

CIRCULAR



Technical Application Training

18th of January 2024 | 11:00 – 13:00 (CET)

Procurers



Supported by



This project has received funding from the European Union's Horizon Europe under Grant Agreement n° 101092208.



Technical: Questions, slides etc.

All information will be shared

DURING EVENT

Video, microphone, recording

- ▶ This meeting **is recorded** (with Q&A)
- ▶ Video and mics will be opened for participants at the end
- ▶ Please unmute yourself and turn on video when speaking

Networking

- ▶ **Present yourself** in Chat with name, what you “offer”, contact details
- ▶ **Register** on the Matchmaking Platform on <https://circularpsp.eu/>
- ▶ Someone has to make the first step ... so contact people (all you could hear is a no)

Questions

- ▶ Ask anytime **using Q&A function** (not Chat!)
 - We try to pick up on questions during presentation to degree possible
 - If we do not, there is a very good chance your question will be answered on slides
- ▶ Q&A will be live following questions and questions asked live
- ▶ Critical / new questions are added to [FAQ](#) on website and announced publicly
- ▶ Q&A are recorded

AFTER EVENT

Presentation

- ▶ Slides will be shared on website: <https://circularpsp.eu/>
 - All registered will be notified via mail

Information

- ▶ **All** are invited to the newsletter and social media channels – any critical changes to tender or FAQ will be shared
- ▶ **Interested Cities, organisations and other Procurers** who are not part of our Network can become Followers





Objectives

Above all: this is the second of multiple events

To explain core principles and terminology of the tender

Tender Summary
Overview of Tender Documents



To explain expected outcome during the Project (TD1 Section 2.1)

Expected outcomes during Project
Section 2.1 in TD1



To explain what is required in the tender: TD2 Challenge Brief

TD2 Challenge Brief
Common challenges of cities to transition to
Circular Economy



To explain how TD2 and application Template TD6 are connected

Technical Application Template TD6
Structure of Weighted Award Criteria in TD6



Tender Summary

Overview of Tender Documents

Tender Summary

Expected outcomes during Project

TD2 Challenge Brief

Tender Application Template - Technical

Next steps and Q&A





Tender documents (TDs) overview

We did our best to make it transparent and avoid duplication, however, it is a large contract and will be some effort

Phase	Description	Documents
Call for Tenders	Central documents on conditions, content and challenge	TD1 Call for Tender TD2 Challenge Brief (includes Annexes)
Proposal to be submitted	Administrative Forms to be filled by tenderers	TD3a Declaration of Honour - Exclusion Criteria TD3b Declaration of Honour – On/off Award Criteria TD4 Power of Attorney
	Application Templates to be filled by tenderers	TD5 Tender Application Template – Administrative TD6 Tender Application Template – Technical TD7 Tender Application Template – Financial
	Application Submission	TZ1 Tender submission zip-archive
Project	Contract Templates to be signed by successful contractors	TD8 PCP Framework Agreement TD9 PCP Specific Contract for Phase I-II-III

