



# User Guide

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# 1. About ConsorX

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Consorx is an AI Scouting Agent that helps SMEs to form custom consortia, win high-value government contracts automating bidding, compliance, and financing.





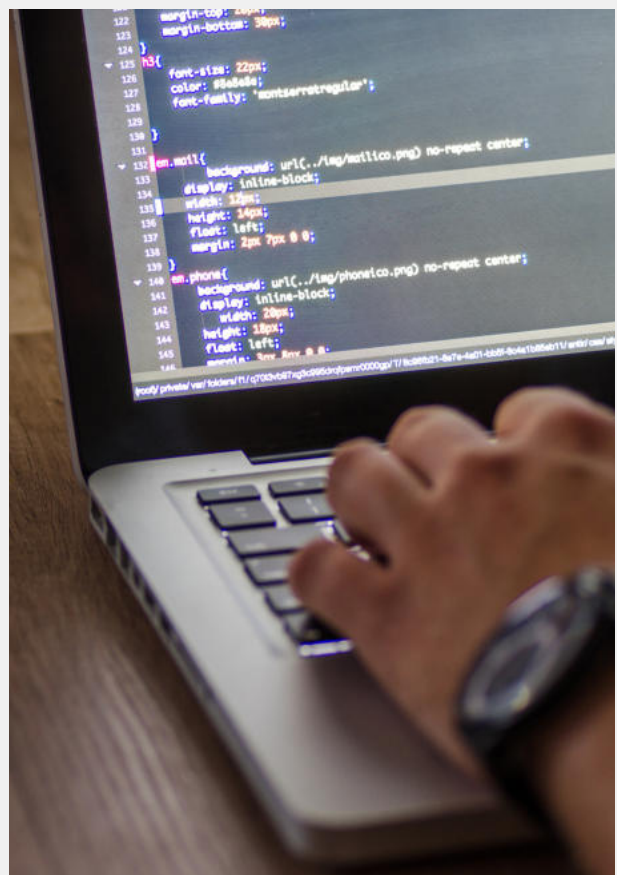
## 2. AI Matching

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Once a tender is published, our AI analyses its requirements and defines the ideal consortium structure needed for successful execution.

It then evaluates and matches company profiles against this structure.

If your company meets the criteria, you will receive an invitation to join the consortium being formed for that tender.





## 3. Invitation to Join a Consortium

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If your profile is selected, you will receive an invitation containing a summary of general information:

- General Contract Details: Duration (e.g. 6, 12, or 18+ months) and the expected indicative start date.
- General Task Description: A clear outline of the responsibilities expected of your company, as well as an overview of the tasks assigned to other consortium members.
- Payment Details: The percentage of the government payment that your company will receive.





For example, consider a tender where the consortium bids €1.2 million for software development. The consortium profits might be divided among three members as follows:

CONSORTIUM MEMBER	TASK SUMMARY (GENERAL)	% OF CONTRACT VALUE	AMOUNT (€)
CONSORX (LEAD MANAGER)	Leads the consortium: manages the interface with the contracting authority, ensures compliance, coordinates partners, and provides overall project governance.	5%	€60,000
COMPANY A	Focuses on core software development: modules, APIs, and backend systems.	45%	€540,000
COMPANY B	Delivers infrastructure and cybersecurity components: hosting, data protection, and testing.	30%	€360,000
COMPANY C	Handles UX/UI design, accessibility, and front-end interface elements.	20%	€240,000





When ConsorX contacts you, we disclose only your percentage of the government payment and a general benchmark range of the expected contract value (for example, over €100K or over €300K).

We do not reveal the total bid price at this stage. Disclosing the expected bid price prematurely could allow competitors to infer our pricing strategy.

You will receive detailed information about the expected bid price and your salary only after signing a Non-Disclosure Agreement (NDA). In this NDA, you agree not to share any financial details with third parties. The NDA covers only the financial information related to the tender.





## 4. Contract Review and Acceptance Timeline

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**After the NDA is signed, you will gain access to the following document:**

01

### Consortium Agreement

A draft agreement outlining each member's roles and obligations. This agreement becomes legally binding only if the contract is awarded. If the bid is unsuccessful, the agreement expires automatically with no further obligations for any party.

