Invitation for Provision of Intermediary Services to Design,Develop and Operate a Gerontechnology Platform

14 & 21 May 2019
Agenda

A. Introduction and Overview (para 2, 3 & Appendix 1)
B. Objectives and Guiding Principles (para 1.1, 3.13, 4.1 to 4.6)
C. Service Scope (para 4.7 to 4.13)
D. Eligibility Requirements (para 5)
E. Submission of Proposal (para 1, 6, Appendices 2, 4 to 6)
F. Assessment of Proposals (para 7)
G. Key Engagement Terms (para 8 to 30)
H. Submission Checklist
I. Roadmap

* This presentation deck serves to highlight some key areas of the invitation brief at [https://www.sie.gov.hk/html/sie/en/doc/Invitation_Brief_%20Gerontech_Platform.pdf](https://www.sie.gov.hk/html/sie/en/doc/Invitation_Brief_%20Gerontech_Platform.pdf) and is not exhaustive in nature. If there is any inconsistency or ambiguity between the two, the invitation brief shall prevail.
A. Introduction and Overview (para 2, 3 & Appendix 1)

What is SIE Fund?

A HKSARG Trust Fund of HK$500 million

Objectives

To establish or support schemes and experiments with a view to attracting, inspiring or nurturing social entrepreneurship to develop innovations that aim at creating social impact and build social capital for supporting poverty relief in HK.

Positioning

A catalyst for social innovation which connects different sectors to create social impact through innovative solutions that address poverty and social exclusion, and foster well-being and cohesion of the society.
Gerontechnology (3.3)

- Gerontechnology, combining gerontology with technology, is widely recognised as a key to addressing the challenges and tapping the opportunities arising from the ageing population (3.3).

- These products and services may very often be applied to rehabilitation and cater for the needs of people with disabilities (3.3).
B. Objectives and Guiding Principles (para 1.1, 3.13, 4.1 to 4.6)

- To engage **one intermediary** to design, develop and operate an **inclusive gerontechnology platform** (“Platform”) so as to facilitate the development of the gerontechnology ecosystem in HK (1.1 & 4.1)

- The Platform should serve to link up different stakeholders on the supply side and connect them with the demand side by way of **engagement, cross-sector partnerships and collaborations** (4.1)

- The second flagship project of the SIE Fund (3.13)
B. Objectives and Guiding Principles (para 1.1, 3.13, 4.1 to 4.6)

- Not to **replace, duplicate or crowd out** the valuable work being taken forward by other organisations to facilitate the development of gerontechnology in HK (4.2 & 4.3)

- To facilitate **knowledge and experience sharing** as well as **collaborations** with the aim of gathering the efforts of all stakeholders to address the ageing issue in a holistic manner, avoiding duplication of efforts, building capacity, further synergising, and **collectively achieving efficiency and effectiveness** in the gerontechnology sector as well as **bigger social impact** for HK (4.3)
B. Objectives and Guiding Principles (para 1.1, 3.13, 4.1 to 4.6)

- Design, development and operation of the Platform is expected to be **flexible** and **versatile** to meet the changing needs and the evolution of the gerontechnology ecosystem (4.4)

- The Platform should be designed, developed and operated in an **inclusive manner** to enable:
  
  - **cross-sector partnership, collaboration and engagement** with existing and new stakeholders
  - **complementarity to** and **linking up** of existing and future set-ups, initiatives and efforts of existing and new stakeholders (4.5)

- The SIE Fund will provide the intermediary with **one-off seed funding**. The Intermediary is required to devise a business model which will be **financially sustainable** (4.6)
The platform shall comprise the following four **basic elements**:

1) Knowledge hub  
2) Network and capacity building  
3) Consultancy, localisation and testing support  
4) Impact assessment
Possible Phased Development (4.7)

The Platform may be designed, developed and operated by phases in terms of the four basic elements and/or different specific themes to be proposed by the proponents.

Example 1:

- Phase 1: Mental Health
- Phase 2: Food
- Phase 3: Mobility
- Phase N...

Example 2:

- Phase 1: Ageing in Place
- Phase 2: Institutional Care
- Phase N...

Four Basic Elements:
- Knowledge Hub
- Consultancy, Localisation & Testing Support
- Network & Capacity Building
- Impact Assessment
1) Knowledge Hub (4.8)(a) & (b)

- Design, establish and maintain an **online repository of different resources** relating to gerontechnology for all stakeholders throughout the engagement period and 3 years thereafter.

