Open Call: Advisory Services for Innovation Procurement

Annex 2 – Proposal template: Topic #3 – Open Market Consultation

2025

Vs02 simplified

### FEASIBILITY (Weight 40%)

*Feasibility examines the authorisation and resources to engage the market and share insights. It also assesses interdepartmental collaboration to ensure compliance and alignment with strategic goals.*

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| 1. **Permission to actuate** |
| Explain the scope of the consultation activities authorised since it involves sharing information to external stakeholders (e.g., outreach, information sharing, feedback collection, etc). |
| Maximum 500 words. |
| Confirm the availability of necessary resources (e.g., financial, human, technological) to support the market consultation process. |
| Maximum 500 words. |

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| 1. **Interdepartmental collaboration** |
| Identify the departments involved in the market consultation process and their specific roles. Describe how departmental efforts will be coordinated to ensure consistency and alignment during the consultation. |
| Maximum 500 words. |

### TEAM COMMITMENT (Weight 40%)

*It considers whether the team has the appropriate mix of roles, the capacity to engage fully in consultation activities, and the strategic support needed to integrate these efforts into the organization’s innovation agenda.*

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| 1. **Fit-for-Purpose** |
| List the team members and their roles in the open market consultation process. Highlight relevant expertise and experience in market engagement, procurement, or consultation activities. |
| Maximum 500 words. |

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| 1. **Resource allocation** |
| Include a statement of commitment from team members confirming their availability. |
| **Linked to Annex 3. Commitment Letter. Please sign and submit as requested.** |

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| 1. **Strategic alignment** |
| Explain how the team’s participation in the open market consultation aligns with the organisation’s innovation and procurement strategies. Provide examples of how the outcomes will support broader organisational objectives. |
| Maximum 500 words. |
| Describe how management will be informed of progress and involved in key decisions. |
| Maximum 500 words. |

### ADOPTION WILLINGNESS (Weight 20%)

*The focus is on the organisation’s readiness to leverage findings from market interactions to refine procurement specifications and guide future interactions with suppliers, ensuring meaningful use of the consultation outcomes.*

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| 1. **Organizational motivation to adopt** |
| Indicate the organization’s willingness for future follow-up support or collaboration to ensure continued success after the advisory service concludes. |
| Maximum 500 words. |