

Request for proposal:

EIT RM – Project Management and Support for Implementation of new BoB Financial Toolset.

11.05.2026

EIT RawMaterials GmbH - Knesebeckstr. 62 - 10719 Berlin - Germany

Amtsgericht Charlottenburg HRB 168389 B - Sitz: Berlin Geschäftsführer: Bernd Schäfer,
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1. Overview of EIT RawMaterials

EIT RawMaterials is a 'Knowledge and Innovation Communities' (KICs) created by the European Institute of Innovation and Technology (EIT), aimed at promoting innovation in the raw materials sector across Europe. Established in 2015, EIT RawMaterials works to secure the sustainable supply of raw materials to the European industry by driving innovation, education, and entrepreneurship along the entire raw materials value chain.

We are a knowledge-driven business and a catalyst for industrial progress. Our offerings leverage our expertise and that of our network – the world's largest network in the raw [and advanced] materials sector – which includes companies at every stage of evolution, from start-ups to market leaders, along with leading international universities, research organisations, and top experts and future talent from the sector.

Our activities span from mining and mineral processing to material recycling and substitution, focusing on increasing resource efficiency and fostering a circular economy.

We inform policy, apply knowledge, accelerate innovation, create opportunity, and unlock commercial value – for our partners and customers throughout the raw materials value chain to develop the raw materials sector as a strategic strength and foundation for a secure, sustainable future for Europe.

Our offerings are designed to help our partners and industry to be part of Europe's strategic agenda to ensure supply chain security and make the 'Green New Deal' a reality that benefits the people of Europe and partner nations.

For more information about our company please visit the following website:

<https://eitrawmaterials.eu/>

2. Project Overview and Objectives

EIT RawMaterials ("EIT RM") intends to modernize its Finance and HR application landscape by replacing the existing software setup with a selected portfolio of best-of-breed ("BoB") solutions.

The overarching objective is to redesign, standardize, and optimize back-office processes by deploying market-leading tools that best meet EIT RM's operational, financial, and organizational requirements.

An initial expert-led assessment and solution mapping has already been completed, resulting in a shortlist of suitable tools. The purpose of this RFP is to select a qualified and experienced service provider to:

- Validate the results of the assessment
- Manage the implementation of the selected solutions
- Support EIT RM throughout the transformation lifecycle

3. Scope of Work

The selected service provider shall act as an end-to-end project partner, delivering project management and advisory services across both IT and finance-related domains.

3.1 General Scope

The scope of services includes:

- Confirmation and detailed validation of the preselected best-of-breed solutions
- Structured project management across all project phases
- Functional and technical advisory support
- Optional, on-demand support in preparing finance, accounting, and commercial processes to enable effective configuration and adoption of the selected tools
- Knowledge transfer, training, and stabilization support during early operations

In addition to IT and project management tasks, the service provider is expected to contribute hands-on finance and accounting expertise to ensure that processes, data structures, and content are aligned with best practices and tool capabilities.

3.2 Functional Coverage

The BoB solution to be implemented shall cover the following functional areas:

- Procurement
- Accounts Payable
- Reporting
- Debtor Management
- Treasury
- HRIS (optional)
- Time Tracking
- Link to grant administration toolset & CRM

4. Tasks to Be Performed

Bidders are encouraged to propose additional or alternative tasks where these add value to the proposed approach.

4.1 Evaluation

The Bidder shall perform a confirmatory deep-dive evaluation of the preselected tools, including:

- Development of detailed evaluation checklists per tool in cooperation with EIT RM
- Identification and preparation of general prerequisite topics prior to implementation, including but not limited to:

- Harmonization of accounts within group companies
- General data structures
- Harmonized cost unit and cost center concepts
- Integration requirements with existing systems (in particular BlueBook, HubSpot, and DATEV)
- Confirmation of the assessment phase with focus on missing topics and additional general requirements such as:
 - Single Sign-On (SSO)
 - Seamless user integration
- On-demand support in resolving preparatory tasks
- Arrangement of tool provider presentations
- Tool testing based on defined test cases, including, where applicable:
 - Full data export capabilities
 - Eligibility of export for tax and regulatory documentation
 - Data portability in case of future tool changes
- Coordination and facilitation of questions and clarifications with tool providers
- Preparation of management decision support material (e.g. pricing overview, recommendation, decision deck)
- Support in the preparation of procurement documentation for tool and SaaS contracts (e.g. Best RFPs, Best Value for Money memos)

4.2 Implementation, User Onboarding & Training

During the Implementation Phase, the Bidder shall perform the following activities:

4.2.1 Establishment of project governance and reporting structures

- Development of a detailed implementation project plan and milestones
- Resource planning and coordination across all involved parties
- Risk, issue, and dependency management
- Regular project reporting and steering committee support
- Onboarding, preparation, and coordination of tool providers

4.2.2 Solution Configuration and Technical Implementation

- System configuration in accordance with approved business requirements
- Setup of modules and functionalities within scope
- Coordination and implementation of required system integrations
- Support of data migration activities, where applicable
- Preparation of process documentation (to an agreed level of detail)

4.2.3 Business Process Alignment and Enablement

- Translation of target processes into system design and configuration inputs
- Advisory support on best-practice finance and commercial process design
- Validation of process-to-system alignment and resolution of gaps