- Formulate and implement strategy and plan to **keep individual stakeholders updated** of the latest information with **suitable analysis**.
2) **Network and Capacity Building** *(4.8)(c) to (e)*

- Formulate and implement strategy and plan to -
  - Establish **networks** and organise **activities and events**
  - **Collaborate** and **link up** with:
    - other organisations which are working on initiatives relating to the four basic elements
    - existing and future set-ups, initiatives and efforts of existing and new stakeholders which serve to facilitate the development of the gerontechnology ecosystem
- Implement any **referral and collaboration mechanisms** with other intermediaries of SIE Fund or any other parties as directed by SIE Fund
3) **Consultancy, Localisation and Testing Support** *(4.8)(f) to (m)*

- Set up and maintain **a central pool of professionals and consultants** to –
  
  - provide **consultancy or mentorship** to gerontotechnology start-ups for developing or commercialising their products
  
  - strengthen the **case-building and pitching skills** of gerontotechnology start-ups for pitching external funding or investment

- Organise **tours** to local and overseas exhibitions, and identify and source **suitable overseas products** for HK market
C. Service Scope *(para 4.7 to 4.13)*

3) Consultancy, Localisation and Testing Support (cont’d) *(4.8)(f) to (m)*

- Formulate and implement strategy and plan of **localisation and adaptation** to:
  - **identify** and **source** overseas products that suit local demands
  - **coordinate** demand for overseas products and facilitate **communication with suppliers or distributors**

- Formulate and implement strategy and plan of **testing support** to:
  - **engage service unit(s)/center(s)/entity(ies)** to showcase and test new products
  - **provide professional and technical support and advice for testing sites**
  - facilitate suppliers / service providers in buying **insurance** for testing new products
  - Compile and disseminate **testing records and results**
C. Service Scope (para 4.7 to 4.13)

4) Impact Assessment (4.8)(n) to (o)

- Design and conduct a **baseline study** on the fragmentation of the gerontechnology ecosystem.

- Design and implement a mechanism to regularly measure and evaluate the **effectiveness of the Platform** against its objective, agreed KPIs, target outcomes and expected impacts within the engagement period and for 3 years thereafter.
C. Service Scope  (para 4.7 to 4.13)

5) **Others**  (4.9 to 4.13)

- **Marketing strategy and plan** to promote the Platform through engagement with different sectors
- A credible **performance management mechanism** to measure and evaluate the performance of the intermediary
- A **steering committee** to oversee the implementation work
- Various **information and communication technology system support** to underpin operation of the Knowledge Hub and any other IT system to be established
D. Eligibility Requirements *(para 5)*

**Eligibility of Intermediary** *(5.1) to (5.2)*

- Can be a charitable institution, registered company, registered co-operative society, registered society or statutory body
- Must be an entity capable of entering into Engagement Agreement with the Trustee

**Proponent in the Form of Alliance/Consortium** *(5.3)*

- One of the parties should be assigned as **Principal Proponent** and authorised by all other parties to –
  - take up the overall coordination role
  - enter into Engagement Agreement with the Trustee
  - be responsible for the due and faithful performance of the intermediary as a whole
Points to note

- Each entity may submit only one proposal (6.1)

- If the Proponent takes the form of an alliance/consortium comprising two or more parties, the Principal Proponent may submit only one proposal, while other parties of the alliance/consortium may be involved in more than one proposal as a party under different alliance(s)/consortium(s) but not as the Principal Proponent (6.1)
E. Submission of Proposal  (*para 1, 6, Appendices 2, 4 to 6*)

Points to note (cont’d)

- A valid proposal –
  - consists of a **Business Plan Proposal** and a **Fee Proposal** *(6.2)*
  - has to remain valid for at least 12 months *(6.2)*
  - includes one set of hardcopy and one set of softcopy *(6.3)*
  - has to be submitted to the SIE Fund Secretariat at Efficiency Office not later than **18:00 hr, 23 July 2019 (Tuesday)** *(6.4)*

- Submissions not complying with the above will **not** be considered further *(6.6)*

- To adopt the templates for proposals as far as possible *(6.7 & 6.12)*

- Not to collude with any person in relation to this engagement *(6.14)*

- Not to initiate further contact with the Trustee after submission of proposal *(6.17)*
E. Submission of Proposal  *(para 1, 6, Appendices 2, 4 to 6)*

**Business Plan Proposal** *(6.7 & Appendix 2)*

- Part I - Particulars of the Proponent (Form)
  - *one form for each party* in case of an alliance / consortium

- Part II(a) - Details of Proposal (Form)
  - *one form* for each proposal

- Part II(b) – Details of Proposal (Free format)
  - *one proposal* for each submission
One party should be assigned as Principal Proponent in case of an alliance / consortium

Click “Yes” if the party is the Principal Proponent
A. Proposed duration of engagement period

- at least 3 years and no more than 5 years \((4.12 \text{ and } 9.1)\)

\[ \text{years} \]

(Note: The proposed duration should fall within the range of 3 and 5 years.)

