



**D3.1 – OPEN MARKET CONSULTATION
RESOURCES AND PLAN
30/09/2023**

Grant Agreement No.: 101071212
 Topic: HORIZON-EIC-2021-PUBLICBUY-01-01
 Type of action: HORIZON-CSA

D3.1 – OPEN MARKET CONSULTATION RESOURCES AND PLAN

□ Title	□ Open market consultation resources and plan
□ Work package	□ WP3 - Open Market consultation and suppliers recruitment
□ Task	□ T3.1 - Preparation & Launch of open market consultations
□ Due date	□ 30/09/2023
□ Submission date	□ 30/09/2023
□ Deliverable lead	□ F6S
□ Version	□ 1.1
□ Authors	□ Miguel Gonçalves (F6S)
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□ Abstract	□ Documentation/resources/guidelines; meeting plans; open call methodology & evaluation process/criteria; online publication of challenges.
□ Keywords	□ InnoBuyer, Open Market Consultation, Open Call,

DOCUMENT REVISION HISTORY

Version	Date	Description of change	List of contributor(s)
1.0	15/09/2023	First full draft	F6S
1.1	29/09/2023	Review of Call for Solvers chapter	TBM
1.2	30/09/2023	Final version	F6S

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Project funded by the European Commission in the Horizon Europe Programme

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*

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

EXECUTIVE SUMMARY

This deliverable, named “Open market consultation resources and plan” aims to present the framework for the activities to be carried out in the scope of the InnoBuyer Action #2 – Open Market Consultation. It is a comprehensive guide that provides resources for all parties involved: InnoBuyer Challengers, InnoBuyer consortium members and potential applicants of the InnoBuyer Call for Solvers.

This document is comprised of the following chapters:

- Chapter 1 – Introduction: outlines the objectives that this document aims to achieve.
- Chapter 2 – Open market consultation resources and plan: describes all the activities planned for the implementation of the InnoBuyer Action #2. Notably a detailed description of the Call for Solvers.
- Chapter 3 – Conclusion: presents the conclusions of the deliverable.

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ABBREVIATIONS AND ACRONYMS

Art.	Article
CA	Consortium Agreement
CSA	Coordination and Support Action
DoA	Description of Action (Annex 1 of the GA)
EC	European Commission
ECAS	European Commission Authentication Service
EIC	European Innovation Council
EU	European Union
GA	Grant Agreement
KPI	Key Process Indicator
PC	Project Coordinator
PO	Project Officer
QA	Quality Assurance
SME	Small and Medium size Enterprise
WP	Work Package

1. INTRODUCTION

InnoBuyer brings together Challengers (public or private entities with unmet innovation needs) and Solvers (Innovative SMEs) to jointly co-create new solutions, applying a demand-driven approach in 4 sequential actions.

- Action #1: Identification of challenges
- Action #2: Open Market Consultation and Solver selection
- Action #3: Pilot co-creation
- Action #4: Legal support for tender preparation

As part of Action #1 the InnoBuyer consortium launched a call for solver in February 2023, that was open until the end of march 2023, aiming to select 15 public and private entities with unmet innovation needs, from any sector, to join the InnoBuyer programme that offers funding support, expertise, and connections, to speed-up all the steps from the identification of unmet innovation needs to the procurement of innovation, including the co-creation of solutions with innovative companies, in order to deliver better and more efficient services to citizens and customers.

The InnoBuyer Call for Challengers was able to attract 55 unmet innovation needs (proposals) submitted by 39 entities. A transparent, rigorous and step-by-step evaluation process, involving external experts, enabled to discard 9 organisations that did not meet the eligibility criteria and to rank 39 valid unmet innovation needs (proposals) based on the evaluation criteria defined on the Guidelines for Applicants. The 15 top-ranked challenges were invited to officially join the InnoBuyer programme and the organisations representing the proposals from position 16 to 18 in the ranking list were also invited to join the programme in a voluntary basis (without funding support) as reserve list members.

After the signature of contracts, the selected Challengers started there InnoBuyer journey on the 7th of June 2023, with an Action #1 kick-off meeting aiming at

- Welcome selected challengers and get to know each other.
- Introduce the InnoBuyer programme and its rules: deliverables, payments, evaluation process.
- Describe the scope of work to be conducted in each action, especially focusing on the methodology of work and activities planned for challenge definition and aggregation of demand.
- Present the unmet needs to be solved during the programme.

The Action #1 kick-off meeting was followed by a 60 min training session, conducted by Ticbiomed, called ***“How to move from your unmet need to a challenge”***. Following a masterclass format, the objectives were to:

- Explain the differences between unmet need and challenge, and the key steps to do this exercise.
- Provide examples and best practices for challenge definition.
- Introduce the challenge template (D1.1) and how to complete it.

To help challengers achieve the objectives of the action #1 [convert their initial unmet need into a challenge that can be well understood and attractive for innovative SMEs (Solvers) and onboard observing challengers] the InnoBuyer consortium provided 1:1 coaching support in several iterations:

- To start, a draft version of the challenge following the template provided was submitted by the challengers by 21st of June. Then, each assigned coach reviewed the document and provided feedback in an online meeting the week of 26th of June.
- Then, the challenger improved the initial document with the comments provided and released a new version for coach review by the 10th of July. The coach reviewed and provided comments in writing by 14th of July.
- A final version of the challenge was produced by 24th of July and reviewed again by the coach before the action review meeting.

On the 17th of July, a peer learning meeting was organised as a second group training. It was a gathering for all the challengers and InnoBuyer coaches. The objectives were:

- To reflect and discuss action 1 learnings among all Challengers.
- To welcome recruited Observing Challengers and explore synergies.

After challenges have submitted the final version of their challenge description, by 24th of July, a 1-1 review meeting between each challenger and the InnoBuyer partners was conducted. Each challenger had 15 minutes to present their achievements and next steps, using slides, and another 15 minutes slot to answer questions from the InnoBuyer consortium.

Up to a week after each review meeting, each challenger received a review report with comments about each challenger's progress, recommendations and information on the acceptance or rejection of the submitted deliverables and readiness to move to the next action: **Action #2 – Open Market Consultation.**

The list of Challengers that successfully finalized the first action of the InnoBuyer programme and their corresponding challenges is presented in the table below:

TABLE 1: CHALLENGERS THAT SUCCESSFULLY FINALISED THE FIRST ACTION OF THE INNOBUYER PROGRAMME AND THEIR CORRESPONDING CHALLENGES