02

### Scope of Work & Timeline

A detailed description of your company's tasks and responsibilities, along with an indicative project timeline and key milestones.

03

### Consortium Members

The names of the other companies in the consortium participating in the bid.

DISCLAIMER! In public procurement, speed is critical. When a tender is published, ConsorX simultaneously contacts all suitable companies for each required area of expertise. The goal is to assemble a consortium of three qualified members in each area as quickly as possible. Consortium participation operates on a "first come, first served" basis: the first three companies in each expertise area that confirm their participation and sign the conditional consortium agreement are included in the consortium. Other qualified companies may be invited to join future consortia or participate in alternative tenders. The final bid is submitted only after all members have signed the conditional consortium agreement.







## 5. Bidding Process & Automated Document Collection

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ConсорX handles the bidding process at no cost. We understand that many SMEs miss opportunities due to the high cost of consulting services, and we are committed to covering these costs ourselves.

During the bidding process, the ConsorX AI agent will request specific documents and information from each consortium member. To facilitate this, each member must appoint two contact points:

01

### Technical Contact Point:

This person collaborates with the ConsorX Bid Manager to prepare the technical proposal. They will attend coordination meetings, provide technical data, and write or review proposal sections related to the company's area of expertise.

02

### Administrative Contact Point:

This person responds to the AI agent's document requests. They collect and submit all required administrative and legal documents by the indicated deadlines.

Your company's responsibilities are to respond promptly to the AI agent's requests and to assign a qualified technical expert for your domain. ConsorX bid manager will gather and integrate all contributions from consortium members and finalize a complete and competitive bid.





## 6. Payment Methods and Individual Factoring

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Each consortium member can independently choose how to receive their payment share:

**Monthly Payment with Factoring:** If you choose this option, your credit share from the government payment is assigned to a financial institution.

The institution pays you a portion of your share each month, retaining a commission for this service.

- **Factoring Cost:** The institution retains a 20% commission, which slightly reduces the total amount you receive but provides stable monthly liquidity.
- **Ideal For:** Companies that need immediate cash flow to cover ongoing expenses.

**Full Amount at Project Completion:** By opting out of factoring, you will receive the full payment at the end of the project, earning about 20% more than with factoring.

**No Factoring Costs:** Since you do not assign your credit for upfront liquidity, you avoid the financial commission, resulting in a higher overall payment.

Choose the factoring option only if you need immediate liquidity to cover expenses until the government payment arrives. Carefully consider your company's financial situation and the specific tender terms (which will be provided during the Invitation to Join a Team phase). If you have sufficient reserves to bridge the gap, receiving the full payment at the end may maximize your earnings.

### **Example: IT Tender Payments with and without Factoring**

In this example, a ConsorX-managed consortium wins a €1.2 million government software contract. The table below shows how payments are divided among consortium members (excluding ConsorX's 5% share) and how factoring (20% fee) affects monthly cash flow when spread over 12 months instead of receiving the full amount at the end.





CONSORTIUM MEMBER	SHARE (%)	TOTAL PAYMENT (NO FACTORING)	FACTORING COST (20%)	TOTAL AFTER FACTORING	MONTHLY PAYMENT (FACTORING 12 MONTHS)	PAYMENT (NO FACTORING – FULL AT END)
COMPANY A (LEAD INTEGRATOR)	45%	€540,000	€108,000	€432,000	€36,000 / month	€540,000 (at end)
COMPANY B (SOFTWARE DEV.)	30%	€360,000	€72,000	€288,000	€24,000 / month	€360,000 (at end)
COMPANY C (UX / INFRASTRUCTURE)	20%	€240,000	€48,000	€192,000	€16,000 / month	-





## 7. Post-Award Phase: Initial Meeting & Collaboration

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Once the tender is won, ConsorX will facilitate the project kick-off:

- **Initial Presentation Meeting**

A ConsorX representative (who manages relationships with the contracting authority) meets with the entire consortium. The purpose of this meeting is to review project details, confirm service delivery expectations, and align on timelines and priorities.

