

# QUESTIONNAIRE

## 1. Initial analysis: needs and market

- A prior analysis is carried out to find out the need (e.g. what the need consisted of, available resources, deadlines, or others).
- The need is consistent with the entity's Strategic Planning (Strategic Plan, Health Plan or others) and there is a willingness to adopt it, in the case of PCP (PreCommercial Procurement).
- It is analyzed whether the need is shared by other entities and in that case, it is assessed whether a joint purchase is appropriate.
- The need is communicated in advance to the market ("Early Demand Map", prior announcement, e-publication, or others).
- An analysis of the market and its dynamics is carried out (e.g. possible solutions, relevant actors, communication mechanisms, technology watch reports, or others).

## 2. Planning the preliminary market consultation

- A preliminary market consultation is carried out.
- The preliminary market consultation has mechanisms that enhance competition, non-discrimination, and transparency of the process (e.g. Publication of the object of the consultation, its procedure, the participants in it, questions and answers relevant to all, or others).
- The planned duration for the development of the preliminary market consultation is sufficient.
- To generate trust in the process, explicit and transparent confidentiality mechanisms are used.

## 3. Development of preliminary market consultation

- The number of participants in the preliminary market consultation is sufficient.
- The consultation is widely disseminated (e.g. official gazettes, public sector procurement platforms, websites, social media, business associations or others), if carried out with active economic operators.
- The preliminary market consultation ensures confidentiality, both of the proposed solutions and of the information justified as confidential.
- The final report of the preliminary market consultation published contains all the relevant information on its development.
- The preliminary market consultation is useful for a possible tender (provides relevant information on the relevance of the tender, definition of the subject-matter of the contract, scope, operating model, budget, or others).

## 4. Definition of the subject-matter of the contract

- The subject-matter of the contract is clearly defined.
- The subject-matter of the contract is open to the submission of innovative solutions.
- The subject-matter includes the minimum degree of innovation required to validate the public procurement of innovation process (technology maturity levels, or others) and the objectives and indicators of compliance.

## 5. Participation in a multidisciplinary team

- The team that involved in the preparation and design of the contract and consults with the various actors involved in detecting the need and using the solution (doctors, contracting unit, technicians, or others) is multidisciplinary.

## 6. Selection of the procurement procedure

- The procurement procedure selected is appropriate to meet the anticipated need.
- The selected procurement procedure contributes to achieving the result with the degree of innovation sought.
- The selected procurement procedure allows for interaction and dialogue with the participants (e.g. competitive dialogue, competitive procedure with negotiation, innovation partnership).
- The contract includes the results of the negotiation process.

## 7. Functional specifications

- Functional specifications are used identifying the key results sought.
- The minimum acceptable requirements established leave enough scope for economic operators to make their proposals.

## 8. IPR management model and its exploitation

- It is foreseen how to share the risks and benefits with the companies.
- The contracting authority foresees the total or partial transfer of the IPR in favor of the contractors.
- The contracting authority considers reserving rights of use and modification of the results, for itself and for related third parties.

## 9. Presentation of offers

- The bid submission process is adequate (e.g. with the possibility of holding an explanatory session on specifications, or others).
- The deadline for submitting offers is adequate (with time to analyze the preliminary consultation report to the market, to create consortia, or to use instruments such as **innodemanda**<sup>1</sup>, or others).

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<https://www.cdti.es/index.asp?MP=4&MS=0&MN=1&textobuscado=innodemanda&tipo=1&TR=A&IDR=38&tipoO=Contenido&id=1549&xtmc=innodemanda&xtr=2>

## 10. Estimated value of the contract

- The estimated value of the contract is adapted to the R&D activity required for the execution of the contract.

## 11. Selection criteria

- The most appropriate solvency is required for the purpose of the contract.
- The solvency required does not limit the participation of small and medium-sized companies, spin-offs, start-ups, or others.

## 12. Criteria for final awarding of the contract

- The award criteria clearly reflect the assessment of the innovation.
- The award criteria give more value, in relative terms, to innovative aspects than to price.
- A committee of experts with the capacity to assess the innovation is appointed.

## 13. Variants or modifications to the selected solution

- Variants are allowed to promote innovative solutions.

## 14. Monitoring and control of execution

- Personal means are established by the contractor (e.g. those responsible for the contract, technical office, or others) to control the execution of the contract.
- Personal means are established by the procurers (e.g. those responsible for the contract, technical office, or others) to control the execution of the contract.
- Mechanisms are defined to control the correct execution of the contract, detect possible deviations and arbitrate solutions to unexpected situations (e.g. work plan, schedule, establishment of partial milestones, performance measures, KPIs, phase changes, risk control, model governance or others).
- The mechanisms to correct possible deviations in the fulfillment of the contract (e.g. penalties, “exit” clauses, change clauses, termination clauses, etc.) are clearly defined.

## 15. Duration of the contract

- The duration of the contract is appropriate to the degree of R&D that must be carried out during its execution.

## 16. Evaluation phases / milestones of the contract

- An evaluation system is defined for each intermediate phase / milestone.
- The evaluation activities follow the defined system and are maintained throughout the execution of the contract.

## 17. Final assessment of the contract

- The final assessment of the contract includes all relevant results (e.g. health, economic, innovation, environmental, or others).
- In the final assessment, the aspects to be improved, the good practices and practices to avoid are analyzed, in order to learn and make final recommendations for future hiring, as well as the evaluation of the future escalation conditions in the case of a PCP with result positive.

## 18. Impact

- An assessment of the impact of the public purchase of innovation is carried out in the medium term (e.g. 2 years), taking into account all relevant aspects (e.g. health, innovation, economic, environmental, or others).
- In case of a successful pre-commercial public purchase (PCP), the adoption of the solution is considered.

This final questionnaire is available at: <http://cpi.aragon.es/catedraiacs/proceso-delphi-de-compra-publica-de-innovacion/cuestionario/>