Organisation	Challenge Acronym	Challenge short description	Challenge full description
Centre de Telecomunicacions i Tecnologies de la Informació	AI FOR JUSTICE	Intelligent assistant to support judges in drafting sentences by locating texts of previous judgments and jurisprudence.	Link
Fundesalud	BLOODMANSYS	ADVANCED BLOOD TRANSFUSION MANAGEMENT SYSTEM to improve the patient's security during blood transfusion during the last stage of the process, when the patients receive blood transfusion. This stage is the highest risky part of the process and increase the digitalization will ensure the decrease of burden in the health services related with blood management.	Link
Deutsches Zentrum f. Luft- und Raumfahrt e.V.	reSHAPE	reSHAPE - reengineered simultaneous hydrogen and ammonia production via urea electrolysis - aims to develop innovative functional materials for urea-water electrolysis, focusing on anion exchange membrane (AEM) and nickel-based oxygen-evolution catalyst that are reengineered for electrolysis of high concentration urea-water solutions.	Link
Fundación Pública Andaluza Progreso y Salud M.P.	eDEMAP	Management tool for the digitalisation of the Early Demand Map of the Andalusian Healthcare Service.	Link
Fundación para la Investigación Biomédica del Hospital Gregorio Marañón	Earlydel	Predictive tool for early detection of delirium in hospitalized patients.	Link
Hospital Pharmacy Getafe University Hospital	FHARMAVERSO	An interactive digital environment designed to empower patients and facilitate subcutaneous medication administration at home.	Link
Ferrocarril Metropolitana De Barcelona, S.A.	METRO GAP	Gap of curved platforms in the Barcelona metro network – we are looking for an innovative solution to bridge the horizontal and vertical space, between the train and the platform to improve accessibility for all users.	Link
Erasmus MC	HomeRun	Development of a Patient-Friendly (semi-autonomous and allow for automated capillary sampling into a single painless action),	Link

Organisation	Challenge Acronym	Challenge short description	Challenge full description
		Sustainable (not producing a lot of waste), and Home-based (eliminates travel distance for patients) Capillary Blood Sampling Device for Improved Healthcare Access.	
Delft University of Technology	MDR-prep	An innovative electronical QMS-tool for compliance to the Medical Device Regulation (MDR) of early-stage medical device development, providing of intuitive templates and guidance through Standard Operating Procedures (SOP). This guarantees MDR compliance of investigational medical device research and prevents incomplete dossiers and re-doing critical tests at a later stage saving time and assure proper use of funding.	Link
Ayuntamiento De Las Rozas De Madrid	MOTINN	Innovative Mobility Procurement for Madrid Technological West. Madrid Technological West innovative mobility procurement for deploying a charging points network for electric bikes and scooters, in green and natural areas of the city to develop a new mobility model and incorporate new means of urban mobility, based on an accessible, efficient and low environmental impact solution without connection to the conventional power grid.	Link
UAB "Klaipėdos autobusų parkas"	OptiDrive	Predictive eco-driving solution for service electric vehicles to optimise energy consumption, rank, analyse and enhance driver performance.	Link
Águas e Energia do Porto	OUTSTATIONS	Inspection of street lighting and solar panels with drones.	Link
Fundación para la Investigación e Innovación Biomédica del Hospital Universitario Infantil Leonor y del Hospital Universitario del Sureste	PREPLEX	An algorithm to automate the balancing of supply-demand and optimize the management of resources in the outpatient department of a hospital.	Link
Wojewódzki Szpital Specjalistyczny w Olsztynie	Safe-stay	Safe in-hospital mobility of patients and visitors. Offering the patient improved mobility assistance like free, accessible wheelchairs will	Link

Organisation	Challenge Acronym	Challenge short description	Challenge full description
		improve their experience in contact with the facility.	
TRYGONS S.A.	SprAI	An AI-powered concept, aiming to revolutionize gelcoat application by using advanced video detection to prevent blockages at the spray tip in real-time, ensuring uniform layup thickness, product excellence, and production efficiency.	Link

During the InnoBuyer Action #1, Challengers have intensively worked on translating their unmet need into a challenge that the market can understand and provide a solution for. In addition, 47 observing challengers have been recruited to create a larger demand for the solutions to be developed.

These 15 Challengers progressed to Action #2- Open Market Consultation for wish a plan was developed and is presented in the sections below.

2. OPEN MARKET CONSULTATION RESOURCES AND PLAN

To ensure a successful implementation of the activities related to the InnoBuyer Action #2 – Open Market Consultation, it was important to set up its framework composed of the following parts:

- Preliminary Activities
- Action#2 Kick Off
- Group Training
- Publication of Challenges
- Open Market Consultation Events
- Call for Solvers

2.1 PRELIMINARY ACTIVITIES

The Action #2 preliminary activities can be described as all the tasks needed to be carried out before the Action #2 kick-off day, on the 7th of September 2023.

2.1.1 HANDBOOK FOR INNOBUYER CHALLENGERS UPDATE

The confidential and living document, called *Handbook for InnoBuyer Challengers*, that was specially created to guide the InnoBuyer challengers navigate across all the InnoBuyer actions, was updated to include more details about the Action #2. The updates are described in the sections below.

2.1.1.1 A SECTION WITH EXTERNAL RESOURCES ABOUT OPEN MARKET CONSULTATION ACTIVITIES

Open Market Consultation is a crucial process in the pre-procurement phase, enabling dialogue between potential buyers and suppliers. As a topic of huge interest, a lot of publicly available resources can be found about it. Considering the specific activities to be performed by the InnoBuyer Challengers in Action #2 in a short period of time, it was important that instead of providing a huge list of resources, to curate and cherry pick the ones that could provide quick actionable support.

InnoBuyer end up selecting two practical guides on Open Market Consultation, recently published by ICLEI and Electronics Watch:

- [How to engage the market - A step by step guide for dialogue events](#)
- [How to engage the market - An overview of the European legal framework](#)

They were added to the *Handbook for InnoBuyer Challengers* as reading recommendations.

2.1.1.2 A DETAILED TIMELINE OF ACTIVITIES

The section 2.2.7 of the Handbook for InnoBuyer Challengers, called Timeline, was updated with the table below, that present, in a step-by-step approach, the activities to carry out, in a chronological order.

TABLE 2: UPDATED TIMELINE OF ACTION #2 ACTIVITIES

DESCRIPTION	DATES	PARTICIPANTS
ACTION #2: OPEN MARKET CONSULTATION AND SOLVER SELECTION	September 2023 to January 2024	
<p>Action #2 Kick-off Meeting</p> <p>A joint meeting among all Challengers and InnoBuyer partners. The aim is to introduce the action #2 objectives and methodology of work.</p>	7 September 2023	InnoBuyer partners, Challengers
<p>Group training: Decoding Open Market Consultation.</p> <p>A conference to gain a comprehensive understanding of what an Open Market Consultation entails.</p>	7 September 2023	InnoBuyer partners, Challengers, General Public
<p>Submission of CHALLENGE PITCH DECK V1 to coach</p> <p>A first version of the Challenge Pitch Deck following the template provided by InnoBuyer.</p>	15 September 2023	Challengers
<p>First 1:1 sessions with coach</p> <p>A 45 min online meeting between each Challenger and the assigned InnoBuyer coach. The challenger is expected to present its challenge, in 15 minutes, using the pitch deck previously shared and the coach will provide constructive feedback.</p>	18-22 September 2023	Challenger and assigned InnoBuyer coach

