



Request for proposals

**Global Payroll platform and payroll services
integrated with Hi Bob - HR Management system
(SAAS Solution).**

EIT InnoEnergy



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1. Overview EIT InnoEnergy

EIT InnoEnergy is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At EIT InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners, we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets.

We work in three essential areas of the innovation mix:

- Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.
- Innovation Projects to bring together ideas, inventors and industry to create commercially attractive technologies that deliver real results to customers.
- Business Creation Services to support entrepreneurs and start-ups who are expanding Europe's energy ecosystem with their innovative offerings.

Bringing these disciplines together maximizes the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:
<http://www.innoenergy.com/about-innoenergy/>

2. Scope of work

InnoEnergy employs approximately 200-250 people located in 10 countries (US and 9 EU) with possibility to expand to different locations around the world in future. Currently we are working with local payroll providers for our locations. To have a more centralized, efficient and consolidated process, we are looking for a company that will provide global payroll services with SaaS platform for our employees. Project should include implementation of payroll services together with our payroll responsible, payroll platform deployment and integration with our HR management system, training and support to our employees.

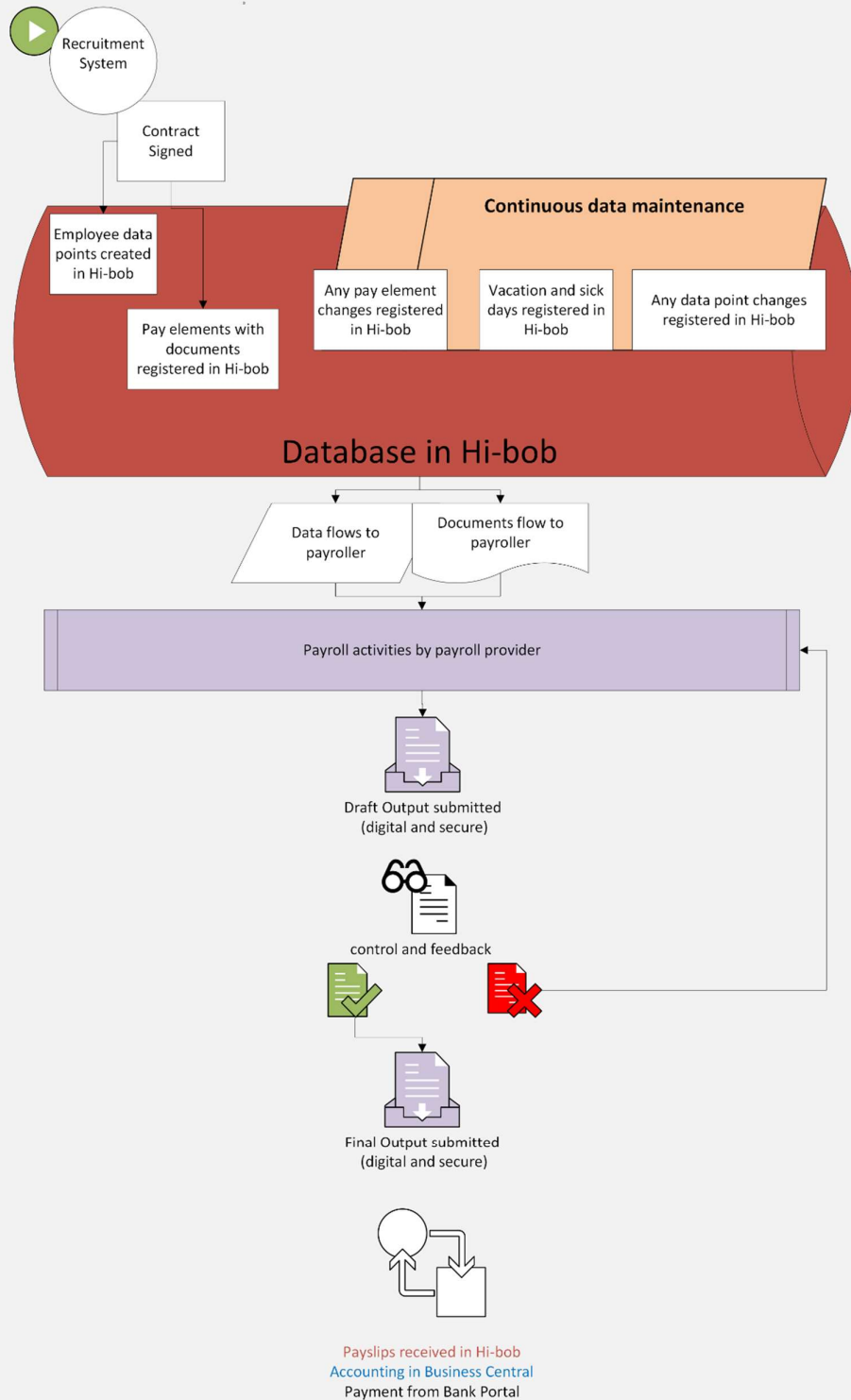
All requirements are listed in the attached excel file and part of RFP: "Attachment_1_Global_Payroller_Requirements" – Please complete columns C and D in this file and send back with answer.