- actual engagement period to be decided by the Trustee \((1.3 \text{ & } 9.1)\)

- break clause may apply \((9.1)\)
B. Proposed number of tiers

- at least one, up to three
  - Tier 0 – baseline (mandatory)
  - Tiers 1 and 2 – incentive for better performance up to two tiers (optional)

- designated sets of KPIs assigned to each tier in Part C


<table>
<thead>
<tr>
<th>Proposed KPIs (Note 1)</th>
<th>Tier 0 (baseline)</th>
<th>Tier 1 (Note 2)</th>
<th>Tier 2 (Note 3)</th>
</tr>
</thead>
</table>
C. Proposed KPIs

- SMART (specific, measurable, attainable, relevant and time-bound)
- final KPIs to be agreed between the selected proponent and Trustee

<table>
<thead>
<tr>
<th>Proposed KPIs (Note 1)</th>
<th>Tier 0 (baseline)</th>
<th>Tier 1 (Note 2)</th>
<th>Tier 2 (Note 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1(1) The proposed KPIs cover all those critical tasks in respect of the Services to be delivered by the Proponent as far as possible. They should be SMART (specific, measurable, attainable, relevant and time-bound) and outcome-based as far as practicable. The Trustee will negotiate with the Proponent to finalise a set of KPIs to be adopted for appointment as and when the Proponent is selected under the assessment process.

2(2) Only applicable if the proposed number of tiers for the tiered and incentive-based payment structure is 2 (i.e. Tiers 0 & 1) or 3 (i.e. Tiers 0, 1 & 2).

3(3) Only applicable if the proposed number of tiers for the tiered and incentive-based payment structure is 3 (i.e. Tiers 0, 1 & 2).

D. Conflict of interest

E. Validity period of the proposal

- at least 12 months
Business Plan Proposal – Part II(b)  (Appendix 2)

- Free format
- Proposed framework and information to be provided (Appendix 2) are consistent with the detailed assessment criteria (Appendix 6).
- To adopt the framework and provide all the information required for comprehensive and accurate assessment
**Fee Proposal** *(1.3, 6.10, 6.11, Appendices 4 & 5)*

- Fixed, all-inclusive lump sum service fee ($X$)
- Tiered and incentive-based payment structure
  - Tier 2: Outperform ($X + B\% \text{ of } X$) (Optional)
  - Tier 1: Overshoot ($X + A\% \text{ of } X$) (Mandatory)
  - Tier 0: Basic ($X$)
- $B\% > A\%$
- Payment is linked to types and levels of KPIs specified in Part II(a)(C) of the Business Plan Proposal
- Breakdown of key cost components required
- **Actual funding size to be decided by the Trustee**
The following information provided should be consistent –

- number of tiers proposed in Appendix 2
- sets of KPIs proposed in Appendix 2
- levels of service fee proposed in Appendix 4

\[ X \text{ tier(s)} \rightarrow X \text{ set(s) of KPIs} \rightarrow X \text{ level(s) of service fee(s)} \]

\[ X = \text{at least one, up to three} \]
E. Submission of proposal (para 1, 6, Appendices 2, 4 to 6)

Fee Proposal (cont’d) (Appendix 4)

B. Proposed Number of Tiers for the Tiered and Incentive-based Payment Structure (See paragraph 6.11 and Appendix 4 of the Invitation Brief)

(Part II (a) B of Appendix 2)

<table>
<thead>
<tr>
<th>Proposed KPIs (Note 1)</th>
<th>Tier 0 (baseline)</th>
<th>Tier 1 (Note 2)</th>
<th>Tier 2 (Note 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Part II (a) C of Appendix 2)

