

Open Recruitment Proposal Manual

1. Project Outline

(1) Project objective

As the use of digital technology including AI and IoT, called the 4th industrial revolution, becomes a reality in society, corporations in Hiroshima Prefecture are also expected to improve their productivity through efforts using new technology.

However, there are hurdles here, such as unclear ROI (return on investment) on engaging in these fields and uncertainty regarding investment risk, as well as the fact that the resources (funding, IT infrastructure, know-how, AI/IoT human resources, etc.) that can be arranged by an individual or single company are insufficient. Therefore, there are many corporations not engaged in these efforts.

By providing a "place that enables co-creation and trial-and-errors," this project aims not only to solve those hurdles, but also to gather resources from corporations and human resources both inside and outside the prefecture in order to create new solutions and accumulate know-how and knowledge in corporations in the prefecture, as well as to engage in demonstration experiments aiming to solve administrative issues and regional issues.

(2) Project content

As stated in the appended "Specification Sheet."

(3) Performance period

From the date the contract is signed until March 31, 2019

(4) Upper limit for project budget

220,000,000 JPY (including consumption tax and local consumption tax.)

* The estimate for one project shall be 22,000,000 JPY (including consumption tax and local consumption tax.) However, this shall not apply to proposals deemed to be particularly outstanding.

2. Cautionary Notes

(1) Open recruitment proposal participation eligibility confirmation application (Form 1) submission deadline

Must arrive by June 29, 2018 (Fri), 5:00 PM

(2) Question sheet regarding specification sheet (Form 2) submission deadline

Must arrive by July 9, 2018 (Mon), 5:00 PM

(3) Response date for (2) above

We will respond to all open recruitment proposal participants by e-mail by the period below. However, we will respond only to the party submitting the question in cases where the content of the question or reply is closely related to the specific proposal content of the party submitting the question.

July 10, 2018 (Tue)

(4) Proposal submission location and deadline

A: Proposal submission location

Innovation Promotion Team, Bureau of Commerce, Industry and Labor, Hiroshima Prefectural Government

B: Proposal submission deadline

July 13, 2018 (Fri), 5:00 PM

C: Other

(A) Resubmissions of proposals are permitted only within the submission deadline in (4)B above. Furthermore, partial replacements of the proposal are not permitted.

(B) If withdrawing your proposal, submit the withdrawal request (Form 4). Furthermore, if, during the period after the proposal submission deadline until the contract signing, you no longer meet the criteria for participation eligibility, you must then submit the withdrawal request (Form 4). Even if a withdrawal request is submitted, we will not return the submitted documents.

(C) Parties that do not submit the proposal by the submission deadline are deemed to have withdrawn.

(5) Location, etc., for implementing the presentation and hearing regarding the proposal

The proposers with the top 10 or so comprehensive points after the primary review shall implement a presentation and hearing as a secondary review.

A: Implementation location

Location specified separately

B: Implementation date and time

August 3, 2018 (Fri) (Time specified separately)

C: Time

We are planning approx. 20 minutes per proposer for the explanation time. This breaks down to 15 min. for the presentation and 5 min. for Q&A.

(6) About open recruitment proposal participation eligibility confirmation application (hereinafter, "application")

A: The party requesting participation in the open recruitment proposal (consortium representative) must attach the following necessary documents to their application in accordance with the open recruitment proposal participation eligibility requirements determined in the announcement.

Open recruitment proposal participation eligibility confirmation application	(Form 1)
Company outline explanation	(Form 3)
Seal Impression Certificate	Original copy issued within 3 months before the reception date
Certificate of Registered Matters	Original copy issued within 3 months before the reception date
Financial Statements	Balance sheet and profit and loss statement for the latest settled fiscal year

Certificate of Tax Payment	<p>Documents that verify there is no delinquency or unpaid tax regarding the "prefectural tax and special local corporation tax" (issued at the prefectural tax office (main office or sub-office)) and "consumption tax and local consumption tax" (issued at the Tax Office) (Limited to documents issued within 3 months before the reception date.)</p> <p>However, in cases where the company has no duty to pay tax to Hiroshima Prefecture, such as if they have absolutely no offices or the like in Hiroshima Prefecture, the company does not have to submit certificates of tax payment related to "prefectural tax and special local corporation tax."</p>
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Furthermore, if the company holds eligibility to participate in competitive bidding for goods / outsourcing services for Hiroshima Prefecture for 2018 to 2020, it is not necessary to submit the Seal Impression Certificate, Certificate of Registered Matters, Financial Statements, and Certificate of Tax Payment.