DESCRIPTION	DATES	PARTICIPANTS
<p>Open Market Consultation Event</p> <p>A 60 min online event where each Challenger has the opportunity to pitch its challenge to an audience of innovators, ask them questions and also answer their questions.</p>	<p>26 September - 4 October 2023</p>	<p>InnoBuyer partners, Challengers, General Public</p>
<p>Submission of updated challenge description to coach</p> <p>Challengers update their last version of <i>D1.1 Challenge description</i>, considering the information obtained in the open market event, and send it, in editable format, to the corresponding coach.</p>	<p>13 October 2023</p>	<p>Challengers</p>
<p>Call for Solvers</p> <p>The call for Solvers will be open for a period of two months. Innovative SMEs will be able to officially propose solutions for each one of the challenges. (Only applicable for challengers who can proceed to action #3)</p>	<p>Mid October - Mid December 2023</p>	<p>InnoBuyer partners</p>
<p>Promotional events</p> <p>2 Online webinars organised by the InnoBuyer partners where Challengers can be invited to pitch their challenge to attract more SMEs to the Call for Solvers</p>	<p>8 and 30 November 2023 (Tentative)</p>	<p>InnoBuyer partners, Challengers eligible for action #3</p>
<p>Eligibility check</p> <p>After the closure of the call the InnoBuyer partners will check if the application received from Solvers comply with the eligibility criteria defined in the guidelines for applicants.</p>	<p>End of December 2023</p>	<p>InnoBuyer partners</p>
<p>Briefing for Challengers and External Evaluators, and remote evaluations</p> <p>A 60-minute online meeting where the InnoBuyer partners will share the tools and instructions to carry out the evaluation of eligible applications submitted by the Solvers. And individual evaluation</p>	<p>Early January 2024</p>	<p>InnoBuyer partners, Challengers eligible for action #3, External Evaluators.</p>

DESCRIPTION	DATES	PARTICIPANTS
of solutions by each Challenger and External Evaluator. The result of this stage will be a ranking list of solutions per challenge.		
<p>Interviews with top solvers</p> <p>The SMEs representing the 3 best solutions per challenge will be invited for an online interview. The Challengers and External evaluators will have the opportunity to review and clarify questions regarding the proposed solution and better understand the fit between the Challenger and the Solver.</p>	Mid January 2024	InnoBuyer partners, Challengers eligible for action #3, External Evaluators.
<p>Final evaluation reports for Solvers</p> <p>Joint elaboration of Evaluation Summary Reports for Solvers based on a template provided by the InnoBuyer consortium.</p>	End of January 2024	InnoBuyer partners, Challengers eligible for action #3, External Evaluators.
<p>Submission of Deliverable 2.1</p> <p>Challengers send to their corresponding coach a report describing their Open Market Consultation activities, and evaluation of solutions if applicable, based on a template provided by the InnoBuyer partners.</p>	31 January 2024	Challengers
<p>Sign co-creation agreements</p> <p>Sign contracts between the InnoBuyer consortium, the Challenger, and the selected Solver, outlining general responsibilities of the parties and the rules of engagement during the pilot stage (Action 3), including the financing mechanism.</p>	Early February 2024	InnoBuyer partners, Challengers eligible for action #3, Solvers
<p>Review Meeting</p> <p>A 1-1 meeting between each Challenger and the InnoBuyer partners. Each Challenger will have 15 minutes to present their achievements and next steps, using slides, and another 15 minutes to answer questions from the InnoBuyer Partners</p>	Early February 2024	InnoBuyer partners, Challengers

DESCRIPTION	DATES	PARTICIPANTS
Up to a week after each review meeting, each Challenger will receive a review report with comments about each Challenger's progress, recommendations and information on the acceptance or rejection of submitted deliverables.		
<p>Request for payment</p> <p>On acceptance of the deliverables, the Challengers can send a request for payment (template provided by the InnoBuyer Consortium) to the InnoBuyer financial contact, requesting the voucher for the corresponding phase.</p>	Early February 2024	Challengers
<p>Payments</p> <p>Payments associated with Action #2 will be released no later than thirty (30) natural days after the InnoBuyer Consortium receives the request for payment from each Challenger.</p>	Early March 2024	InnoBuyer

2.1.2 CHALLENGE PITCH DECK

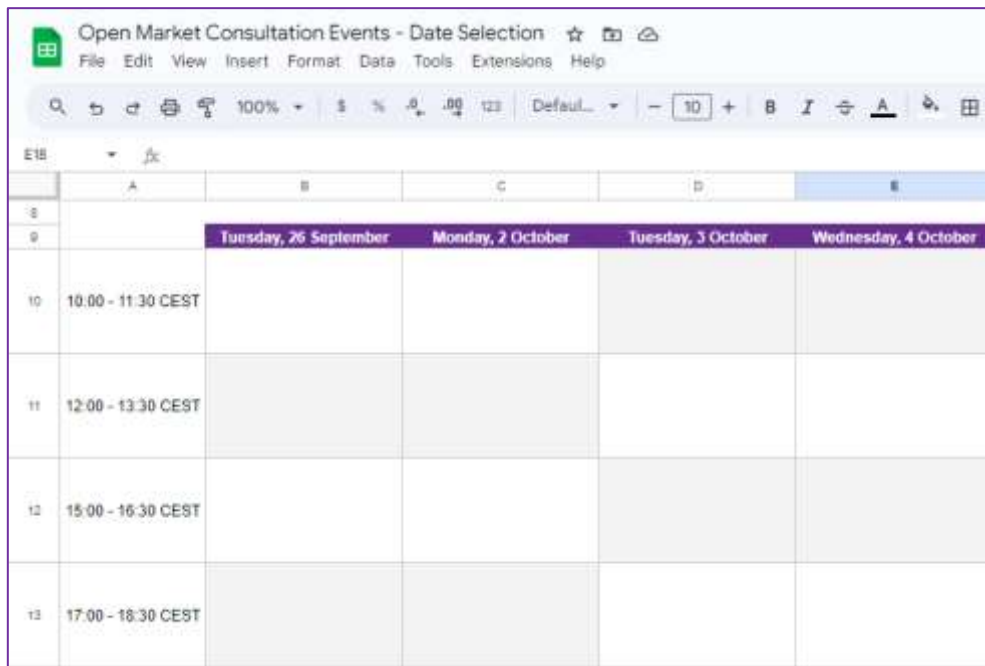
To support the challengers communicating in the most clear, coherent, compelling and impactful way their challenges to innovators, in the context of the planned Open Market Consultation events, a Challenge Pitch Deck template was prepared composed of the following slides:

1. Cover
2. Who we are
3. Our Challenge – Current Scenario
4. Our Challenge – Goals
5. Solution Requirements
6. Pilot Scope
7. Pilot Conditions
8. Pilot - Expected Impact & KPIs
9. Business Opportunity
10. Questions for Solution Providers
11. Thank you slide

Each slide has instructions and suggestions of content to be included by the InnoBuyer Challengers.

2.1.3 OPEN MARKET CONSULTATION EVENT DATE SELECTION TOOL

As part of the planning activities, the dates for the Open Market Consultation events of all the Challengers were chosen and the Challengers were invited, before the beginning the Action #2 activities, to select the most suitable time slot for their event, according to their availability, using a simple shared spreadsheet presented below.



	A	B	C	D	E
8					
9		Tuesday, 26 September	Monday, 2 October	Tuesday, 3 October	Wednesday, 4 October
10	10:00 - 11:30 CEST				
11	12:00 - 13:30 CEST				
12	15:00 - 16:30 CEST				
13	17:00 - 18:30 CEST				

FIGURE 1: SCREENSHOT OF THE OPEN MARKET CONSULTATION EVENT DATE SELECTION TOOL

The updated version of the Handbook for InnoBuyer Challengers, the Challenge Pitch Deck template and the OMC date selection tool, were made available in the InnoBuyer shared repository, that the InnoBuyer consortium created to share resources with the InnoBuyer challengers.

2.2 ACTION #2 KICK OFF MEETING

The InnoBuyer Challengers were invited for an Action #2 kick-off meeting, held online on the 7th of September, with the following goals:

- Refocus the Challengers’ attention to the InnoBuyer activities after the summer break,
- Provide details about the Action #2 activities by:

- recalling its objectives and methodology,
- and presenting the updated version of the *Handbook for InnoBuyer Challengers*, the Challenge Pitch Deck template, and the plan for the Open Market Consultation Events.