Please complete this file by informing us your match with our requirements and add it to your proposal where you inform us about proposed project methodology, organization and implementation. Your response should also include proposed timing, planning of implementation and your support model once the platform has been launched.

Below the global payroll process of InnoEnergy is visualized. This visual is presented to provide a better understanding to potential suppliers. This process only represents high level "happy" flow. InnoEnergy has right to make any changes in the process in the future.



GLOBAL PAYROLL PROCESS WITH HI-BOB HIGH LEVEL HAPPY FLOW



3. Selection Process

3.1 Timeline

	DATE
Sending out RFP invitations to the potential suppliers	12 th December 2024
Deadline for requesting clarification from EIT InnoEnergy	10 th January 2025
Deadline for submitting proposals	24 th January 2025
Tenderer's showcases (services / platform DEMO)	27 th January - 7 st February 2025
Intended date of notification of award	14 th February 2025
Intended date of contract signature	28 th February 2025

3.2 Participation

Participation in this proposal procedure is open to all tenderers.

Proposals must be emailed in English to the following e-mail address to:
payrollproject@innoenergy.com

The proposal shall contain:

- Completed requirements file
- Technical response to the service requested
- Financial offer (the price for the services.) The Financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.

	Contract period	Price in Euro (Annually)
Services & Platform (200-250 users)	1 Year	220 employees – 250 employees –
	2 Years	220 employees – 250 employees –
	3 Years	220 employees – 250 employees –
Onboarding		
TOTAL		

- an indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in EURO per event per insurance.



Responses should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

InnoEnergy intends to sign an agreement with the tender winner for 2 years. If InnoEnergy is satisfied with the winner's performance, a direct award procedure may allow for an extension of the contract by an additional 24 months. This extension is contingent upon the budget's availability, the contractor's high-quality performance, and the ongoing need for the services. However, InnoEnergy is not obligated to follow this special procedure

3.3 Validity of the proposals

Tenderers are bound by their proposals for 90 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 60 days to close the contract. Proposals not following the instructions of this Request for Proposal can be rejected by EIT InnoEnergy.

3.4 Requests for additional information or clarification

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers need additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only. All questions should be sent prior to deadline for requesting clarification as specified in 3.1. In case of complex or high value procurements, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

E-mail: payrollproject@innoenergy.com

EIT InnoEnergy has no obligation to provide clarification.

3.5 Costs for preparing proposals

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.



3.6 Ownership of the proposals

EIT InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

3.7 Clarification related to the submitted proposals

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be done through written communication – email only.

3.8 Negotiation about the submitted proposal

After checking the administrative compliance of the tenderers, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT InnoEnergy shall provide further information about the proceedings and timing.

3.9 Evaluation of proposals

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 2 of the document.

Evaluation criteria

Total technical score: 70 points maximum

- Coverage of functional requirements (maximum point: 45).
- DEMO of platform / services - Visual assessment of the platform and the company's experience and competence (if it's useful, intuitive, transparent, user friendly etc.) (maximum point: 15).
- Liability exposure: tenderer with best insurance coverage (maximum point: 5).
- Proposed project implementation (maximum point: 5).

Total financial score: 30 points maximum



- Price or total cost: lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation (maximum point: 30).

Total maximum score: 100.

3.10 Signature of contract(s)

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

EIT InnoEnergy will work with the winning tenderer on changes required to the contract template proposed by the winning party if the contract meets the award criteria. Within 10 days of receipt of the mutually agreed contract from EIT InnoEnergy, the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter the contract within the above-mentioned period, EIT InnoEnergy may decide to contract the second best.

3.11 Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT InnoEnergy will notify tenderers of the cancellation. In no event shall EIT InnoEnergy be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT InnoEnergy has been advised of the possibility of damages.

3.12 Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to EIT InnoEnergy. The tenderers have 10 days to file their complaints from the receipt of the letter of notification of award.

3.13 Ethics clauses / Corruptive practices

EIT InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, EIT InnoEnergy may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.



4. Many journeys. One welcome.

Diversity, inclusion and equality of opportunity are core EIT InnoEnergy values. We are committed to extending the same warm welcome to everyone, whatever their personal journey. We strive to ensure every voice is heard.

We value the contribution that different viewpoints make to our business of innovation. Having a variety of perspectives at all levels also equips us to meet the needs of the diverse communities we serve.

We extend our commitment across the career cycle. We recruit people from diverse backgrounds—for example, as of 2022, we employed 39 nationalities split 50-50 male-female. We then ensure that every member of our team is involved and valued and receives equal recognition and opportunities for advancement.

In all areas of the employee experience (including recruitment, compensation and career development), and in all dealings with customers and communities, EIT InnoEnergy staff will value merit regardless of age, social status, race, color or genetic features, disability, ethnic/social origin or national minority membership, gender, gender reassignment, sexual orientation, language, marital or partnership status, political or any other opinion, economic status, religion or spiritual belief.

Although we do not use this as a vendor selection criterion, we are interested in learning from others and would be happy to receive anything about your Diversity values or policy that you would care to offer.



Annex

Annex 1: InnoEnergy Global Payroll Provider Requirements

Annex 2: InnoEnergy Service Agreement

Annex 3: InnoEnergy Tenderers Declaration