

May 13, 2024

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF AN OPEN CALLS MANAGEMENT PLATFORM WITHIN THE FRAMEWORK OF THE EUROPEAN PROJECT SCAIRA (INTERREG SUDOE PROGRAMME)

BACKGROUND

FUNDACIÓN CORPORACIÓN TECNOLÓGICA DE ANDALUCÍA", with Fiscal Identification Code G91452953, registered in the Registry of Foundations of Andalusia with the number SE/1001 and domiciled for these purposes in Seville, calle Albert Einstein, s/n. Insur-4º, C.P. 41092, has been the beneficiary of the SCAIRA project co-financed with European Union funds.

The SCAIRA project aims to develop a customised training programme to support the creation and acceleration of new enterprises in rural areas for the green transition of the production sector focused on the Aerospace and Automotive sector. Both sectors have a historical anchorage in the SUDOE area with a significant number of companies to accompany in their transition. SCAIRA's ambition is to create and attract new economic assets in rural areas while providing innovative responses to industries in green manufacturing and reducing their environmental footprint.

As a result, this project will meet many social needs in rural areas, such as economic growth, which at the same time will help these areas gain in attractiveness. These regions will increase in terms of manufacturing, entrepreneurship, and population. This will lead to economic revival and growth, population growth and overall a huge cultural revival.

In this project, CTA will lead the Dissemination and Communication activities, as well as the Open Calls Management for SMEs and entrepreneurs, which will be provided by coaching services.

SUBJECT OF THE OFFER

CTA is looking for an offer to set up a platform in English for presentation, management, evaluation and monitoring of open calls in European projects with technical services. The provider must have an open call management platform already tested and used by other similar projects, with the possibility of being parameterized according to the conditions of the call defined within the SCAIRA Project.

In that sense, the specific functionalities required for the platform selection are listed below:

- Price and type of licence: The price offered will correspond to the use of the platform during the entire Project period (from July 1, 2024, to June 30, 2027). Monthly or yearly licence.
- Customised website: logos, colors, forms and SCAIRA own domain are required.
- Application form, Application Round, Reviewing Round.
- Customised URL within SCAIRA domain.
- Possibility to import/export data.
- Contact management.
- Documentary tracking/documentary management.
- Customised dashboard.
- Proposal management.
- Landing page presentation
- Workflow Management: Publication/Call, reception of applications, evaluation/assessment and selection.
- Applicant tracking.
- Approval process control.
- Eligibility management, complex process review and assessment.
- Division by user roles: Applicant, Reviewer, Grant Manager, Guest.
- Open Call Experts for CV/Personnel Selection
- Automated Emails.
- Reporting & statistics.
- Available Demo.
- Platform training and demonstration sessions for SCAIRA Project partners included in the price.

Since the Project will last 3 years, it is also required to guarantee a certain continuity of service over the years, as well as the possibility of maintenance and support in case of malfunctioning, incidents or modifications of the platform.

The platform should be available at least from the 1st of July.

The supplier must ensure that the above-mentioned points are fulfilled together with the technical specifications included in Annex 1 below presented.

ANNEX 1 - TECHNICAL SPECIFICATIONS FOR THE PLATFORM PARAMETERIZATION

The platform must allow the independent management of different calls, complying with the General Data Protection Regulation and information security requirements in EU.

Confidentiality

It is expressly agreed that all information communicated to the service provider in the framework of the contract, including and without limiting, all information regarding products, data, study results, and all financial, administrative or commercial information about SCAIRA project partners and/or its beneficiaries will be strictly retained confidentially by the service provider.

The following modules need to be included:

- **Publication of the call and reception of the applications, and management of eligibility checks.**
 - Calls launching, deadlines setting off, documents and formats publications in the project website.
 - Inclusion by the data manager of compulsory data/documentation in order to send the application.
 - Registration of applicant users (the applicant itself).
 - Application sending by applicant users
 - Reception of applications (various screens for introducing fields, attaching documents and other document sections).
 - Registration of data/documents of the applicants.
 - Entry forms for the proposal and other documents.

- **Module for the management of the evaluation process** (call publication for evaluators, evaluators registering and profile management, monitoring the evaluation process, with the possibility of automatic ranking of proposals, communication of the results to applicants).

- Access and registration of evaluators (inclusion of data/documentation and CV)
 - Eligibility check of the applications received and selection of evaluators
 - Distribution of proposals among the evaluators (a proposal can be evaluated by one or more evaluators).
 - Possibility of including exclusionary criteria or criteria with a minimum threshold
 - Monitoring the evaluation process.
- **Module for managing communications and document Exchange between different users:** coordinator/partners directly related to the call, contract signature, evaluators, beneficiaries, non-beneficiaries, etc.

Automatic notifications (emails) to all users (applicants, evaluators, managers and administrators) about events or deadlines at different stages of the call.

- **Module for monitoring and control of funded Projects:** for team members to be able to request beneficiaries for technical reporting for monitoring funded Projects, and beneficiaries to be able to send requested information. Monitoring of the projects being implemented (sending and receiving documentation).
- **Administration module,** exclusive for the SCAIRA coordinator and/or for administrator users that the coordinator creates. Through this module, data and statistics retrieval needs to be available, e.g. current projects, finished projects, data of each call, etc. All data should be downloadable.

This module would also allow the coordinator to “register” a new call, without contacting the IT provider, as long as it is from a program whose functionality is previously included. This will include a screen for creating new items such as "Name of the call", "status", "opening and closing date", "registration of users / profile", criteria, scores, definition of processes and workflows, etc.

- **Allow for implementation of different types of users:** system administrator, applicant, beneficiary coordinator, beneficiary partner, evaluators, SCAIRA team member, SCAIRA support partner.
- Possibility of establishing deadlines in each phase.
- **Issuance of reports (in Excel):** in the parameterization phase, reports will be defined with the data they will contain.
- **Issuing reports (in PDF):** in the parameterization phase, reports will be defined with the format and data they will contain.

Assessment criteria

The supplier whose offer is the most economical and meets the requirements will be chosen. For transparency purposes, CTA will publish on its website the name of all the entities that have offered the tendered services.

Deadline

Offers will be received until May 27, 2024. To participate, it is necessary to fill out the web form enabled on the CTA website.

After filling out the form you should receive an automatic email confirming your participation in the offer;

If you do not receive it, contact us by email:

ofertas.proveedores@corporaciontecnologica.com.