2.3 GROUP TRAINING: DECODING OPEN MARKET CONSULTATION

On the same day of the Action #2 kick-off meeting (7th of September), an online event called *Decoding Open Market Consultation* was planned and organised by the InnoBuyer Consortium. An event tailored not only for the InnoBuyer Challengers but also to any procurement professionals, private and public organisations, looking to gain a comprehensive understanding of what an Open Market Consultation entails. The event had two parts 1) a keynote speech, providing an overview on the topic, followed by 2) a roundtable discussion that brought together a panel of innovation experts, each hailing from diverse realms of expertise and listed in the agenda presented below:

<p>11:31 am Welcome Words and Agenda Cátia Figueiredo, F6S Agnieszka Stasiakowska, Head of sector - EIC</p> <p>11:35 am Keynote speech: Decoding Open Market Consultation Sara Bedin, Independent Expert on innovation procurement</p> <p>11:55 am Roundtable: Discussion based on Keynote speech</p> <ul style="list-style-type: none"> • Moderator: Jorge Gonzalez, TicBiomed • Ana Isabel González, SERMAS • Margarida Lopez, Transports Metropolitans de Barcelona (TMB) • Bertrand WERT, Innovation maker and demand side measures expert, (EIC) • Luis Noguera, Public Sector and Legal Director at Science & Innovation Link Office (SILO) • Vasileios Tsanidis, Innovation Procurement Advisor (EIC) • Guy Varon, VP Business Development and Sustainability (Polymertal) <p>12:30 pm Closing words Cátia Figueiredo, F6S</p>

FIGURE 2: AGENDA OF EVENT "DECODING OPEN MARKET CONSULTATION"

For the promotion of this event a communication kit was prepared, including visuals, articles, and social media posts.

2.4 PUBLICATION OF CHALLENGES

The description of challenges provided by the InnoBuyer Challengers by the 24th of July 2023 were polished, standardized and formatted by the InnoBuyer consortium, in order to be published in PDF on the InnoBuyer website and made available for the general public, but mainly to innovative companies (Solvers).


AI FOR JUSTICE


The time dedicated by judges to search for precedents and legal foundations to write a sentence is high and an impediment to being more agile in the drafting of sentences, causing a high response time and a sense of slow justice.

Currently, the location of paragraphs of interest of legal or procedural references, of any documentary information or the entirety of the magistrates' own judgments or resolutions previously issued, which may be applicable or reusable in the drafting of new judgments or resolutions, becomes a manual and costly process that causes magistrates to spend a lot of time locating, remembering, and reviewing previous judgments, relying on their memory, both for their content and the date they were issued.

In Catalonia, the judge usually performs a manual search in the procedural management application for justice (eJusticia.cat), in the archive of the magistrate's own judgments, or through the Judicial Documentation Center (CENDO.J), depending on the General Council of the Judiciary (CGPJ), as well as other repositories or jurisprudential databases. The search is more or less effective depending on what the magistrate remembers at that time from similar cases or parts of an old judgment that may be applicable to the current one.

The Challenge is to reduce the time dedicated in redacting sentences by locating reusable information within judicial documents, such as sentences issued in any instance and jurisdiction, in order to speed up and facilitate the drafting of new sentences by judges.





Download

FIGURE 3: SCREENSHOT OF A CHALLENGE PAGE ON THE INNOBUYER WEBSITE INCLUDING THE DESCRIPTION OF THE CHALLENGE TO BE DOWNLOADED IN PDF.

2.5 OPEN MARKET CONSULTATION EVENTS

As mentioned in section 2.1.3, 15 open market consultation events, one for each challenger, are planned with the following goals:

- connect the challenger with potential solvers
- allow the challengers to practice their pitch in a real situation
- allow the challengers to better understand the market landscape

- allow the potential solvers to better understand the challenge
- attract potential solvers to the InnoBuyer call for solvers
- allow the challenger to identify how to better describe its challenge

To support the dissemination of these events a communication kit was prepared, composed of social media posts, articles, visuals.

After the Open Market Consultation events, the Challengers have the opportunity to improve the description of their challenge and send their last version to the InnoBuyer consortium in order to add them to the documentation kit of the InnoBuyer Call for Solvers.

2.6 CALL FOR SOLVERS

In this section are presented the main component of the InnoBuyer Call for Solver.

2.6.1 THE INNOBUYER CALL FOR SOLVERS

2.6.1.1 OBJECTIVES

The InnoBuyer Call for Solvers aims to select and fund 15 innovative companies (Solvers), to co-create pilots addressing the specific innovation needs (Challenges) of public organisation (Challengers).

2.6.1.2 OPEN CALL SUMMARY

TABLE 3: MAIN CHARACTERISTICS OF THE CALL FOR SOLVERS

Who can apply	Micro, small and medium-sized enterprises (SMEs)
Open call timeline	From the 18th of October 2023 to the 18th of December 2023 at 17:00 Central European Time (CET).
Activities to be funded	Co-creation and deployment of a pilot in collaboration with a public organisation
Duration of the activities	10 months
Funding available	Total: 975.000 Euros Up to 58.500 Euros per selected Solvers

	Up to 6.500 Euros per selected Challenger
Type of funding	Grant (equity-free)
Milestones/ payments	<p>Payments are associated with applicants' results:</p> <ul style="list-style-type: none"> • 1st payment (50%) after approval of interim report on the co-creation deployment • 2nd payment (50%) after approval of interim report on the co-creation deployment
Number of applicants to be selected	15 applicants are expected to be funded

2.6.1.3 CHALLENGES TO ADDRESS

Applicants can either:

- choose to address one of the 10 challenges proposed by InnoBuyer,
- or apply in collaboration with a public organisation that has its own challenge to solve (this option is only available for EIC beneficiaries).

2.6.1.3.1 10 challenges proposed by InnoBuyer

Challenger	Challenge acronym	Sectors	Challenge short description	Full description
Delft University of Technology	MDR-prep	Healthcare, Research,	QMS-tool for compliance to the Medical Device Regulation (MDR) of early-stage medical device development	Link
Wojewódzki Szpital Specjalistyczny w Olsztynie (WSS Olsztyn)	Safe-stay	Healthcare equipment	Wheelchair system in hospital to support patients and visitors	Link

Challenger	Challenge acronym	Sectors	Challenge short description	Full description
Centre de Telecomunicacions i Tecnologies de la Informació	AI 4 JUSTICE	Justice, Artificial Intelligence	Intelligent assistant to support judges in drafting sentences by locating texts of previous judgments and jurisprudence.	Link
Erasmus MC	HomeRUN	Healthcare	Home-based Capillary Blood Sampling Device	Link
Fundación para la Investigación e Innovación Biomédica del Hospital Universitario Infanta Leonor y del Hospital Universitario del Sureste	PREPLEX	Healthcare	Algorithm to automate the management of resources in the outpatient department of a hospital.	Link
FUNDESALUD	BLOODMANSYS	Healthcare	Advanced blood transfusion management system	Link
Fundación para la Investigación Biomédica del Hospital Gregorio Marañón	Earlydel	Healthcare	Predictive tool for early detection of delirium in hospitalized patients	Link
Ayuntamiento de las Rozas de Madrid	MOTINN	Transports	Charging points network for electric bikes and scooters, in green and natural areas.	Link
Fundación Pública Andaluza Progreso y Salud	eDEMAP	Healthcare	Management tool for the digitalisation of the Early Demand Map	Link

Challenger	Challenge acronym	Sectors	Challenge short description	Full description
UAB "Klaipėdos paslaugos"	OptiDrive	Transports	Predictive eco-driving solution for service electric vehicles to optimise energy consumption	Link

2.6.1.4 TIMELINE

Below are presented the current tentative dates for the different phases. The dates can be subject to change in case of any modifications in the InnoBuyer project's schedule.

