

Request for proposals

Learning & Training Materials and Content Development Services

InnoEnergy

Company KIC InnoEnergy SE

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2. Overview of InnoEnergy

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 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 maximises 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/>

3. Scope of work

The InnoEnergy Skills Institute (IESI) is focused on developing skills-based training and development to support the transition to renewable energy. As a public-private venture, IESI works with a variety of partners both governmental and commercial.

We design and offer two broad types of content:

1. **Academic Type Programs** that allow the learner to asynchronously consume and interact with theoretical topics and/or deep technical subjects. These programs are generally aimed at higher education and post-graduate audiences and often consist of one or more 'courses,' which we further define in our [IESI Course Development Guide](#)
2. **Professional Training and Development** that are blended learning programs and employ a variety of formats to meet the needs of busy professionals and skilled workers. These materials are more geared towards training that involves changing behavior – teaching people what they must do to reach a business goal. Formats include a blend of short (less than 10 min) eLearning, Instructor Led Trainings/virtual Instructor Led Trainings (ILT/vILT), participant guides, job aids, etc. (This RFP is for the development of the materials, not for the actual delivery of the training.)

To meet the varied training needs of our partners and clients, and to ensure we use the best suppliers for engagement type, we aim to build a diverse pool of professional learning content and training development vendors we can employ on a project basis.

We have organized this RFP into 3 lots:

<p>Lot 1: Academic Programs - Asynchronous Course Design and Development</p> <p>Output: High-quality, self-paced digital learning courses that are engaging, interactive, and SCORM-compliant.</p> <p>Purpose: These courses are critical for scalable, on-demand training. They allow learners to complete content at their own pace, anytime, anywhere.</p> <p>The audience for these materials is typically academic or post-grad.</p> <p>Scope:</p> <ul style="list-style-type: none"> • End-to-end course development (storyboarding, design, build) • Interactivity and multimedia components • QA and accessibility compliance <p>Reference Documents:</p> <ul style="list-style-type: none"> • IESI Course Development Guide • Sample Courses Solar Careers Decoded Digital Battery Passport System: An Introduction • Sample Services Annex 	<p>Lot 2: Professional Learning and Training Development</p> <p>Output: Professional training programs made up of short eLearning modules, instructor-led training, and blended training programs, with supporting materials for professional learners.</p> <p>Purpose: Some skills are best developed through live or guided instruction. This lot supports our role-based and practical training offerings.</p> <p>The audience for these materials is typically work-based training and development as well as skilled worker training.</p> <p>Scope:</p> <ul style="list-style-type: none"> • 60-90-minute Instructor Led Trainings (ILT and vILT) • PowerPoint slides, facilitator guides, participant materials • Short eLearning modules (SCORM) • Job aids, knowledgebase entries, and other reinforcement materials 	<p>Lot 3: Translation and Localization Services</p> <p>Output: Adapt existing training content for delivery in multiple languages and cultural contexts and deliver translated & localized SCORMS.</p> <p>Purpose: We operate across Europe and globally. Learners need content that reflects their local language, norms, measurement units, and regulatory frameworks.</p> <p>Scope:</p> <ul style="list-style-type: none"> • Professional translation of learning content - full content translation/localization of text, media assets, & videos • Localization of media, terminology, and cultural references, including technical • SCORM rebuild and multilingual support • QA testing • File maintenance. <p>Reference Documents:</p> <ul style="list-style-type: none"> - Sample Course for Translation: Digital Battery Passport System: An Introduction -
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More than one vendor may be selected.

Contract duration and terms

The contract's duration is 24 months. If there is a sufficient budget and an ongoing need for the services provided, InnoEnergy intends to extend the contract with the winner(s) of this supplier selection process for an additional 24 months through a direct award procedure. This potential extension depends on the availability of funding, the contractor's high-quality performance, and the continued need for the services. However, InnoEnergy is under no obligation to grant an extension.