Depending on your role you read one or the other first

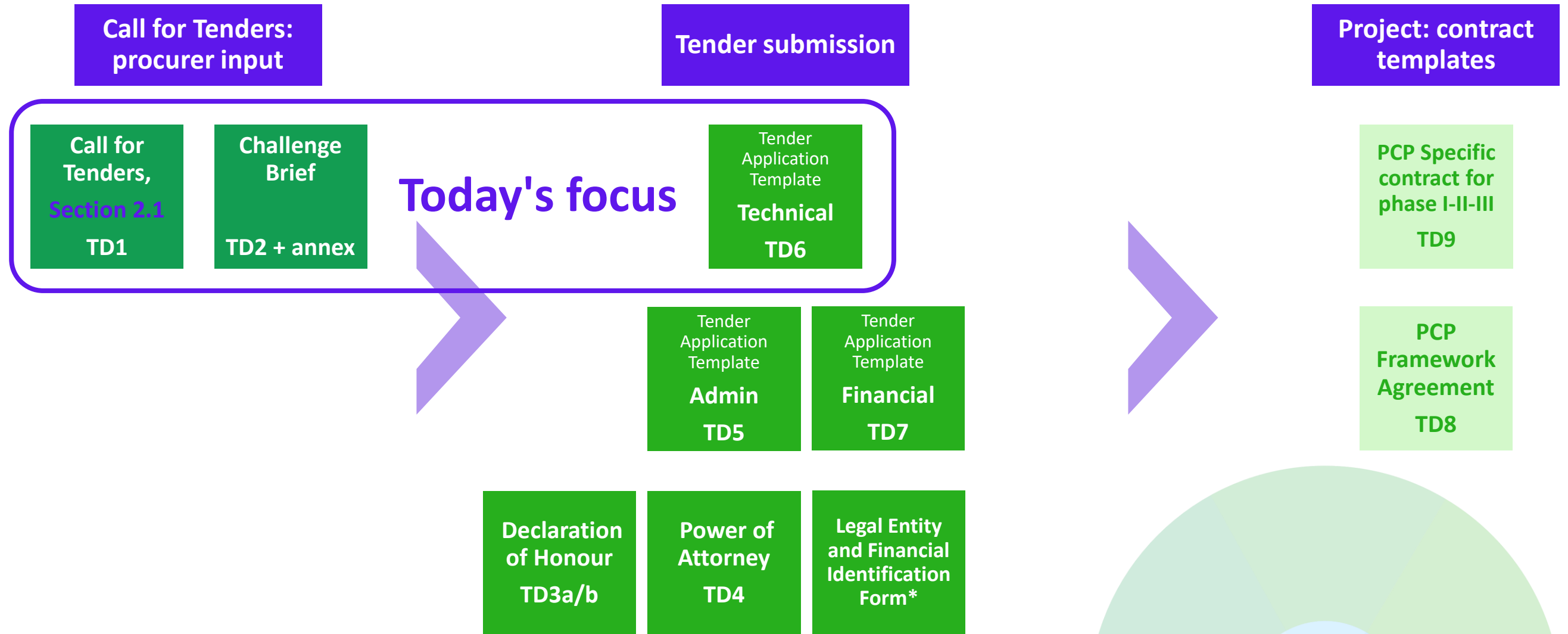
It should be extensively streamlined but if you have questions or ideas, please let us know

Though TD1 contains key terms, there is more detail here



Tender documents (TDs) overview

Today's webinar focuses on TD2, TD6 and a section of the TD1



* See full detail in Section 4.1 of TD1 Call for Tenders

Expected outcomes during Project

Section 2.1 in TD1

Tender Summary

[Expected outcomes during Project](#)

TD2 Challenge Brief

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Core outputs across phases

Each supplier will design, develop and test the outputs across all areas which constitute the CE-solution

R&D PROGRESS THROUGHOUT PROJECT

Need area	Outputs (simplified, see TD1 – 2.1.2 for detail)
Information	AI (CE Taxonomy is developed jointly)
Operation	CE Mission, CE Workflows, CE Indicators
Organisation	Public Service Platform (PSP), communication and networking
Change	Change Framework, self-assessment tool, Upskilling, knowledge and wisdom creation