TABLE 4: OPEN CALL TIMELINE

DESCRIPTION	TENTATIVE DATES
Open call for Solvers	18 October to 18 December 2023 17:00 CET
Eligibility checks	19 to 22 December 2023
Evaluation of applications	8 January 2024 to 9 February 2024
Contracting phase	12 to 16 February 2024
1 st Phase of pilot co-creation	March to July 2024
2 nd Phase of pilot co-creation	August to December 2024

2.6.2 PILOT CO-CREATION ACTIVITIES

Each pair of selected Challenger and Solver is expected to collaborate for period of 10 months in order to implement the solution proposed by the Solver to address the challenge presented by the Challenger, notably by

- implementing a round of co-creation sessions bringing together Challenger and Solver personnel, for co-developing a joint solution.

- piloting the co-created solution in a real environment to test its functionality and assess its effectiveness.

2.6.2.1 DELIVERABLES

The selected Challengers and Solvers are expected to jointly submit two deliverables according to the details presented in the table below.

TABLE 5: LIST OF DELIVERABLES

#	Deliverable	Description	Due Date
D3.1	Interim report on the pilot co-creation deployment	Report presenting an overview of the implementation of the action, including co-creation sessions organised, the status of the pilot deployment and results achieved at that stage. It must indicate any major deviations from the original plan and lessons learnt to improve the rest of the co-creation period.	July 2024
D3.2	Final report on the pilot co-creation deployment	Report presenting an overview of the implementation of the action, including co-creation sessions organised, pilot deployed and results achieved. It must include an evaluation by the Challenger team of whether the solution achieved the initial objectives.	December 2024

TABLE 5 : PILOT CO-CREATION DELIVERABLES

2.6.2.2 EVALUATION OF SUCCESSFUL COMPLETION

The InnoBuyer Consortium will evaluate the Challengers and Solvers' work and progress based on the deliverables provided by them that must be submitted within the defined deadlines.

After the submission of each deliverable, an online review meeting will take place via a teleconference platform (e.g. Zoom) in which each Challenger and Solver will make a presentation of the work done, analyse their progress and answer questions from the InnoBuyer Consortium. After each online review, the Challengers and Solvers will receive a review report, including comments and potential recommendations. The report will also state if the deliverables are accepted or not.

- On acceptance of the deliverables, the Challengers will be requested to send a financial statement (template to be provided by the InnoBuyer Consortium) requesting the

voucher for the corresponding phase. Payments will be released no later than thirty (30) natural days after the InnoBuyer Consortium receives the financial statement.

- On rejection of any of the deliverables, or in case of not satisfactory review, the InnoBuyer Consortium reserves the right to withdraw a Challenger from the InnoBuyer Programme before moving to the next action and without paying the corresponding voucher. Therefore, being awarded for Action #1 does not automatically translate into reaching Action #4 if the work performed is not achieving the expected results.

2.6.2.3 SUPPORT PROVIDED AND ORIGIN OF THE FUNDS

2.6.2.3.1 FINANCIAL SUPPORT

InnoBuyer funding is results-driven, provided as vouchers in a lump sum. As such, there is no need for a traditional administrative justification system (e.g., counting hourly dedication or calculating workload), but getting the funding is associated with the acceptance of the agreed deliverables. Selected applicants will become part of InnoBuyer programme. Payments will be done in instalments based on concrete results, deliverables and a review of each phase.

2.6.2.3.2 FINANCIAL SUPPORT FOR CHALLENGERS AND SOLVERS

The maximum amount of funding a selected Solvers can get and retain is €58.500.

The maximum amount of funding a selected Challenger can get and retain is €6.500.

A summary of funding support and payment schedule is presented in the table below:

TABLE 6: FINANCIAL SUPPORT

Action	Deliverable	Payment trigger	Expected payment date	Amount
Action #3 Pilot co-creation	Submission of D3.1 Interim report on the pilot co-creation deployment, using a template provided by the InnoBuyer Consortium.	Acceptance of the submitted deliverable by the InnoBuyer Consortium.	August 2024	€3.000 for Challenger €29,250 for Solver

	Submission of D3.2 Final report on the pilot co-creation deployment, using a template provided by the InnoBuyer Consortium.	Acceptance of the submitted deliverable by the InnoBuyer Consortium.	January 2025	€3.500 for Challenger €29,250 for Solver
Total amount available for each Challenger				Up to €6.500
Total amount available for each Solver				Up to €58.500

TABLE 8 : INNOBUYER FUNDING SUPPORT

Detailed payment schedule and payment conditions will be settled in the Co-creation Agreement.

2.6.2.3.3 ORIGIN OF THE FUNDS

All Subgrantees will sign a dedicated Co-creation Agreement with the InnoBuyer consortium. The funds attached to the Co-creation Agreement come directly from the funds of the European Project InnoBuyer, funded itself by the European Innovation Council and SMEs Executive Agency (EISMEA), and remain, therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in InnoBuyer via European Commission Grant Agreement Number 101071212. As can be seen in the Model Co-creation Agreement (Annex 5), this relationship between the Subgrantees and the European Commission through the InnoBuyer project carries a set of obligations to the Subgrantees with the European Commission. It is the task of the Subgrantees to accomplish them, and of the InnoBuyer consortium partners to inform about them.

2.6.3 ELIGIBILITY CRITERIA

All applicants will have to comply with all general requirements described in this section to be considered eligible for InnoBuyer Open Call for Solvers.

2.6.3.1 BENEFICIARIES

InnoBuyer invites micro, small and medium-sized enterprises (SMEs) eager to co-create pilots with public organisation to solve their challenges.

2.6.3.1.1 TYPE OF Beneficiaries

The target audience of this call is SMEs. An SME will be considered as such if it complies with the European Commission Recommendation 2003/361/EC21 and the SME user guide. As a summary, SMEs consist of enterprises which:

- a. employ fewer than 250 persons; and
- b. have either an annual turnover not exceeding EUR 50 million or an annual total balance sheet not exceeding EUR 43 million.

Start-ups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) of section 3.1.1 at submission time.

In case an SME is awarded, it will remain eligible even if, at a certain point during the execution of InnoBuyer activities, it does not fulfil criteria (a) or (b) of section 4.3.1.1.

2.6.3.1.2 Additional conditions

In addition, the following conditions apply:

- have convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices.
- have been declared bankrupt or have initiated bankruptcy procedures.
- be under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18
- be excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority

2.6.3.1.3 Linked SMEs

Proposals from Linked SMEs must demonstrate that there is no risk of double funding. The fundamental principle underpinning the rules for public expenditure in the EU states that no costs for the same activity can be funded twice from the EU budget, as defined in the Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation. In the case of proposals submitted by linked SMEs, all must clearly state the differences between them including but not limited to, technical aspects, market strategy and team composition, so that it remains no doubt that there is no risk of double funding. In order to properly assess these concerns InnoBuyer may assign all proposals to the same set of evaluators and, should any doubt remain, exclude all proposals.