- **Roadmap**

ConsorX's AI software analyzes the tender's technical documentation to create a customized project (indicative) roadmap with milestones for each member.

ConsorX acts as the Consortium Lead, managing all administrative and communication tasks with the contracting authority before and after the contract award.

The ConsorX project manager will assist you during the whole service delivery period. Will gather all requests and requirements from the contracting authority and summarize them in weekly reports for all consortium members.

These reports include action items and will periodically get in touch to make sure that everyone is aligned on the upcoming steps





## 8. Quality Assurance Process

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The goal of our Quality Assurance (QA) process at ConsorX is to ensure all members are qualified and aligned with the required standards set by government contracts. This is necessary to avoid delays or issues with payments and not having litigation with the contracting authority

**Anonymous Performance Review Process:** Each quarter, consortium partners participate in an anonymous internal review.

The goal is to identify any member company that may be underperforming or compromising the overall project quality. The review focuses on three key dimensions:

- **Technical Requirements:** Verifying that each member has the necessary skills and maintains the required performance levels.
- **Ethical Standards:** Confirming adherence to ethical behavior and professional integrity.
- **Security Compliance:** Ensuring all safety and data protection protocols are strictly followed to protect the project.

When a consortium member is identified as underperforming or failing to meet contractual obligations, ConsorX takes the following actions:

- **Substitution or Adjustment of Participation:** A replacement process is initiated using the ConsorX Reserve List of pre-qualified companies (as described in the following section), in order to guarantee continuity of contract delivery. Depending on the situation, the underperforming member's participation, financial share, or operational responsibilities may be reduced or reassigned.
- **Consortium Consensus and Governance Approval:** Any decision to replace or adjust a member's role is made collectively by the Consortium Steering Committee, after internal consultation with all active partners.





## 9. Role of ConsorX's Reserve List

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The Reserve List is a pool of pre-screened SMEs that are ready to step into a project if needed. These companies are not actively assigned to specific projects but can be brought in under circumstances such as:

- Underperformance by a current team member.
- Voluntary exit of a team member.
- Emergencies requiring additional manpower.





## 10. Timelines and Work-Start Process for IT Contracts

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After agreeing to be part of a consortium and submitting a bid for a public IT contract, the waiting time to learn the outcome depends on the procurement procedure:

- Open Procedure: Approximately 3 to 5 months (indicative) from the offer submission deadline to the award decision.
- Restricted Procedure: Approximately 5 to 8 months (indicative).
- Competitive Procedure with Negotiation: Up to about 8 to 12 months (indicative).
- Competitive Dialogue: Up to about 10 to 12 months (indicative), especially for complex IT or digital transformation projects.

After the contract award decision, there is a mandatory standstill period (minimum 10 calendar days) that allows unsuccessful bidders to review and challenge the decision before the contract can be signed.

The period between winning an IT contract and the actual start of work varies:

- Immediate-Start Contracts: If the contract specifies clear deliverables and a start date, work may begin within a few days to a few weeks after contract signature. Example: Development of a government website with a fixed launch date.
- Framework Agreements: Winning a framework contract does not guarantee immediate work. The contracting authority will issue specific contracts later, with variable timelines (for example, several weeks or months after the framework award). Example: Provision of on-demand IT support for EU institutions.







# 11. Consortium Rules and Decision-Making

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Each consortium has full autonomy over technical and operational decisions related to its assigned scope of work, as defined in the consortium agreement. No member or outside party may interfere with another member's area of responsibility.

Extraordinary decisions that affect the consortium as a whole are made collectively through a voting process, where each member's voting power is proportional to their share of the work.

ConсорX does not participate in consortium decision-making; all operational and strategic choices are left to the consortium members.

However, ConsorX may provide guidance or advice on procurement rules and procedures if requested by the consortium.







## 12. Dispute Resolution and Free Mediation Service

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ConsorX offers an in-house team of accredited commercial mediators to help resolve any disputes efficiently and fairly.

We highly recommend using our free mediation service as the first step in addressing any issues.

Our consortium members are our priority, and to support them, ConsorX covers all pre-litigation costs if formal action becomes necessary.



**consorX**

Thanks

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