Table 1. Progress and results to be achieved across phases

Phase/Mi	Information	Operation	Organisation	Change
I	AI is developed and trained using the CE Taxonomy on case-study related data sets. AI is accessible permitting prompts on case studies and searches, based on different self-assessment profiles. The risk assessment is revised. Analysis on local data sets is performed.	Workflow Framework and complete drafts of 2-3 Workflows, the content will be agreed upon at P1-kickoff. Concepts on Mission and Indicators are revised, designs are iterated and improved.	Develop and document a complete architecture and functionality of the PSP, including all necessary and envisaged components (e.g. communication and networking). Complete IT requirement analysis for each demonstration site (hosting, access data sets, data governance/privacy).	The self-assessment tool is fully defined, and results can be shared with AI. The concepts of the Change Framework, upskilling and knowledge feature are revised, and design iterated and improved.
II v1	AI is trained & curated and able to access all CE Taxonomy data sets. AI demonstrates that it can learn/use selected mock-up data sets in selected cities. AI is capable of calculating first indicators and shows first ability on Mission and Workflow generation and quality checks of procurement packages.	The entire Workflow Framework including all Modules is fully developed. The Mission process and format is fully designed and discussed in workshop setting. First Indicators are provided in prompts and where possible shown in Workflows. AI is able to list and propose procurement criteria.	The core parts of the PSP are operationally accessible, and all core features can be tested in a demo setting. A complete UI design is available, at least as a mock-up. Communication can be tested on the PSP between different users.	The Change Framework is fully defined, and a sample timeline developed. Upskilling materials are selected, access validated and the integration in the Workflow and PSP is demonstrated at least as a mock-up. A complete mock-up for knowledge creation is available.
II v2	AI is trained & curated and demonstrates during testing that it is able to utilise local data and respond to local circumstances. AI is able to generate Missions and Workflows. Indicators are fully reflected in Missions and other parts of the CE-solution. AI is able to quality check procurement packages.	The AI is able to generate Workflows based on prompts. The Mission process and all its components are tested in a faced procedure with 2-3 sites allocated to the supplier. ² The matchmaking tool is operational and works for testing Businesses. The financing/incentive feature provides first results.	The PSP is fully operational including all other components. At least two cities are set up for tests on the PSP with all relevant information present (i.e. Missions) and Test Users across the consortium are allocated to one of the test cities. The Boarding/Incentive feature provides first results.	The roll-out of the Change Framework is simulated during test sessions with allocated cities. PSP Test Users have access to all features of upskilling and knowledge creation as part of a Workflow and where otherwise intended.
III Launch	The CE-solution is fully operational in real-life environment for all demonstration and additional testing sites (see Table 4). Data is collected to permit evaluation. Missions are developed with procurers, intermediaries and City representatives. Users are setup on the PSP and all features are fully operational.			The Change Framework is rolled-out in cooperation with each demonstration sites (and one additional testing site).
III Operation	The CE-solution remains fully operational in real-life environment for all demonstration and additional testing sites. Support is provided. The communication within and across cities is flawless. Quality of AI, Mission and Workflows is continuously improved.			Upskilling is provided. Change steps are taken to add additional users as they are recruited.
III End	Learnings from demonstration phase are taken on and reflected in iterated designs as well as in the CE-solution. A continuation plan and terms are prepared, and active continuation is possible.			The Change Framework is evaluated with support of CircularPSP. The lessons of the Change Framework process are reflected in the design.

CONTENT OF SECTIONS

Phase I
Solution Design
(See: TD1 – 2.1.3)

Development of critical components

Phase II
Prototype Development
(See: TD1 – 2.1.4)

Core components (v1) and integrated operational system (v2)

Phase III
Development & Testing of Pilot Systems
(See: TD1 – 2.1.5)