2.6.3.1.4 Applicants addressing challenges that are not proposed by InnoBuyer

As mentioned in section 2.3 applicants can either:

- choose to address one of the 10 challenges proposed by InnoBuyer,
- or address another challenge by applying in collaboration with a public organisation that has its own challenge to solve.

The applicants choosing to address another challenge, not proposed by InnoBuyer, must comply with the following additional eligibility criteria:

- having been previously funded by the European Innovation Council
- apply for the InnoBuyer Call for Solver proposing to address a challenge of a public organisation established in one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Hungary, Ireland, Italy, Latvia, Luxembourg, Malta, Romania, Slovakia, Slovenia, or Sweden.
- The public organisation mentioned in the previous point must comply with the terms in section 4.1.2.

2.6.3.1.5 Eligible countries

Only SMEs legally established in any of the following countries (hereafter collectively identified as the “Eligible Countries”) are eligible:

- The Member States (MS) of the European Union (EU), including their outermost regions;
- The Overseas Countries and Territories (OCT) linked to the Member States;
- Horizon Europe associated countries according to the [updated list published by the EC](#)

2.6.3.1.6 Language

English is the official language for the InnoBuyer Call for Solvers. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the InnoBuyer programme. This means any requested submission of deliverables will be done in English in order to be eligible.

2.6.3.1.7 Multiple submission

Only one proposal will be accepted for funding per SME. In the case of a multiple submission, only the last one received (timestamp of the system) will enter into the evaluation process, the rest being declared as non-eligible. If the last submitted proposal is declared then non-eligible or fails to reach the thresholds of the evaluation, the other proposals submitted earlier will not be considered for evaluation in any case.

2.6.3.1.8 Documentation format

Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

2.6.3.1.9 Submission system

Only proposals submitted through the Open Call submission tool (F6S platform) at <https://www.f6s.com/innobuyer-call-for-solvers/apply> and within the Call duration will be accepted. Proposals submitted by any other means, will not be evaluated. Only the documentation included in the application will be considered by evaluators. It will be

composed by a form with administrative questions to be completed directly in the platform, and the Annex 3.1: Proposal template A or B. The information provided should be actual, true and complete and should allow the assessment of the proposal. The regular functioning of the F6S platform limits to one application submission per F6S user in each call.

2.6.3.1.10 Data Protection

In order to process and evaluate applications, the InnoBuyer consortium will need to collect Personal and Industrial Data. F6S Network Ireland Limited, will act as Data Controller for data submitted through the F6S platform for these purposes. A Data Protection Officer (DPO) has been appointed by F6S generally, to ensure compliance with data protection regulations, such as the General Data Protection Regulation (GDPR), and that personal data is collected, processed, and stored in a secure manner.

The F6S platform's system design and operational procedures ensure that data is managed in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure compliance. Please refer to <https://www.f6s.com/privacy-policy> to review the F6S platform's privacy policy and data security policy.

Apart from the F6S platform, data will also be stored in the F6S Google Drive.

Please note that the InnoBuyer consortium must retain generated data until five years after the balance of the InnoBuyer project is paid or longer if there are ongoing procedures (such as audits, investigations or litigation). In this case, the data must be kept until they end.

2.6.3.1.11 Deadline

Only proposals submitted before the deadline will be accepted. After the call closure no additions or changes to received proposals will be taken into account. The deadline for this call is December 18th 2023, at 17:00 CET.

2.6.3.1.12 Absence of conflict

Applicants shall not have any actual or/and potential conflict of interest with the InnoBuyer selection process and during the whole project. All cases of conflict of interest will be assessed case by case. In particular, applicants cannot be InnoBuyer Consortium partners or affiliated entities nor their employees or co-operators under a contractual agreement.

2.6.4 EVALUATION CRITERIA

The criteria for proposal evaluation will be the following:

TABLE 7: EVALUATION CRITERIA

CRITERIA	DESCRIPTION	WEIGHTING
Alignment	The extent to which the solution is aligned with the targeted challenge.	25%
Excellence	Level of demonstration of a clear set of objectives and the excellence/quality of the solution.	30%
Commitment	Extend to which the proposal demonstrates the project impacts on procurers' businesses and ambition to go beyond the pilot implementation. In case of a challenge not proposed by InnoBuyer, the extent to which the Challenger shows a strong commitment and involvement will also be assessed.	20%
Value for money	Appropriateness of the pilot planning and budget associated with each phase.	15%
Implementation	Appropriateness of the team, infrastructure and management experience in the sector and ability to implement the pilot co-creation activities.	10%

TABLE 10 : INNOBUYER EVALUATION CRITERIA

The experts will score each award criterion on a scale from 0 to 5 (decimal and centesimal point scores may be given):

0 = Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 = Poor: criterion is inadequately addressed or there are serious inherent weaknesses.

2 = Fair: proposal broadly addresses the criterion, but there are significant weaknesses.

3 = Good: proposal addresses the criterion well, but a number of shortcomings are present.

4 = Very good: proposal addresses the criterion very well, but a small number of shortcomings are present.

5 = Excellent: proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

For each criterion, the minimum threshold is 3 out of 5 points. The overall default threshold, considering the sum of the individual scores is 16. That means if a proposal receives less than 3 in one criterion or less than 16 in the overall score it is automatically rejected.

2.6.5 APPLICATION SUBMISSION

2.6.5.1 APPLICATION PREPARATION AND SUBMISSION

To submit an application Challenger should follow these steps:

1. Go to <https://innobuyer.eu/challengers> and carefully read the open call documents composed by the:
 - a. Annex 1: Guidelines for Applicants (This document)
 - b. Annex 2: Proposal template
 - c. Annex 3: Declaration of honour
 - d. Annex 4: Bank account information
 - e. Annex 5: Co-creation agreement template
2. Go to <https://www.f6s.com/innobuyer-call-for-challengers/apply> to fill in the application form through the F6S platform (applicants are required to register a profile at F6S to be able to submit an application) and answer all mandatory questions.

Applicants are encouraged to be concrete and concise. Each proposal shall not exceed 8 pages (attachments not included in this limit) and each section also has page limitations.

It is strongly recommended not to wait until the last minute to submit the application. Failure of the application to arrive in time for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

2.6.5.2 APPLICATION RECEPTION

Submissions will ONLY be done via the F6S platform.

A full list of applicants will be drafted containing their basic information for statistical purposes and clarity, which will be also shared with the European Commission for transparency.

2.6.5.3 DATA PROTECTION

In order to process and evaluate applications, InnoBuyer will need to collect Personal and Industrial Data. F6S Network Ireland Limited IE, as the Open Call Manager of the project, will

act as Data Controller for data submitted through the F6S platform for these purposes. The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure compliance. Please note that InnoBuyer requests the minimum information needed to deliver the evaluation procedures or the support programme. Annexes Declaration of Honour, Bank Account Information and Model Subgrantee Agreement are provided for reference and will only be requested if the applicant is accepted in the InnoBuyer support programme. Please refer to <https://www.f6s.com/privacy-policy> to check the F6S platform data privacy policy and security.