Operational Execution

Work will be executed on a project-by-project basis. Clear expectations and milestones (with a system to track these) will be agreed at the beginning of each project. The nature of the operational execution (e.g., cadence of regular meetings) will vary depending on the requirements of the individual projects.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers. The tenderer may offer proposals for some or all of the Lots. Selected vendors will be assigned work on a project by-project basis, depending on their availability, expertise, and expected delivery time for each service call. The contract will be a framework agreement with each of the awarded tenderers. InnoEnergy cannot commit to a minimum volume of work, neither in time spent on the services, nor in compensation paid.
- b) All participants must sign the Tenderers' declaration form attached and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE (Calendar dates)
Publish RFP on Innoenergy website	February 27, 2026
Deadline for requesting clarification from InnoEnergy	March 13, 2026
Deadline for submitting proposals	March 28, 2026
Intended date of notification of award	April 10, 2026
Intended date of contract signature	April 24, 2026

Proposals must be emailed in English to the following address to:

Contact name: for the attention of Steven Patterson

E-mail: steven.patterson@InnoEnergy.com

The proposal shall contain all the following elements for each lot in the bid:

- **A “Tenderer’s Statement” including all the following items:**
 - o Brief description of the tenderer’s organization
 - o Summary of tenderer’s experience in the domain, including past successful projects
 - o Awards won, if any, for work relevant to the bid
 - o Demonstration of staff expertise in producing work of the type in the bid
 - o Demonstration of any special domain expertise
 - o End-to-end demonstration of tenderer’s typical project organization, work process, and delivery model
 - o A listing of the tenderer’s current head count for key functional roles (e.g. instructional designers, media specialists, quality assurance engineers, etc.) and a suggested team composition model for project staffing
 - o Disclosure statement detailing when and how Artificial Intelligence (AI) is used during the tenderer’s workflows, including AI governance plan, a specification of which tools are used, human oversight and quality assurance practices, regulatory compliance with GDPR & EU AI Act, and standard practices for ensuring that client information is not used for model training, and standard practices regarding data security and IP protection.
 - o A list of excluded types of deliverables or services that the tenderer does not provide
 - o 2-3 references or testimonials from prior customers or clients who can attest to direct experience with the tenderer’s ways of working, problem solving, QA regime, etc..
- **The completed Detailed Requirements Annex 3 with all relevant tabs filled out**, including the Overarching Requirements tab
- **No more than three work samples** of direct relevance to the bid
- **The financial offer (the price for the services)** The Financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.
- **An indication of the tenderer’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 Euros 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 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.

Tenderers are requested to submit their proposal together with the filled-out Tenderers’ declaration form (see point 4.1).

4.3. *Validity of the proposals*

Tenderers are bound by their proposals 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 InnoEnergy.

4.4. *Requests for additional information or clarification*

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 4.2. In case of complex or high value procurements, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: Steven Patterson

E-mail: steven.patterson@innoenergy.com

InnoEnergy has no obligation to provide clarification.

4.5. *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.

4.6. *Ownership of the proposals*

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, 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.

4.7. *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, 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.**

4.8. *Negotiation about the submitted proposal*

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

4.9. 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 3 of the document.

Evaluation criteria for each lot proposal

1. Tenderer's Statement (maximum points: 20)
2. Detailed Requirements Annex 3 (maximum points: 20)
3. Work Samples (maximum points: 15)
4. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum points: 5)

Total technical score: 60 points maximum

5. 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. Please provide a clear and detailed rate card for standard deliverables and services associated with the Lot proposal and fill in Annex 4 Financial Response requirements (maximum point: 40)

Total financial score: 40 points maximum

Total maximum score: 100.

4.10. Signature of contract(s)

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

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 3 days of receipt of the contract from InnoEnergy, the selected tenderer shall sign and date the contract and return it to InnoEnergy. Upon receipt, InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, InnoEnergy may decide to contract the second best.

4.11. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, InnoEnergy will notify tenderers of the cancellation. In no event shall 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 InnoEnergy has been advised of the possibility of damages.

4.12. 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 InnoEnergy. The tenderers have 10 days to file their complaints from the receipt of the letter of notification of award.

4.13. Ethics clauses / Corruptive practices

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, 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 InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

4.14. Many journeys. One welcome.

Diversity, inclusion and equality of opportunity are core 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, InnoEnergy staff will value merit regardless of age, social status, race, colour 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.

4.15. Annexes

Annex 1: Tenderers' Declaration form.

Annex 2: Draft Contract Template

Annex 3: Detailed Requirements Form

Annex 4: Financial Response Requirements