

EAFIP - Application for Assistance

Fields marked with * are mandatory.

* Name

* Email



APPLICATION FOR ASSISTANCE - Questionnaire -

All public procurers from EU member states can apply for eafip assistance (www.eafip.eu) to launch a [Pre-Commercial Procurement \(PCP\)](#) or a [Procurement of Innovative Solutions \(PPI\)](#).

What does Assistance under the eafip initiative comprise? eafip provides local assistance to selected public procurers in the preparation and implementation of a PCP or PPI procurement, covering the support to:

- Scoping an identified procurement need that can be tackled with innovative solutions
- Preparing and conducting an EU wide published open market consultation
- Drafting tendering documents
- Launching an EU wide published call for tender
- Answering questions from potential tenderers at any time during the process
- Signature of contracts with selected vendor(s), taking into account the relevant provisions under European and national legislation governing public procurement.

The exact scope and content of the assistance to be provided to the selected procurers is determined on a case-by-case basis, in coordination with the European Commission services.

Assistance includes one-to-one meetings, support by email, hands-on guidance and individual support

(including legal support) to prepare and implement a PCP or a PPI procurement. The assistance provided within the eafip initiative does not consist of financial support for activities carried out by the procurer. Each project selected for assistance benefits from 5 man-days of expert assistance that are provided **free of charge** to the procurer by eafip and that are evaluated on a case-by-case basis. Local assistance is provided in the local language of the procurer through the eafip network of experts established across all the EU Member States under the coordination of Corvers. The network of legal experts consists of members located across all the EU Member States.

Please note that:

- Only Pre-commercial procurements (PCP) and Procurements of Innovative Solutions (PPI) with an approved budget are eligible.
- [There are specific eligibility and selection criteria.](#)
- [Projects that receive EU funding for the costs related to the preparation and/or management of an innovation procurement \(e.g. from Horizon 2020 or ESIF programmes\) are not eligible for eafip assistance for activities that are eligible costs under the EU funding they already receive.](#) However, feel free to contact us (a.jaramillo@corvers.com) for more information and to join other relevant activities.

In order to apply for technical and/or legal assistance free of charge, please **fill in the following questionnaire.**

Approximate time to fill in the application: 20-25 minutes

I. Type of procurement

* 1. The procurement with an approved budget is a:

- [PCP](#)
 [PPI](#)
 Not sure

* Please explain briefly

* 2. Does the innovation procurement target any of the following high impact transformative ICT solutions (select):

- Blockchain
 Artificial intelligence
 Cybersecurity
 Other

Please explain briefly

*3. Is the innovation procurement planned under the national digital/ICT strategy?

YES

NO

Please explain briefly:

*4. Do you procure on your own?

YES

NO

*5. Do you procure on behalf of others?

NO

YES

Who do you procure for?

*6. Do you procure together with others (joint procurement)?

YES

NO

Please explain briefly

II. Scope of the procurement

*7. Object of the procurement

*8. Current status

*9. Type of ICT innovation you intend to purchase (e.g. blockchain)

If possible, upload more information or diagram of the relevant ICT landscape (infrastructure or software) in your organisation.

The maximum file size is 1 MB

* 10. Impact of the procurement. Explain (e.g. quality, efficiency improvements, societal impact, cost reduction of public services)

* 11. When do you intend to launch the procurement? Or date of when it was launched.

* 12. Is the ICT solution/innovation you intend to purchase already available?

- YES
- NO, it requires development or is under development
- Already developed but not yet being exploited
- Already exploited but not in large scale
- Other, please explain

Please explain the status of the solution

III. Preparation of the procurement

* 13. Have you performed a needs assessment/identification?

- YES
- NO

Explain briefly and/or upload a file

Please upload your file

The maximum file size is 1 MB

* 14. Have you performed a state of the art analysis "SOTA"?

- YES
- NO

Explain briefly and/or upload a file.

Please upload your file

The maximum file size is 1 MB

* 15. Have you conducted market consultations with regard to the project for which you seek assistance?

- YES, there are no available solutions in the market
- YES, the solutions have not being deployed
- NO market consultations have been conducted

Explain briefly and/or upload a file.

Please upload your file

The maximum file size is 1 MB

* 16. Have you developed a [business case?](#)
(A cost/benefit analysis for developing the ICT solution)

- NO
- YES

You may upload a file

The maximum file size is 1 MB

IV. Budget & timeframe

* 17. Do you have a budget (man/hours) to prepare the procurement? If yes, indicate the amount.

* 18. Do you have a budget for market consultations? If yes, indicate the amount.

* 19. What is the procurement budget?

* 20. Does the budget depend on EU funds (e.g. H2020)?

- NO
- YES
- Not sure

Please explain

* 21. Foreseen date to publish the market consultation or date when it was published.

* 22. Foreseen date to publish the contract notice or date when it was published.

V. Experience on Innovation Procurement

* 23. How many innovation procurements have you undertaken in the past three years?

* 24. Provide references of those procurements

VI. Type of assistance

* 25. What type of assistance are you looking to receive under EAFIP? Please explain

* 26. Do you have procurement assistance to implement your project?

- YES
 NO

Internal advice /external advice

External legal advice / name of law firm if applicable

VII. Contact details

Name of your organisation

Website

Country

Sector

Name

Function in your organisation

Email

Telephone

**Data collected in this survey will be solely used in the context of the eafip initiative and for research and academic purposes.*

The processing of personal data is based on Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Thank you for your submitting your application!

Following an evaluation you will be contacted by us.

If you have any questions, please contact:

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