

## ADDENDUM – 21 October 2020

This Addendum supersedes:

- **2. About City I&T Grand Challenge**
- **4. Requirement on Training Workshops to be delivered by Service Provider – 4.2.2, 4.2.3, 4.2.5**
- **5. Scope of Services – 5.1**
- **6. Assessment Criteria** on Training Workshops for City I&T Grand Challenge (Ref: RFP/2020/MU/224)

The changes are highlighted **in yellow** below.

### **2. About City I&T Grand Challenge (P.4)**

City I&T Grand Challenge (the Challenge) is an initiative announced in the Chief Executive’s 2018 Policy Address. Driven by the Innovation and Technology Commission (ITC), it is a city-wide competition on proposing innovation & technology (I&T) solutions to address the city issue in Hong Kong. It also aims to promote the application and popularisation of technology, and to blend I&T products and services in people’s daily lives.

The Challenge has 3 main objectives:

- (1) create a fervid I&T atmosphere in Hong Kong and strengthen popular science education;
- (2) encourage various sectors of the community to tackle livelihood issues with I&T;
- (3) realise innovative ideas and inventions and bring them into our daily lives

Compared to other competitions in the city, the focus of the City I&T Grand Challenge is on identifying potential technology solutions for specific issues facing the society and promoting trial of these solutions in relevant public sector / organisations / communities, with a view to tackling vexing problems in Communities, facilitating product development of innovative ideas, and supporting the technology-based solutions in opening up market opportunities. It is planned to be held for concurrently 5 years. **The first theme of the Challenge will be built around “Innovating for Hong Kong’s New Normal” with focuses on social connectivity and environmental sustainability for our post-pandemic city life and beyond.**

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Leveraging on its experience in running challenges and competitions, and its network to more effectively promote active participations from I&T enterprises, universities, primary & secondary schools, and the general public, HKSTP is engaged by ITC as a key partner to organise the Challenge.

The Challenge comprises 4 major competition groups: primary schools, secondary schools, universities/institutes and open group for people who are aged 16 years or above. Overseas applications accepted for universities/institutes and open group. Over thousands of applications are aimed to be received while around 10% of the applicants will be shortlisted for Grand Pitching (final presentation with prototypes) after rounds of judging and workshop for training and prototype building.

At the end of the Challenge, winners will be awarded with cash prizes. Selected winners from universities/institutes and open group will be subsidised with extra funding for solution refinement, trial and adoption of their winning ideas. Many young generations are expected to join the I&T eco-system via this meaningful Challenge.

#### **4. Requirement on Training Workshops to be delivered by Service Provider (P.5 - 6)**

##### **4.2.2 City I&T Grand Challenge – Theme and Problem Statements (tentative)**

Theme: Innovating for Hong Kong's New Normal

#### **Problem Statements:**

##### **▪ Social Connectivity**

- Many elderly or persons with disabilities become more isolated in the context of Covid-19 and are facing great challenges of connecting to each other and in particular to their support network
- Many children of underprivileged families or ethnic minorities in Hong Kong are lacking the financial means and opportunities to access quality education, communicate with their peers, or simply stay entertained

##### **▪ Environmental Sustainability**

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- Increase in the use of single-use utensils and containers due to social distancing measures and hygiene concerns; and citizens' hesitation to adopt environmental friendly behavior
  - Lack of facilitation for food waste recycling process from end-to-end (collection, storage, delivery)

How might Innovation & Technology (I&T) solutions help tackle the problems above?

HKSTP reserves the right to change or amend these problem statements and the service provider being selected and awarded should revise its proposed training workshop curriculum accordingly to fit into the final version of these problem statements.

**4.2.3** Each training workshop video curriculum cover below **7 elements** and with illustration on how these skillsets can be applied when proposing solutions to the above problem statements of the City I&T Grand Challenge:

- a) How to analyse a scenario
- b) Design thinking
- c) **Problem solving**
- d) Innovation & Technology (I&T)
- e) Entrepreneurship
- f) Business concepts
- g) Call for action to join the City I&T Grand Challenge

**4.2.5** Service provider has to use various teaching methods / tools apart from lecture to make the workshop interesting, impactful, compelling to viewers, e.g sketching, infographics, storytelling, dialogs, videos, experience sharing that can engage viewers for the entire 30 mins.

HKSTP will engage a filming and video production firm to film the trainer(s) and to work with the service provider and its trainer(s) to add some infographics / sketching etc based on the curriculums. Below are some references for information that they are not exhaustive. Service provider is welcome to propose any teaching methods and tools apart from those mentioned above.

