The estimated value and maximum budget for this tender are not the same.

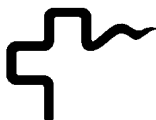
The total maximum budget for this tender is **FOUR HUNDRED FIFTY THOUSAND EUROS (€ 450.000, 00)** which, with the amount corresponding to VAT, which amounts to **NINETY-FOUR THOUSAND FIVE HUNDRED EUROS (€ 94.500, 00)**, the total value amounts to **FIVE HUNDRED FOURTY-FOUR THOUSAND FIVE HUNDRED EUROS (€ 544.500, 00)**.

This tender, has two LOTS:

- **LOT 1: SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS.** The annual total maximum budget for this LOT 1 is € 125.000,00 VAT not included.
- **LOT 2: SUPPORT SERVICES IN MANAGEMENT OF COMPETITIVE PROJECTS.** The annual total maximum budget for this LOT 2 is € 100.000,00 VAT not included

The estimated value of the tender has been established in **“NINE HUNDRED NINETY THOUSAND” (990.000, 00€)** with an applied VAT of **“TWO HUNDRED SEVEN THOUSAND NINE HUNDRED EUROS” (207.900,00€)**, resulting in a total amount of **“ONE MILLION ONE HUNDRED NINETY-SEVEN THOUSAND NINE HUNDRED EUROS” (1.197.900,00€)**.

| Concept                | Price (VAT not included) |
|------------------------|--------------------------|
| Maximum budget         | 450.000,00 euros         |
| Possible modifications | 90.000,00 euros          |
| Possible extensions    | 450.000,00 euros         |
| <b>Total</b>           | <b>990.000,00 euros</b>  |



| Concept                   | Price (VAT not included) |
|---------------------------|--------------------------|
| Maximum budget LOT 1      | 250.000,00 euros         |
| Maximum budget LOT 2      | 200.000,00 euros         |
| Possible modifications    | 90.000,00 euros          |
| Possible extensions LOT 1 | 250.000,00 euros         |
| Possible extensions LOT 2 | 200.000,00 euros         |
| <b>Total</b>              | <b>990.000,00 euros</b>  |

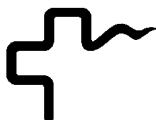
## LOT 1. SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS

The annual maximum total budget for LOT 1 is € 125.000, VAT not included.

### MAXIMUM FEES TABLE

| <u>Number of project partners:</u><br><b>0 to 5 partners</b> | <u>Maximum amount of the work in euros</u><br><u>(VAT not included):</u><br><b>6.000€ (maximum base amount) +<br/>1.500€ (maximum per partner)</b> |
|--|--|
| 3 partners   | A maximum of 9.500€  |
| 4 partners   | A maximum of 11.000€   |
| 5 partners   | A maximum of 12.500€   |

| <u>Number of project partners:</u><br><b>6 to 15 partners</b> | <u>Maximum amount of the work in euros</u><br><u>(VAT not included):</u><br><b>12.500€ (maximum base amount) +<br/>500€ (maximum per partner)</b> |
|---|---|
| 6 partners  | A maximum of 13.000€  |
| 7 partners  | A maximum of 13.500€  |
| 8 partners  | A maximum of 14.000€  |
| 9 partners  | A maximum of 14.500€  |
| 10 partners   | A maximum of 15.000€  |
| 11 partners   | A maximum of 15.500€  |
| 12 partners   | A maximum of 16.000€  |
| 13 partners   | A maximum of 16.500€  |
| 14 partners   | A maximum of 17.000€  |
| 15 partners   | A maximum of 17.500€  |



| <u>Number of project partners:</u><br><b>16 to 25 partners</b> | <u>Maximum amount of the work in euros</u><br><u>(VAT not included):</u><br><b>17.500€ (maximum base amount) +<br/>400€ (maximum per partner)</b> |
|--|---|
| 16 partners  | A maximum of 17.900€  |
| 17 partners  | A maximum of 18.300€  |
| 18 partners  | A maximum of 18.700€  |
| 19 partners  | A maximum of 19.100€  |
| 20 partners  | A maximum of 19.500€  |
| 21 partners  | A maximum of 19.900€  |
| 22 partners  | A maximum of 20.300€  |
| 23 partners  | A maximum of 20.700€  |
| 24 partners  | A maximum of 21.100€  |
| 25 partners  | A maximum of 21.500€  |

| <u>Number of project partners:</u><br><b>26 to 35 partners</b> | <u>Maximum amount of the work in euros</u><br><u>(VAT not included):</u><br><b>25.000€ (maximum amount)</b> |
|--|---|
|--|---|

\*\*\*The Bidder can improve the price in its offer.