- B: The cost involved in creating the application and the necessary documents listed above (hereinafter, "application, etc.") are to be borne by the open recruitment proposal participation applicant.
- C: Parties who include false information in the application, etc., are subject to be excluded from nomination.
- D: The application, etc., shall be submitted in person or by post, etc. Submissions by post, etc., shall be limited to ordinary registered mail, simplified registered mail, and the equivalent services provided by a general correspondence delivery company or a special correspondence delivery company (the so-called "mail delivery" services of private delivery companies do not apply).

(7) About the specification sheet

- A: If you have any questions about the specification sheet, submit your questions via e-mail using the question sheet regarding specification sheet (Form 2) by the "2(2) question sheet regarding specification sheet submission deadline" above.
[Address to send to] syoinnov@pref.hiroshima.lg.jp
When doing so, set the subject to "Question on AI/IoT demonstration platform project" and then, after sending, call the receiving party (Innovation Promotion Team, Bureau of Commerce, Industry and Labor, Hiroshima Prefectural Government) to confirm they received it.
[TEL] (082)513-3348 (Direct line)
- B: Regarding the response to the above questions, we will respond to questions only from parties eligible to participate in the open recruitment proposal.

(8) Regarding explanation of reasons for parties not selected as outstanding proposers

- A: Parties not selected as outstanding proposers shall be informed thereof in writing.
- B: Parties who receive the aforementioned notification can request an explanation of the reason therefor from the Innovation Promotion Team, Bureau of Commerce, Industry and Labor, Hiroshima Prefectural Government.
- C: If requesting this explanation, you must submit a document with notice to that effect by the

deadline below.

August 10, 2018 (Fri), 5:00 PM

D: The response to the above will be given in writing by the deadline below.

August 13, 2018 (Mon), 5:00 PM

(9) Payment conditions

Payment shall be made via lump sum after completion of the work. However, in cases where there is a specified format for billing from the contractor and the Prefecture deems it necessary, a rough estimate may also be paid for a part of the outsourcing fees.

(10) Language and currency to be used in procedures

Limited to Japanese, and Japanese yen

(11) About the burden on participants

Costs to create and submit the open recruitment proposal participation eligibility confirmation application and proposal shall be borne by the submitter.

(12) Suspension measures

If the open recruitment proposal participation eligibility confirmation application or proposal contains false information, the submitted open recruitment proposal participation eligibility confirmation application and proposal shall be deemed invalid, and the proposer may be suspended for nomination.

(13) About the submitted proposal

A: Submitted proposals will not be returned.

B: We will not use a proposal for purposes other than selecting outsourcing candidates for this work without the permission of the proposal submitter, except in cases of publication based on Hiroshima Prefecture information publication ordinances. However, regarding plan proposal form 4, publication on the Hiroshima Prefecture website, etc., is considered a premise.

(14) Related materials

You must not publish or use the materials you receive from the Prefecture or view in relation to the proposal without agreement from the Prefecture.

(15) Rights of third parties

The proposal participant shall bear liability resulting from the use of items subject to the rights of a third party protected by Japanese law, such as patent rights included in proposal content.

3. Contract Items

(1) Procedure related to open recruitment proposal

Procedure will be performed based on the open recruitment proposal clerical work procedure.

(2) Signing of contract

Hiroshima Prefecture shall consult with the outstanding proposers referencing their submitted proposal, and if an agreement is reached, shall sign a contract within the scope of the planned price separately determined by staff in charge of contracts for Hiroshima Prefecture. During this consultation, part of the submitted proposal may be changed.

Also, if an agreement cannot be reached with an outstanding proposer, we may consult with the party evaluated to have the next highest score and sign a contract with them.

(3) Regulations regarding contract items

Shall be executed according to Hiroshima Prefecture accounting regulations and Hiroshima Prefecture contract regulations.

(4) Contract deposit

As determined in the announcement

(5) Long-term continuous contracts based on Article 234, Item 3 of the Local Autonomy Act

Not applicable

4. Attached Documents

(1) Announcement

(2) Specification sheet

(3) Contract (Draft)

(4) Plan proposal creation procedure

(5) Open recruitment proposal participation eligibility confirmation application (Form 1), Question sheet regarding specification sheet (Form 2), Company outline explanation (Form 3), Withdrawal request (Form 4)

Inquiries

Regional Industry Digitalization Promotion Group, Innovation Promotion Team,
Bureau of Commerce, Industry and Labor, Hiroshima Prefectural Government

(Persons in charge: Kitaoka, Ogami, Yashima)

E-mail address: syoinnov@pref.hiroshima.lg.jp

(Please send questions regarding open recruitment by e-mail.)