



## Route 3 Procurement Advertisement Template

Requestor Details	
Name	Susanne Harding
Legal Entity	Climate-KIC Holding B.V.
Job Title	Company secretary

Contract Details	
Contract Title & Reference	Board management solution
Type of Contract	<i>Software licence</i>
Short Description	Climate-KIC are seeking a management software tool to improve efficiency and connectivity at board meetings.
Contract Duration	12 months
Details of goods/services to be provided	<p>The software tool will be able to:</p> <ul style="list-style-type: none"> <li>- Create board meeting packs</li> <li>- Enable collaboration and annotations on board meeting material</li> <li>- Support voting and resolutions</li> <li>- Manage agendas, discussions of board meetings and minutes with directors</li> <li>- Offer real-time access to board materials on their computers and mobile devices.</li> </ul> <p>Climate-KIC want this to be:</p> <ul style="list-style-type: none"> <li>- An intuitive tool with maximum user friendliness to ensure quick, 100% adoption in face of varying levels of tech savviness across the board members</li> <li>- Accompanied by excellent 24/7 support for board users</li> <li>- Deployed with one-on-one training as part of onboarding and as an ongoing service</li> <li>- Offering maximum IT security and data protection compliance</li> <li>- Provided by an established, experienced provider</li> <li>- Ideally ready to be used for mid-February 2019 board meetings.</li> </ul>

Timescales	
Deadline for receipt of Expressions of Interest	5:00pm Monday 17 December 2019

Deadline for receipt of proposals	20 December 2018
Proposal must be valid for	1 month

Contact Details for Expressions of Interest	
Contact Person	Susanne Harding
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