## LOT 2. SUPPORT SERVICES IN MANAGEMENT OF COMPETITIVE PROJECTS

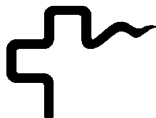
The annual maximum total budget for LOT 2 is **€ 100.000**, VAT not included.

**Maximum unit price: 90€ per hour** \* (VAT not included)

\*\*\* The Bidder can improve the price in its offer.

### Clause 3. Duration of the contract.

The provision of this service will have an initial duration of **two (2) years** from the date of contract formalization, with the possibility of **two (2) years 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 twelve (12) providers of each LOT that have been approved.

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

#### **Clause 5. Content of the tasks to be developed.**

##### **LOT 1. SUPPORT SERVICES IN DEVELOPMENT OF COMPETITIVE PROPOSALS**

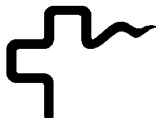
**Support the preparation / development of proposals coordinated by VHIR, mainly from the international arena, as well as individual proposals (non-collaborative projects and highly competitive fellowships (e.g. MSCA-IF and ERC)).**

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

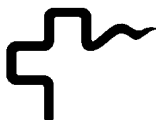
## **LOT 2. SUPPORT SERVICES IN MANAGEMENT OF COMPETITIVE PROJECTS**

**Support in the management of projects, mainly from the international arena and coordinated by VHIR.**

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

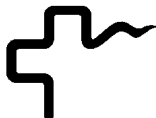
#### **Clause 6. Requested professional profiles:**

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

#### **LOT 1:**

The bidder 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 has 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.

#### **LOT 2:**

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

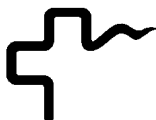
In order to prove the minimum required education and professional experience, the **CV** of the person / persons who can be commissioned through this Lot of the Framework Agreement has to be provided in the **ENVELOPE 2 - TECHNICAL OFFER** through the Digital Envelope Platform.

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

#### **Clause 7. 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 8. Payment of the Price**

The contractor will bill the services effectively provided through invoices, which must be sent to the following e-mail address: [factures@vhir.org](mailto:factures@vhir.org).

Each invoice issued must detail the period to which it corresponds, the breakdown of expenses by concept, as well as indicate the reference "LICI-2020-045 LOT \_\_\_\_".

The effective payment of the benefits executed will be made by bank transfer, with maturity 30 days / date invoice.

The contracting entity performs the payment of the services once these have been made partially or completely and once the invoice is entered in its registry. In accordance with this parameter, the advance payment of part or all of the contract price is not contemplated.

Under no circumstances will the contractor be entitled to the price review for any concept.

## **Clause 9. Confidentiality, Protection of personal data and Intellectual and Industrial Property**

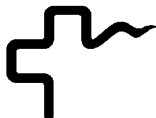
Notwithstanding the provisions of the current legislation on intellectual property, protection of personal data and confidentiality, the freelancers / companies awarded in this call for tenders will expressly commit to not giving the information and / or data provided by VHIR, or any use not provided 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 10. Rating Criteria submitted to Value Judgment**

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

#### **Qualitative and technical characteristics (50 points):**

##### **Organization and provision of the service.....up to 50 points.**

Memory about the organization and provision of the service and compliance with the conditions specified in this Technical Prescriptions.

Aspects to be considered: 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 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, propose detailed resources at the disposal of the service and present the greater level of detail and consistency in the report on the provision of the service.

The rest of the offers will be proportionately valued.

Barcelona, June 26th of 2020.

#### **CONTRACTING ENTITY**

**Dr. Lluís Rovira Pato**

Secretary of the Delegated Commission

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