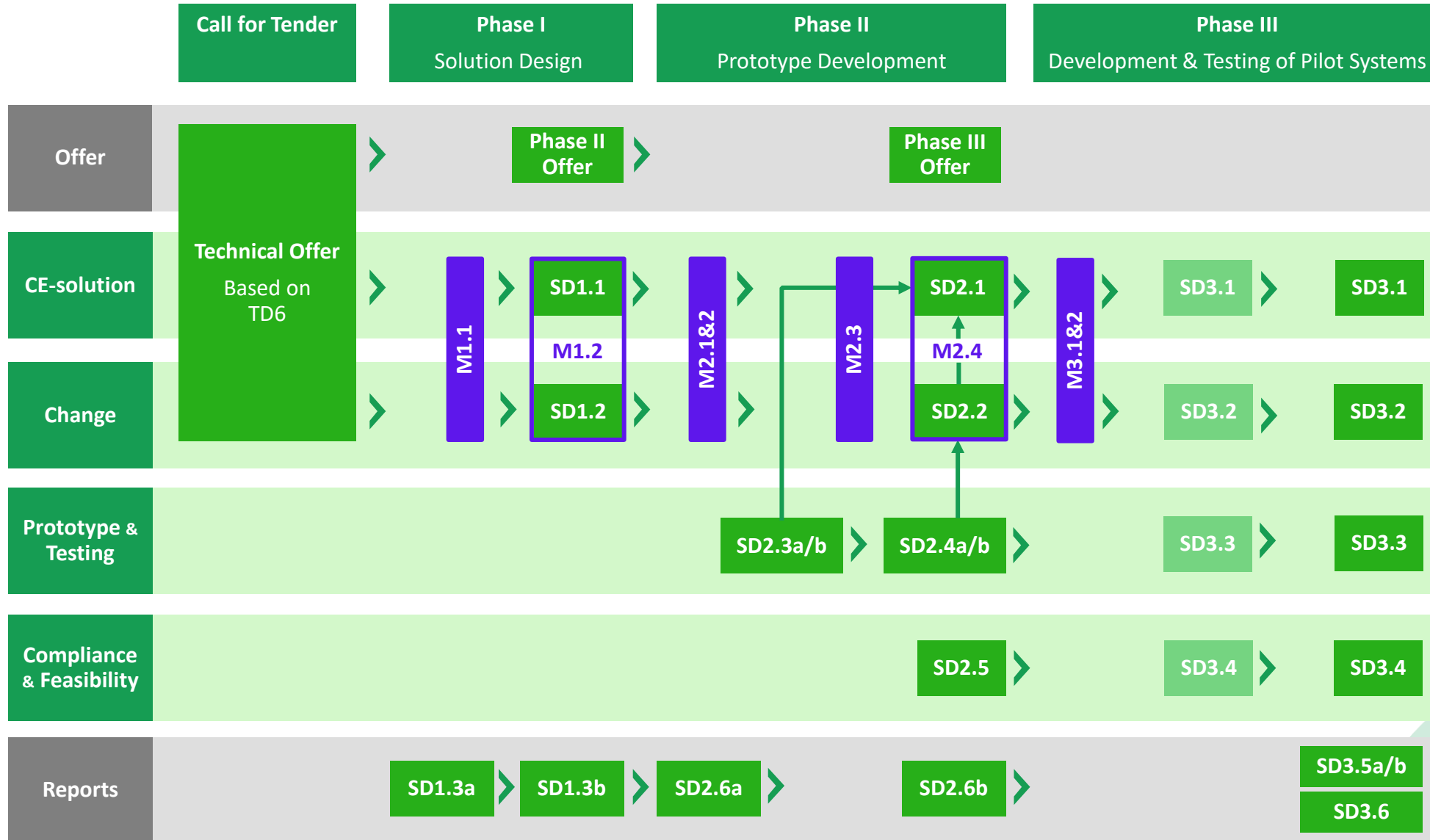
Demonstration of Pilot Systems at each demonstration site*

* See Table 4 in Section 2.1.4 of TD1 Call for Tenders for more info on the demonstration sites in Phase III



Deliverables

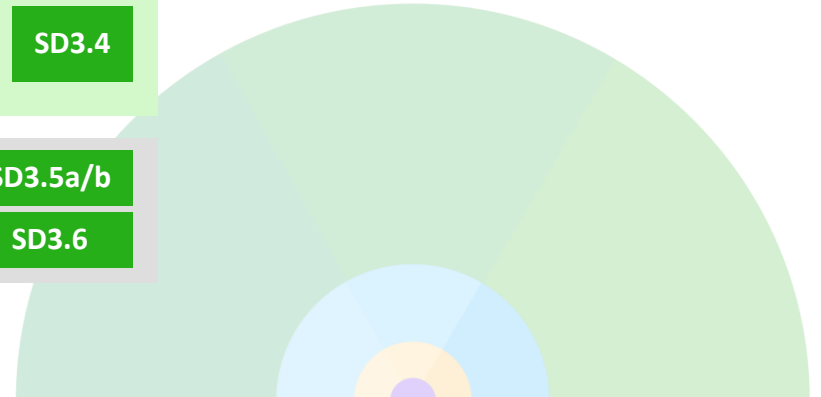
Table 1 (of TD1) describes the progress on R&D documented in the deliverables depicted below