<table>
<thead>
<tr>
<th>Proposed Tier above Baseline</th>
<th>Additional Service Fee (as a percentage of the fixed, all-inclusive lump sum service fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 0 (baseline)</td>
<td>%</td>
</tr>
<tr>
<td>Tier 1</td>
<td>%</td>
</tr>
<tr>
<td>Tier 2</td>
<td>%</td>
</tr>
</tbody>
</table>

(Parts A and B of Appendix 4)
### F. Assessment of Proposals (para 7)

**Pre-determined assessment criteria**

<table>
<thead>
<tr>
<th>Details of Proposal</th>
<th>Assessment and weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Plan Proposal</strong> <em>(Appendix 2)</em></td>
<td><em>(Appendix 6)</em></td>
</tr>
<tr>
<td>1. Vision, Objectives and Impact</td>
<td>10%</td>
</tr>
<tr>
<td>2. Capability</td>
<td>20%</td>
</tr>
<tr>
<td>3. Service Design</td>
<td>35%</td>
</tr>
<tr>
<td>4. Implementation / Execution</td>
<td>15%</td>
</tr>
</tbody>
</table>

**Fee Proposal** *(Appendix 4)* *(Appendix 6)*

| 5. Cost Effectiveness                     | 20%                      |

**Total**

100%

Critical assessment criteria – required to exceed passing scores *(7.3)*
F. Assessment of Proposals (para 7)

Three-stage assessment process (7.4) to (7.8)

Stage 1 – by Intermediary Assessment Committee (IAC)

- Meeting the eligibility in para 5.1 to 5.3 and the requirements on proposal submission in para 6.1 to 6.4

- Scoring over “10” for “Capability” **AND** over “17.5” for “Service Design”

- Scoring “60” or above in total **OR**

- Scoring between “50” and “60” in total; and either over “14” for “Capability” or over “24.5” for “Service Design”

Stage 2
Three-stage assessment process (cont’d) (7.4) to (7.8)

Stage 2 – by IAC

- Interview and discussion with proponents passing Stage 1
- Finalise assessment and make recommendation

Stage 3 – by SIE Fund Task Force

- Review IAC’s recommendation and endorse appointment of intermediary
F. Assessment of Proposals *(para 7)*

**Financial capability of proponents *(7.9) & (7.10)***

- Consistent with government procurement regulations

<table>
<thead>
<tr>
<th></th>
<th>Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ $1.4m</td>
<td>&gt; $1.4m and ≤ $15m</td>
</tr>
<tr>
<td><strong>Financial Vetting</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>Contract deposit</strong></td>
<td>X</td>
</tr>
</tbody>
</table>
G. Key Engagement Terms *(para 8 to 30)*

- Key terms and conditions (non-exhaustive) to be stipulated in Engagement Agreement

  - Engagement Period
  - Payment Arrangement
  - Performance Monitoring of the Intermediary
  - Corporate Governance
  - Financial Reporting and Control
  - Sponsorship and Donations
  - Variation in the Scope of the Services
  - Insurance
  - Conflict of Interest
  - Probity and Anti-Corruption
  - Data Security

  - Confidentiality
  - Intellectual Property Rights
  - Termination of the Agreement
  - Liabilities and Indemnity
  - Non-Assignment, Restrictions on Sub-Contracting and the Use of Sub-contractors
  - Consent to Disclosure
  - Nature of Agreement
  - Governing Law
  - Trustee Not Liable for Information
  - Third Party Rights
  - Settlement of Disputes
H. Submission Checklist

- Business Plan Proposal (Appendix 2)
  - Part I – Particular of proponent (one form for each party)
  - Part II(a) – Details of Proposal (one form)
  - Part II(b) – Details of Proposal (one proposal)
- Fee Proposal (Appendix 4)
- Consent to Disclosure (Appendix 8)
- All the above documents duly signed and sealed
- One set of hardcopy and one set of softcopy
- Sealed plain envelope marked “Proposal for Design, Development and Operation of a Gerontechnology Platform for the SIE Fund”
- Deposit in the collection box marked as “Proposal for Design, Development and Operation of a Gerontechnology Platform for the SIE Fund” located at 41/F of Revenue Tower not later than 18:00 hr on 23 July 2019 (Tuesday)
I. Roadmap

- Closing of Invitation: 18:00 hr, 23 Jul 2019

  Tentative
  - Assessment of Proposals: Late Jul to Oct 2019
  - Notification of Results: Nov 2019
  - Negotiation and Preparation of Engagement Agreement: Nov to Dec 2019
Q&A
Thank you