

Annex 1 - Description of the assignment

Name of the procurement: Mentoring Services in the RAISE Project

Contracting authority: KIRAHub (KIRA-InnoHub ry)

1. Background information

KIRAHub intends to conclude a framework agreement for ordering mentoring services (hereinafter the service) for companies participating in the RAISE project. Regional AI Initiative for Scaling Enterprises (hereinafter RAISE) (website: <https://centralbaltic.eu/project/raise/>) is a Central Baltic Programme project whose objective is to support growth-stage SMEs in Finland, Estonia, Latvia and Sweden in developing and launching AI-based products and services. The project brings together companies requiring procured services, providers of AI solutions and mentors with the aim of implementing pilot projects, providing expert assistance to companies and supporting their growth and scaling.

2. Subject matter of the public procurement

- 2.1 The subject matter of the public procurement is the provision of mentoring services (hereinafter also the service) as needed until 1 May 2028. The contracting authority will order the service as needed under the framework agreement. The objective of the service is to bring a company participating in projects or programmes and/or covered by a service contract together with an expert in its field (hereinafter also the mentor). This creates a unique opportunity to develop the product or service offered by the company in a field where innovation and creativity are combined with technology.
- 2.2 The objective of the procurement is, where possible, to conclude a framework agreement with several tenderers in each lot in accordance with the Finnish Act on Public Procurement and Concession Contracts. Procurement contracts will be concluded on the basis of the terms of the framework agreement. The framework agreement will specify the hourly rate for the service (60 minutes), which will apply during the provision of the service.
- 2.3 If a framework agreement is concluded with several tenderers and the contracting authority requires the service, the contracting authority will select the service provider to perform the assignment in accordance with the terms of the framework agreement.
- 2.4 If one tender is selected as successful in a procurement lot and a framework agreement is concluded with one tenderer in accordance with the Finnish Act on Public Procurement and Concession Contracts, the contract will be performed at a fixed hourly rate in accordance with the orders placed by the contracting authority.
- 2.5 Terms used in the procurement documents:
 - 2.5.1 **Mentee/company - a start-up or operating company that participates in a project of the contracting authority or is otherwise supported by the contracting authority:**
 - a) early-stage growth companies (start-ups);
 - b) growth-stage companies (scale-ups);
 - c) large companies and public-sector organisations.
 - 2.5.2 **Mentor - a service provider with experience and knowledge of entrepreneurship and/or specific specialist fields.**
 - 2.5.3 **Mentoring service - a service aimed at developing a company, in which the mentor shares professional expertise with the mentee, provides feedback and suggests possible solutions to challenges. The mentor does not propose one specific solution to the mentee or instruct the mentee to follow it.**
 - 2.5.4 **Order - a need of a company participating in the programme to receive advice in a specific field. On the basis of this need, the participating company is matched with a mentor for the provision of mentoring services, and a procurement contract is concluded for the provision of the service.**
- 2.6 The contracting authority will order mentoring services in the following fields (procurement lots):

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Procurement lot number	Field	Number of tenders to be selected, where possible	Maximum value of lot	Estimated value of lot
Lot 1	Data-driven business development	no more than 5	38,400	15,360
Lot 2	Use of artificial intelligence (AI)	no more than 5	38,400	23,040

Principle governing the submission of tenders - each tender must contain information on one specific mentor. A single tender may not propose several different mentors for the same procurement lot. If a company wishes to propose several mentors for one lot, it must prepare and submit separate tenders.