Graphic represents evolution of key documents to be delivered

TD1 Table 1 describes the progress on CE-solution (i.e. AI, Workflows, Platform, Change)

Interim Final Milestone



TD2 Challenge Brief

Common challenges of cities to transition to
Circular Economy

Tender Summary

Expected outcomes during Project

TD2 Challenge Brief

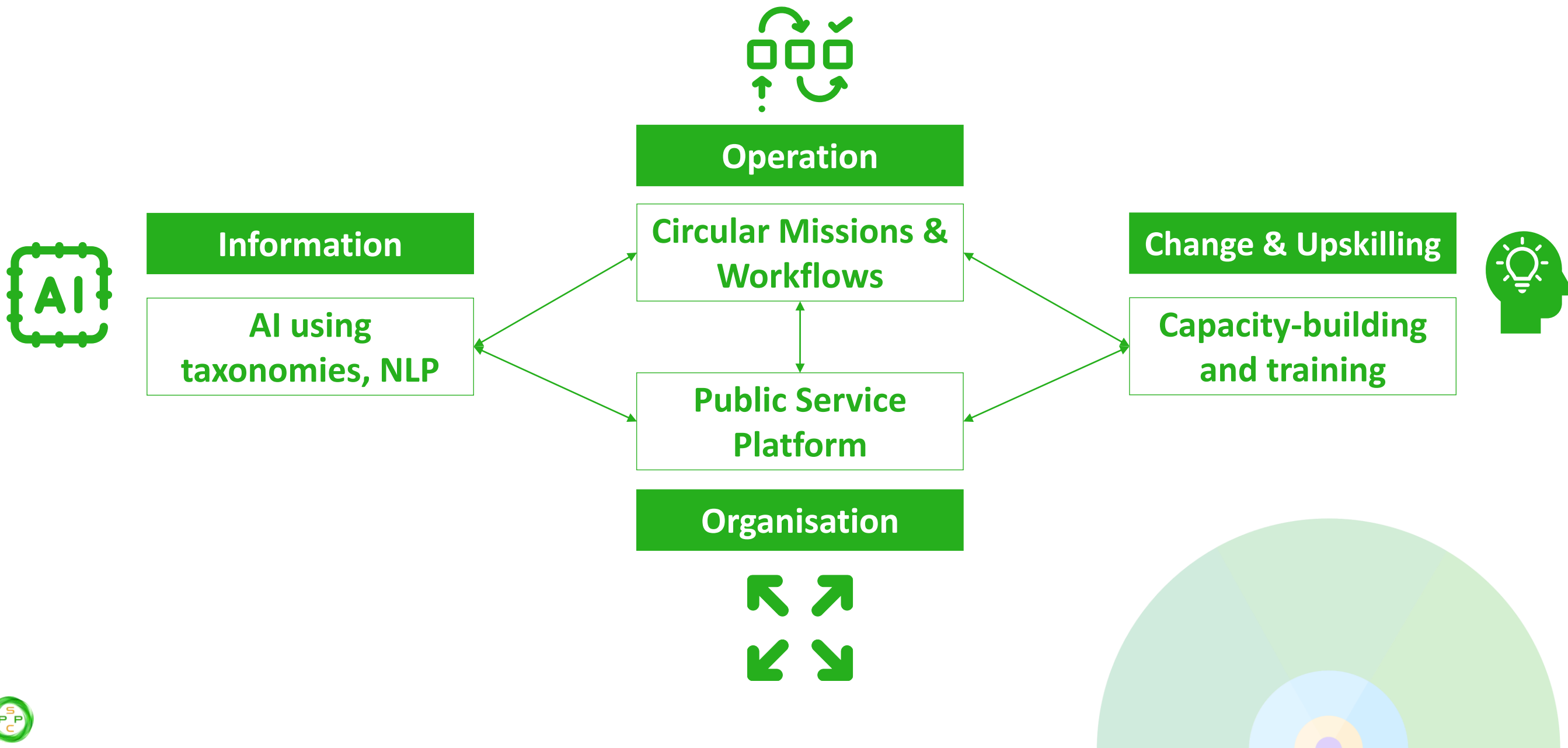
Tender Application Template - Technical

Next steps and Q&A



Desired Innovations (simplified)