4.2.4 Testing, Validation, and Go-Live Preparation

- Definition and coordination of test scenarios and test cycles
- Support during system, integration, and user acceptance testing
- Resolution of implementation-related issues and defects
- Go-live readiness assessment and cut-over support

4.3 Training and Support

- Development of a training concept and training materials
- Preparation of knowledge transfer documentation
- Enablement of key users and operational support roles
- Preparation of a post-go-live support summary

5. Project Phases and Expected Timeline

Phase	Phase Name	Scope Summary	Expected Duration*
1	Evaluation (Confirmatory Deep-Dive)	Detailed validation of preselected BoB solutions including functional fit, technical feasibility, integration requirements, and implementation approach	4 weeks
2	Implementation	Step-by-step implementation of approved tools including configuration, integrations, data migration, and process alignment	3 months
3	User Onboarding and Training	Initial user onboarding, role-based training, documentation, and knowledge transfer	3–6 weeks
4	Post-Go-Live Support and Stabilization	Support, troubleshooting, process fine-tuning, and additional training during early live operations	3 months after go-live

* Durations are indicative and subject to refinement.

6. Minimum Expected Deliverables

At a minimum, the Bidder shall provide the following deliverables. Bidders may propose additional or alternative deliverables where these add value.

6.1 Evaluation Phase

- Evaluation report per tool incl. specific results for integration and interface to the other BoB tools
- Confirmation or adjustment of fit-gap assessment
- Integration architecture and target data structure (data layer concept)
- Management decision support materials (e.g. recommendation deck)

6.2 Implementation Phase

- Project plan and governance setup
- Configured solutions in accordance with the agreed scope
- Process documentation (to an agreed level of detail)

6.3 Training and Support

- Training concept and training materials
- Knowledge transfer documentation
- Post-go-live support summary

7. Requirements

7.1 Functional and Professional Requirements

- The Bidder shall demonstrate relevant and verifiable experience in Finance and HR transformation projects, preferably involving best-of-breed software landscapes.
- The Bidder shall provide end-to-end project services including project management, IT and system integration support, and functional advisory services for finance, accounting, and commercial processes (on demand).
- The Bidder shall ensure the availability of qualified consultants with both IT expertise and a strong finance, accounting, and commercial background.
- The Bidder shall provide hands-on support in preparing and optimizing business processes, data models, and content to enable effective system configuration and operation.
- A structured, transparent, and proven project management methodology shall be applied across all project phases.

7.2 Commercial Requirements

- The Bidder shall provide fixed hourly rates differentiated by role, including at a minimum:
 - Junior Consultant
 - Senior Consultant
 - Partner
 - Role-specific or finance subject-matter experts
- The Bidder shall submit an estimate of the expected total project effort (e.g. hours or person-days) and a high-level cost estimation based on the proposed approach.

7.3 Language and Communication Requirements

- English shall be the binding project language.
- All documentation, communication, workshops, training sessions, reports, and deliverables shall be provided exclusively in English.

8. Proposal Process

8.1. Submission of proposal

EVENT	DATE (Calendar dates)
Publishing the RFP on EIT RawMaterials website	11.05.2026
Deadline for requesting clarification from EIT RawMaterials	19.05.2026
Deadline for submitting proposals	22.05.2026
Intended date of notification of award	27.05.2026
Intended date of contract signature	29.05.2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of Timon Herzog

E-mail: Timon.herzog@eitrawmaterials.eu

The proposal shall contain:

- Prices must be indicated as net amount + VAT.
- A basic time plan

- Information on GDPR compliance, if applicable.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.
- Further points as per 7. "Requirements"

Proposals must be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals shall, if applicable, also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers in this rfp document and that it has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

8.2. Validity of the proposals

Tenderers are bound by their proposals 90 days after the deadline for submitting proposals.

8.3. Costs for preparing proposals

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

8.4. Ownership of the proposals

EIT RawMaterials retains ownership of all proposals received under this procedure. Proprietary information identified as such, which is submitted by tenderers in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT RawMaterials may transfer the proposal and the contract of the supplier to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

8.5. Clarification related to the submitted proposals

After submission, proposals shall be reviewed for compliance with formal requirements as set forth in this RfP document. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT RawMaterials may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be done through written communication – email only.

8.6. Negotiation about the submitted proposal

After reviewing the formal compliance of the tenders, EIT RawMaterials may negotiate the contract terms with the tenderers. In this negotiation EIT RawMaterials will request all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiations, EIT RawMaterials shall provide further information about the proceedings and timing.

8.7. Cancellation of the procedure

EIT RawMaterials reserves the right to suspend or cancel the procedure, where the procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, EIT RawMaterials may refrain from concluding the contract.

In the event of cancellation of the procedure, EIT RawMaterials will notify the tenderers of the cancellation. In no event shall EIT RawMaterials be liable for whatsoever, including, without limitation, damages for loss of profits, in any way connected to the cancellation of the procedure.

8.8. Ethics clauses / Corruptive practices

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Furthermore, the supplier acknowledges and accepts the Code of Conduct of EIT RawMaterials which can be downloaded via www.eitrawmaterials.eu