2.6.6 EVALUATION PROCESS

2.6.6.1 ELIGIBILITY CHECK

A combination of automatic filtering and manual checking will discard applications that do not meet the eligibility criteria listed in section 3 of this document.

2.6.6.2 REMOTE EVALUATION

After the eligibility filter, the final proposals shortlist for evaluation will be created.

Then, the proposals will be given to external evaluators with experience in the procurement of innovation and with relevant technical expertise for the proposed needs, bound by a confidentiality agreement and non-conflict of interest declaration. Every proposal will be evaluated by at least two different experts. For the challenges proposed by InnoBuyer, one of the evaluators will be a representative of the challenger. At the end of this phase, the proposals will be ranked.

2.6.6.3 ONLINE INTERVIEWS

The top 3 applications related to the challenges proposed by InnoBuyer will be invited for the online interview stage.

The top 10 applications, not related to the challenges proposed by InnoBuyer will also be invited for the online interview stage.

During the online interview, the applicants will start by doing a pitch of their pilot project concept, followed by Q&As. This will be an opportunity for evaluators to clarify questions that they may had about the written application as well as about the commitment and engagement of applicants towards participating in InnoBuyer. At the end of the meeting, the applicants will leave, and evaluators will share, compare and revise (if necessary) their scores aiming to have a consensus about respective proposals.

2.6.6.4 FINAL RANKING AND SELECTION

At the end of the evaluation process, the proposals will be ranked taking into account the revised scores from the online interviews and consensus meetings. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** The proposals will be ranked based on their overall score.
- **Rule 2:** In case following Rule 1 there are proposals in the same position, priority will be given to proposals that have a higher score on the Commitment award criterion.
- **Rule 3:** In case following Rule 2 there are proposals in the same position, priority will be given to proposals that have a higher score on the Excellence award criterion.
- **Rule 4:** In case following Rule 3 there are proposals in the same position, priority will be given to the number of women participating in the team.

Then, the top-ranked proposal for each challenge proposed by InnoBuyer will be selected for funding.

And the top-5-ranked proposals, not addressing any of the challenges proposed by InnoBuyer, will also be selected for funding.

The list of selected proposals will be submitted to the European Commission for final screening.

2.6.6.5 COMMUNICATION OF RESULTS

Every applicant will receive via e-mail:

- An Evaluation Summary Report (ESR)
- A letter informing of a rejection decision or invitation to enter the negotiation phase.

2.6.6.6 CHANGES IN THE OPEN CALL

InnoBuyer may conclude that there are not enough proposals with adequate quality (indicated by their evaluation scores meeting or exceeding specific predefined thresholds), in which case it will make no selection or select fewer proposals than the funding budget allows. This conclusion is obligatory if not enough proposals score above the threshold given on the bespoke evaluation form.

InnoBuyer reserves the right to cancel the Open Call at any point due to any unforeseen circumstances beyond control.

2.6.6.7 APPEAL PROCEDURES

If, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this Call for Solvers, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to info@innobuyer.eu.

Any complaint made should include the following:

- contact details,
- the subject of the complaint,
- information and evidence regarding the alleged breach.

Anonymous complaints or those not providing the mentioned information will not be considered.

Complaints should also be made **within five (calendar) days since the evaluation results are presented to the applicants.**

As a general rule, the InnoBuyer Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to **close the case within no more than twenty days from the date of reception of the complaint**, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the InnoBuyer Team will inform the complainant by email.

Please note:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The InnoBuyer Team will not call into question the scientific or technical judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

2.6.7 NEGOTIATION

2.6.7.1 CONTRACT PREPARATION

After the Open Call evaluation conclusion and application selection, the InnoBuyer coordinator will start the contract preparation (Co-creation agreement) in collaboration with

each pair of Challenger and Solver. Contract preparation will go via administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case-by-case approach, a phone call or teleconference may be needed for clarification.

The objective of the contract preparation is fulfilling the legal requirements between the InnoBuyer team and every beneficiary of the open call. The items covered will be:

- Inclusion of the comments (if any) in the Evaluation Summary Report of the proposals and mapping to the Co-creation agreement (contract).
- To validate the status information of the Challengers and Solvers according to the definition included in section 4 'Eligibility Criteria' of this document, the following documents will be required:
 - **Legal existence:** Organisation Register, Official Gazette or another official document per country showing the name of the organisation, the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
 - **Declaration of honour:** Document that ensures that the sub-grantee complies with the rules and is not in a situation that would exclude him/her from receiving EU funding.
 - **Bank account information:** The account where the funds will be transferred will be indicated via a form signed by the Challenger representative and the bank representative. The account should be a business bank account of the Challenger.
 - **SME declaration:** A self-assessment document confirming that the Solvers complies with the SME definition.

The request, by InnoBuyer Consortium, for the above documentation will be done within the deadlines. In general, the negotiation should be concluded within **2 weeks**. An additional week may be provided by the InnoBuyer coordinator in case of significant reasoning. In case negotiations have not been concluded within the above period, the proposal can be rejected and the next proposal in the ranking list can be invited.

2.6.7.2 CONTRACT SIGNATURE

At the end of the negotiation phase, a Co-creation Agreement (Contract) will be signed between the InnoBuyer Consortium represented by its coordinator (F6S) and each selected Challenger and Solvers.

Please note:

- The co-creation agreement/contract will cover the 2 phases of the pilot co-creation activities.
- The co-creation agreement will automatically expire at the end of each phase without any further notice from InnoBuyer, in case the concerned sub-grantee does not enter or qualify for the next phase or if the Declaration of Honour has been violated.

2.6.8 RESPONSIBILITIES OF BENEFICIARIES

The selected applicants are indirect beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under Horizon Europe. The obligations that are applicable to the recipients include the following.

2.6.8.1 CONFLICT OF INTEREST

The selected applicants must take all measures to prevent any situation where the impartial and objective implementation of the InnoBuyer activities is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify the InnoBuyer coordinator without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The InnoBuyer coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the selected applicant breaches any of its obligations, the sub-grant agreement may be automatically terminated. Moreover, payments may be stopped.

2.6.8.2 DATA PROTECTION AND CONFIDENTIALITY

During the implementation of the InnoBuyer activities and for five years after the end of the activities, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at sub-grant agreement signing time ('confidential information').

If a selected applicant requests, the Commission and the InnoBuyer Consortium may agree to keep such information confidential for an additional period beyond the initial five years. This will be explicitly stated in the sub-grant agreement.

If the information has been identified as confidential during the InnoBuyer programme or only orally, it will be considered to be confidential only if this is accepted by the InnoBuyer coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the sub-grant agreement.

The selected applicants may disclose confidential information to the InnoBuyer consortium and to the selected reviewers, who will be bound by a specific Non-Disclosure Agreement.

2.6.8.3 PROMOTING THE ACTION AND GIVING VISIBILITY TO THE EU FUNDING

The selected Challengers and Solvers must promote the InnoBuyer programme and its results, by providing targeted information to multiple audiences in a strategic and effective manner and highlight the financial support of the EC.

Unless the European Commission or the InnoBuyer coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- (a) display the EU emblem;
- (b) display the InnoBuyer logo and
- (c) include the following text:

“This project has received funding from the European Union’s Horizon Europe research and innovation programme under the InnoBuyer project (Grant Agreement 101071212)”

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the sub-grantee is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the European Commission web page.