The areas of need require digital innovation and CE expertise



CircularPSP is technology neutral

Our focus is to describe the actual problem – you need to come up with technical and practical solutions

**Buyers Group defined a
(very complex) problem
and award criteria**

**Suppliers
define the
solution**

**...any constellation of technologies is thinkable if it fulfils
design principles and requirements etc. ...**

Technical Application Template TD6

Structure of Weighted Award Criteria in TDs

Tender Summary

Expected outcomes during Project

TD2 Challenge Brief

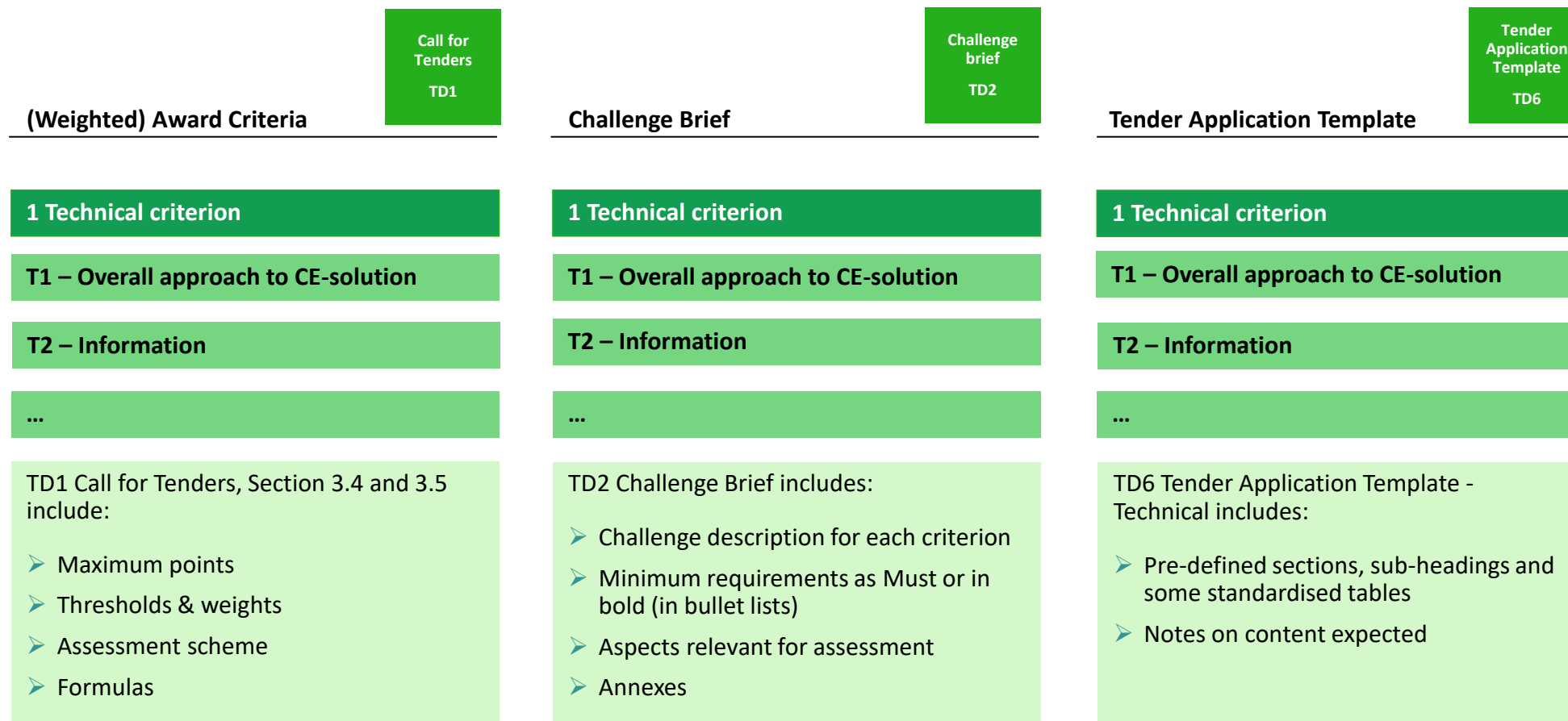
Tender Application Template - Technical

Next steps and Q&A



The Challenge = tender: TD2

The Challenge is structured along the Award Criteria as is the tender/proposal you are going to write