<https://www.youtube.com/watch?v=HZj8zm7KXug>

<https://www.youtube.com/watch?v=AGKftaUwJh4>

<https://www.youtube.com/watch?v=H-deFSyeXSM>

## 5. Scope of Services (P.9)

**5.1 The service provider should meet and deliver all the requirements as stated in Section 4 above and summarized in the table below.**

### Important Notes

- The service provider should submit a detailed proposal with cost breakdown as detailed in the Price Proposal Table in Appendix 1 in Hong Kong dollars in response to this RFP.

<p>3 Training Workshop Curriculums for the 3 targeted groups of audience</p>	<ul style="list-style-type: none"> <li>- Training Workshop content &amp; curriculum development customised for 3 groups of audience (primary school students, secondary school students, university / institute students &amp; open group aged 16 or above) to tackle the problem statements of the Challenge as listed in 4.2:               <ul style="list-style-type: none"> <li>a) How to analyse a scenario</li> <li>b) Design thinking</li> <li><b>c) Problem solving</b></li> <li>d) Innovation &amp; Technology (I&amp;T)</li> <li>e) Entrepreneurship</li> <li>f) Business concepts</li> <li>g) Call for action to join the Challenge</li> </ul> </li> <li>- Training Workshop content &amp; curriculum should raise interest to potential participants to join the Challenge</li> <li>- Different training method / tools should be used apart from lecture to make the workshop interesting, compelling and impactful to the audience (e.g. sketching, infographics, story telling, dialogs, videos, experience sharing)</li> <li>- Hardcopies and softcopies of the 3 full curriculums and all related materials</li> <li>- Professional trainers to deliver the 3 workshops in the format of video recording</li> <li>- Training Workshop video supplementary information including content key points and review task</li> <li>- Other requirements as specified in Section 4 above</li> </ul>	<p>1 job</p>
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## 6. Assessment Criteria (P.10)

### Selection Criteria

- 70% Technical capability
- 30% Pricing

<b>Technical Proposal (70 %)</b>	<b>A. Training Workshop Content and Curriculum</b> <ol style="list-style-type: none"> <li>1. <b>(30 points)</b> Tailor detailed, interesting, inspiring workshop content and curriculum of the <b>7 elements listed below (from a to g)</b> and as detailed in 4.2.3 to make it appealing to the 3 groups of audience (primary school students, secondary school students, university / institute students &amp; open group aged 16 or above) to tackle the problem statements of the Challenge listed in 4.2.2 and drive applications to the Challenge:             <ol style="list-style-type: none"> <li>a) How to analyse a scenario</li> <li>b) Design thinking</li> <li><b>c) Problem solving</b></li> <li>d) Innovation &amp; Technology (I&amp;T)</li> <li>e) Entrepreneurship</li> <li>f) Business concepts</li> <li>g) Call for action to join the Challenge</li> </ol> </li> <li>2. <b>(15 points)</b> Creative, innovative, mind-changing and impactful training presentation method &amp; style apart from lecture to raise interest of potential participants to join the Challenge</li> <li>3. <b>(15 points)</b> Powerful and compelling messaging to engage audience, i.e. thought-provoking, captivating content, passion to generate ideas to solve the problem statements as listed in 4.2.2</li> </ol>	<b>Breakdown</b> <b>60 points</b>
	<b>B. Relevant Job Reference</b> <ol style="list-style-type: none"> <li>1. <b>(15 points)</b> Demonstration of proven track record of similar projects in the past 3 years (list of track record in providing relevant workshops to large size companies / government / NGO in Hong Kong)</li> <li>2. <b>(15 points)</b> Biography of trainer(s) - track records and background in coaching relevant topics as listed in 4.2.3.</li> </ol>	<b>30 points</b>

	Past reference with video training experience will be a bonus	
	<b>C. Project Presentation and Commitment to the project</b> <ol style="list-style-type: none"> <li>1. Overall relevancy, vision, quality of ideas and feasibility of the proposal</li> <li>2. Project timeline to catch all critical milestones</li> <li>3. Presentation and Accuracy of the submission to the RFP</li> </ol>	<b>10 points</b>
	<b>Total: 100 points</b>	
<b>Price Proposal (30%)</b>	Please complete Price Proposal Table with detailed cost breakdown in Appendix 1.	

### Evaluation and Award Process

An assessment panel will evaluate all the returned RFPs. The bid proposal must achieve the required minimum technical score (60 points out of 100 points) before continuing for consideration.

### Score Calculation Methodology

- i. Technical Score  
Tenderer Technical Score = (Tenderer Point Score / Highest Point Score) x 70%
- ii. Price Score  
Tenderer Price Score = (Lowest Price / Tenderer Price) x 30%
- iii. Overall Score  
Overall Tenderer Score = Tenderer Technical Score + Tenderer Price Score

Tenderer price will be calculated using the HKSTP supplied price table (Appendix 1 – Price Proposal Table). The Tenderer price is for assessment purpose and does not equal to the eventual contract price.

The selected service provider usually would be the one with the highest overall tenderer score.