Any publicity made by selected Challengers and Solvers in respect of the InnoBuyer programme, in whatever form and on or by whatever medium, must specify that it reflects only the author’s views and that the EC or InnoBuyer project is not liable for any use that may be made of the information contained therein.

The EC and the InnoBuyer Consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the selected Challengers and Solvers;
- contact address of the selected Challengers and Solvers;
- the general purpose of the Challenger’s participation in the InnoBuyer programme;
- the amount of the financial contribution foreseen for the Challengers; after the final payment, and the amount of the financial contribution actually received;

- the geographic location of the activities carried out;
- the list of dissemination activities and/or of the patent (applications) relating to the foreground;
- the details/references and the abstracts of scientific publications relating to the foreground and, if funded within the InnoBuyer project, the published version or the final manuscript accepted for publication;
- the publishable reports submitted to InnoBuyer;
- any picture or any audio-visual or web material provided to the EC and InnoBuyer in the framework of the project.

The selected applicants shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and InnoBuyer does not infringe any rights of third parties.

Upon a duly substantiated request by a selected Challenger or Solver, the InnoBuyer Consortium, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

2.6.8.4 FINANCIAL AUDITS AND CONTROLS

The European Commission (EC) will monitor that the InnoBuyer consortium partners, the selected Challengers and Solvers comply with the conditions for financial support to third parties such as set out in the InnoBuyer grant agreement and may take any action foreseen by the grant agreement in case of noncompliance vis à vis the selected Challengers concerned.

Moreover, the EC may at any time during the implementation of the InnoBuyer project and up to 5 (five) years after the end of the InnoBuyer project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The selected applicants shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The selected applicants shall keep all sub-project deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies – of all documents relating to the sub-project contract for up to five years from the end of the project. These shall be made available to the EC when requested during any audit under the grant agreement.

In order to carry out these audits, the selected Challengers and Solvers shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the selected Challengers and Solvers' offices, to their computer data, to their accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the InnoBuyer Consortium or Challenger or Solver concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline.

The final report shall be sent to the InnoBuyer Consortium or Challenger or Solver concerned within two months of expiry of the aforesaid deadline. On the basis of the conclusions of the audit, the EC shall take all appropriate measures that it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably the right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

2.6.8.5 INTELLECTUAL PROPERTY RIGHTS (IPR)

2.6.8.5.1 INNOBUYER CONSORTIUM

The InnoBuyer Consortium itself will not retain an equity stake in any applicant's organisation, nor will it retain any IPR.

2.6.8.5.2 CHALLENGERS AND SOLVERS

The conditions regarding the intellectual property rights of Challengers and Solvers will be defined in the pilot co-creation agreements. But in general, the following principles must be respected:

- They must give each other the background identified as needed for implementing the pilot,
- Each Solver will own the foreground it generates and also the foreground generated or jointly generated by/with the Challenger in the context of the co-creation of the pilot. This is to ensure that Solvers can widely exploit the newly developed solutions commercially. In return, the Challenger can receive rights to use the results for internal use and licensing rights subject to certain conditions to be negotiated with the Solver.

2.6.8.5.3 ORIGINALITY OF THE SUB-GRANTED PROJECTS

It is required that proposals submitted are based on original situations of the applicants and that their foreseen developments (pilot co-creation) are free from third-party rights. InnoBuyer consortium is not obliged to verify the authenticity of the ownership of the foreseen products/ services. Any issues delivered from third-party claims that arise as a result of the sub-granted projects/pilots are the sole responsibility of the sub-grantees.

2.6.8.5.4 EVALUATORS

Each external evaluator will sign a non-disclosure agreement (NDA) before receiving access to the database of proposals in order to protect the intellectual property of the applicants. However, InnoBuyer and the European Commission may ask participants who have received funding to present their work as part of public relations and networking events in order to showcase the benefits of the InnoBuyer project.

2.6.8.5.5 LIABILITY

The InnoBuyer consortium and the European Commission cannot be held liable for any acts or omissions of the applicant in relation to the selected sub-granted project/pilot implemented by the subgrantees. The InnoBuyer consortium shall not be liable for any defaults of any products, processes or services created in the sub-granted project/pilot. Including, for instance, anomalies in the functioning or performance thereof. In case any damage is caused to a third party by the subgrantee, the subgrantee will assume full responsibility for the damage caused. In no way will the InnoBuyer Consortium be responsible for any damages caused by the subgrantee.

2.6.9 SELF-ASSESSMENT BEFORE SUBMISSION

- 1) **Does your application fit with the open call?** Check that your proposal(s) does indeed address the objectives of InnoBuyer Open Call for Solvers.
- 2) **Is your application eligible?** The eligibility criteria are given in chapter 4 “Eligibility Criteria”.
- 3) **Budgetary limits.** Check that you comply with any budgetary limits as expressed in chapter 3.3 “Financial support provided”.
- 4) **Is your application complete?** Have you completed all mandatory questions?
- 5) **Does your application fulfil the requested information?** Proposals should be precise, and concise and must answer to requested information, which is designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- 6) **Have you maximised your chances?** There will be strong competition. Therefore, edit your application tightly, and strengthen or eliminate weak points.
- 7) **Have you submitted your application before the deadline?** It is strongly recommended not to wait until the last minute to submit your proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.
- 8) **Have you provided the necessary annexes?** Annex 2: Proposal template A or B.
- 9) **Do you need further advice and support?** You are strongly advised to communicate with the InnoBuyer team via online Q&A.

2.6.10 ADDITIONAL INFORMATION

2.6.10.1 OPEN CALL DOCUMENTS

The Open Call for Solvers will be supported by two types of documents.

Documents needed at the application stage (for all applicants)

- **Annex 1: Guidelines for Applicants**, this document.
- **Annex 2: Proposal template.** It must be completed and uploaded to the F6S platform in .pdf.

Documents needed at the contracting stage (only for selected applicants)

- **Annex 3: Declaration of Honour**, which declares that all conditions related to the Call for Challengers are accepted by the applicants' legal representatives.

- **Annex 4: Bank Account Information**, which collects information on the applicants' bank account to where the InnoBuyer payments will be sent.
- **Annex 5: Model Sub-grant Agreement**, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign. Note that this document serves as a reference. The Subgrantee Agreement that will be given to the winning applicants will be finalised during the contracting phase.
- **Annex 6; SME declaration:** A self-assessment document confirming that the Solvers complies with the SME definition.

2.6.10.2 CONTACTS

InnoBuyer will provide information to the applicants via the [F6S blog](#), so that the information (question and answer) can be visible to all participants.

- Online Q&A: <https://www.f6s.com/innobuyer-call-for-solvers/discuss>
- Apply via: <https://www.f6s.com/innobuyer-call-for-solvers/apply>
- F6S support team: support@f6s.com
- More info at: <https://innobuyer.eu/>
- For extraordinary communication needs, please contact the InnoBuyer Help Desk: info@innobuyer.eu

3. CONCLUSION

The Open Market Consultation plan presented in this document aimed at being a supporting document to guide the InnoBuyer consortium, and other parties involved, namely the InnoBuyer Challengers, during the implementation of the InnoBuyer Action #2 – Open Market Consultation.

It is important to mention that the description of the Call for Solvers in this document may be subject to changes. Therefore, the conditions of the official Call for Solvers to be launched may be different from the ones describe in this document.

Moving forward, continues assessment, feedback, and adaptation strategies will be carried out to ensure the ongoing success and relevance of the project.