Weighted Award Criteria & Price Quality Ratio

CircularPSP defined three weighted award criteria accompanied with 10 sub-criteria and a price quality ratio of 90-10

Weighted award criteria for Phase I	Maximum points	Threshold	Weight
Technical Criterion			50%
T1 – Overall approach to CE-solution	25	50	
T2 – Information	20		
T3 – Operation	20		
T4 – Organisation	20		
T5 – Change and Upskilling	15		
Total for technical criteria	100	50	
Commercial Feasibility Criterion			20%
CF1 – Innovativeness compared to market SOA	55	50	
CF2 – Business Model	45		
CF3 – Commercialisation Plan*	_*		
Total for commercial feasibility criteria	100	50	
Project Management Criterion			30%
PM1 – Quality and completeness of the work-plan as well as detail of task and result descriptions	45	50	
PM2 – Feasibility of plan and resources to meet the objectives	55		
Total for project management criteria	100	50	
Overall score for tender	100	50	100%

**Quality-price ratio:
90-10%**

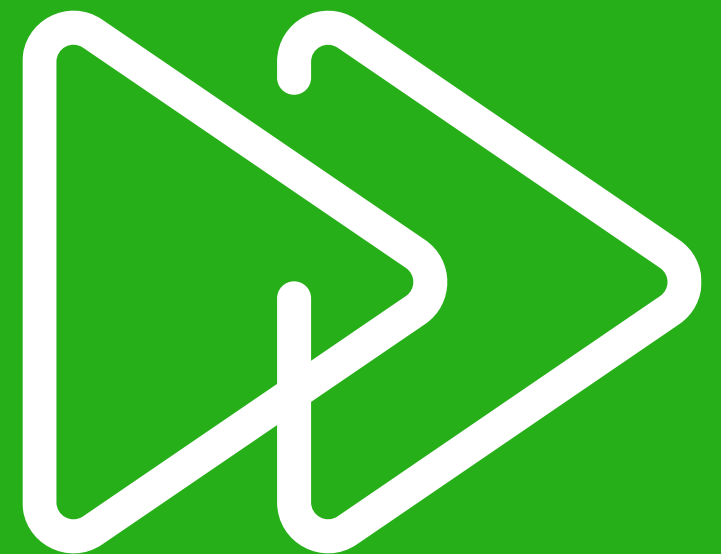
$$Total\ Score_i = 90\% * Quality_i + 10\% * \left(\frac{lowest\ price\ of\ all\ tenders}{Price_i} * 100 \right)$$

* Commercialisation Plan is only applicable for the call-offs for Phase II and III. See full detail in Section 3.4 & 4.5 of TD1 Call for Tenders



Next steps and Q&A

Tender Summary
Expected outcomes during Project
TD2 Challenge Brief
Tender Application Template - Technical
[Next steps and Q&A](#)





Tender Events (online)

CircularPSP organises a Tender Launch Event, one training focused on the tech. part and one training on admin/finance parts

			
Tender Launch Event	11 January	11.00 - 13.00 (CET)	<u>Presentation and recording</u>
Technical Application Training	18 January	11.00 - 13.00 (CET)	<u>Presentation and recording</u>
Administrative & Financial Application Training	25 January	11.00 - 13.00 (CET)	<u>Registration</u>
Open sessions for questions	15 February + TBD	10.00 - 14.00 (CET)	Open

Phase I

May '24 – Sep. '24

Phase II

Oct. '24 – Jun. '25

Phase III

Jun. '25 – May. '26

Suppliers are invited to create a consortium

Search of partners is supported with the Matchmaking Platform

MATCHMAKING

- ▶ Become visible among other suppliers looking for partners
- ▶ Steps, describe:
 - What you are looking for
 - What you are offering
 - Some basics + contact information
- ▶ Completing the form takes only ~5 minutes
- ▶ We encourage companies that cannot cover the whole CircularPSP solution to team up with other companies and apply together with international partners in a joint tender (consortium).