3. Purpose and content of the mentoring service

- 3.1 The objective of the mentoring service is to increase the mentee's knowledge and skills in different areas of business and to provide individual feedback and recommendations. The mentoring service focuses on improving the conditions for the commercial success of the mentee's company.
- 3.2 Mentoring services are provided by experienced entrepreneurs and experts in the field, as well as practising professionals in specialist fields. Mentoring services help entrepreneurs solve concrete challenges and obtain information, guidance and advice that would take considerable time to acquire independently.
- 3.3 To achieve the objective, the mentee has an opportunity to meet mentors personally, discuss concrete challenges, consider possible solutions and thereby achieve the business objectives it has set.
- 3.4 The mentoring service is individual to the mentee, and a representative of the contracting authority is also entitled to participate. The mentee's colleagues may also take part in the mentoring meeting if the company has several members.
- 3.5 The duration of a mentoring meeting between one mentee and a mentor must remain within the scope of the mentoring service specified by the contracting authority. If necessary, several meetings may be held with the same mentor. The maximum scope of the mentoring services may vary depending on the challenge to be resolved by the mentee.
- 3.6 The mentoring service begins with identifying the mentee's mentoring needs and communicating them to the contracting authority. The contracting authority will determine the relevant field of expertise (procurement lot) and select the most suitable mentor to provide the mentoring service in accordance with the provisions of the framework agreement.
- 3.7 When selecting the most suitable mentor, the contracting authority will base its selection on the content and field of the challenge and on the description of the mentor's experience submitted during the procurement procedure. The mentor will be selected in accordance with the mentor selection criteria specified in the framework agreement. Mentors covered by the framework agreement are not guaranteed any orders.
- 3.8 After selecting the most suitable mentor, the contracting authority will provide the mentor by email with an overview of the mentee company and the challenge it wishes to address during the meeting. At the same time, the preliminary scope of the mentoring will be agreed. The mentor must respond to the contracting authority's enquiry within 2 working days and either confirm that the mentor will provide the mentoring service or decline the assignment. If the mentor declines, the contracting authority will send the order for the mentoring service to the next most suitable mentor, provided that the framework agreement for the relevant procurement lot has been concluded with more than one party.
- 3.9 The mentor may begin providing the mentoring service after receiving confirmation from the contracting authority by email.
- 3.10 The mentoring meeting will be held at a place and time agreed and confirmed in advance by the mentor and the mentee, either in person or online.
- 3.11 After providing the service, the mentor must submit to the contracting authority a comprehensive summary of the content and scope of the service provided.

4. Compensation payable for mentoring services

- 4.1 The contracting authority will pay compensation for the provision of the services and fulfilment of the obligations on the basis of the agreed hourly rate and in accordance with the contract terms.

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- 4.2 The contracting authority will compensate the mentor for the provision of the service according to the actual scope of the service provided.
- 4.3 The compensation includes all costs incurred by the mentor that are directly related to the provision of the services and have been approved in advance by the contracting authority. If the contracting authority and the mentor have agreed that the services will be provided outside Finland, the contracting authority must also reimburse the mentor for justified and verified service-related expenses, particularly travel and accommodation expenses, that have been agreed with the contracting authority in advance.

5. Requirements for submitting tenders

- 5.1 **Each tender must contain information on one specific mentor. A single tender may not propose several different mentors for the same procurement lot. If a company wishes to propose several mentors for one lot, it must prepare and submit separate tenders.**
- 5.2 The tender must include a description of the mentor's experience using the form in Annex 4. The description will be used to evaluate tenders during the procurement procedure and to select a suitable mentor during the performance of the framework agreement.
- 5.3 The tender must include the mentor's LinkedIn profile saved as a separate file or a curriculum vitae (CV) setting out the mentor's education and previous work experience.
- 5.4 If the tender is submitted by a legal person, the tender price (hourly rate) must be stated inclusive of VAT (the contracting authority is not liable for VAT). A foreign legal person must state the tender price (hourly rate) so that it includes all costs incurred by the contracting authority.
- 5.5 If the tender is submitted by a natural person, the tender price (hourly rate) must be stated so that it includes all costs incurred by the contracting authority. If the tenderer wishes to receive payment for work performed under the contract:
 - 5.5.1 **as a natural person residing in Finland, the tenderer acting as a natural person must state the hourly rate so that, in addition to the gross remuneration, it includes the taxes and contributions applicable to the remuneration paid by the contracting authority (social tax and the employer's unemployment insurance contribution).**
 - 5.5.2 **as a natural person residing in Finland through an entrepreneur account, the tenderer must state the hourly rate so that it also includes the corporate income tax payable by the contracting authority.**
 - 5.5.3 **as a sole trader residing in Finland, the tenderer must state the hourly rate inclusive of VAT.**
 - 5.5.4 **as a foreign natural person, the tenderer acting as a natural person must state the hourly rate so that, in addition to the gross remuneration, it includes the taxes applicable to the remuneration paid by the contracting authority.**
- 5.6 Tenders containing zero or negative prices will not be accepted and will be rejected.

6. Scope and schedule of the procurement

- 6.1 The maximum monetary value of the framework agreements is stated in section 2.6. When the maximum value of the framework agreement is reached for a particular procurement lot, the framework agreements for that lot will terminate. The final actual value of the framework agreement will be determined by the value of the services actually ordered. The contracting authority is not required to order services up to the maximum value of the framework agreement.
- 6.2 The framework agreements concluded on the basis of the procurement will remain in force until 1 May 2028 or until their maximum monetary value is reached, whichever occurs first.