PLATFORM

- ▶ Location: <https://circularpsp.eu/matchmaking/>



Add your profile, offerings and partner requests here

FILL THE FORM

We are looking for:

- A partner (0)
- A coordinator (0)

We are looking for partners with expertise in:

- AI (1)
- Platforms (1)
- Training&Skills (1)
- Workflows (1)

We are looking for partners in the following countries:

- Italy (1)
- Spain (1)

Company 2

Spain



Our role: Partner

Our expertise: AI, Training&Skills

Company 1

Italy



Our role: Seeking a partner

Our expertise: Platforms, Workflows



Suppliers: The “usual” steps to bid

You have been added to a “supplier newsletter” but great if you subscribe beyond 1.4.24

Read and do some form of gap analysis

Build consortium asap

Create an outline and concept – write and iterate

Ensure all formal steps & submit in time





Procurers are also busy

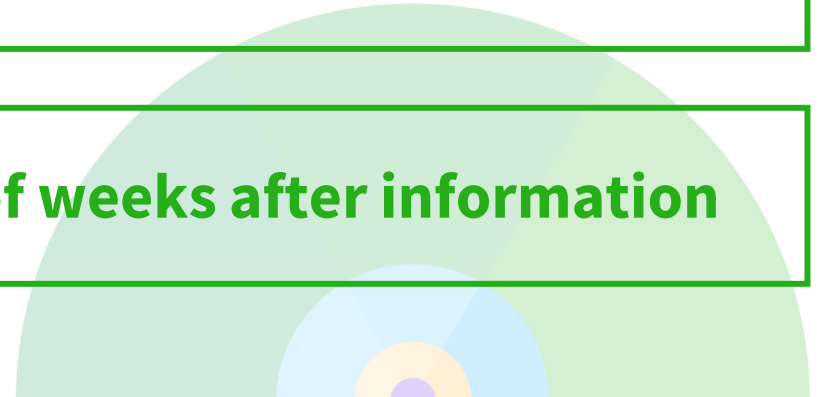
We answer your questions

We prepare the evaluation (also during project)

We grow & inform the Follower Network > if you are a city, write in Chat / any of us

We work on the CE Taxonomy

We inform about results early May – Phase 1 starts a couple of weeks after information





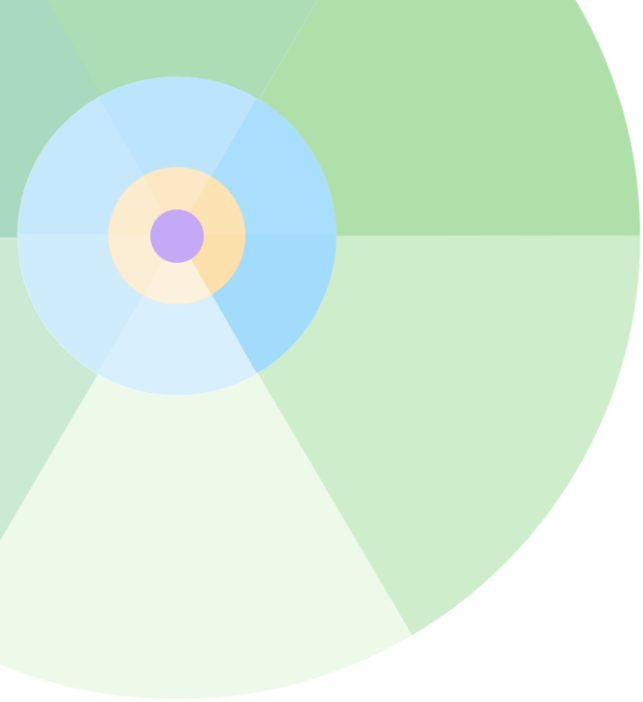
We go through Q&A


We unmute everyone – please raise hand

**Ask anything – sometimes we will refer to
a section or upcoming event**


Any new question will be added to FAQ

Recording stops now




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