

Annex 5a

## **SELECTION CRITERIA**

### ICT AND BUSINESS SUPPORT SERVICES

**SUPPORTED ACTIVITY:** Creation of new IS/ICT solutions and applications

**BASIC DATA** 

Registration number:	
Applicant:	
Name of project:	
Place for implementation of project (NUTS II):	
Required amount (subsidy):	сzк

Methodology for awarding points

The selection criteria are divided into six basic parts:

- A Exclusion criteria
- B Economic evaluation of applicant
- C Benefits and relevance of project
- D Experience and expert conditions of applicant
- E Readiness of applicant
- F Technical solution of the project and its sustainability

### Every part is then subdivided.

If the project submitted by an applicant for a subsidy gains at least one negative value in part A, the project will be excluded from the further evaluation as unacceptable.

Parts B to F carry points - the allocated number of points may vary within the specified range of points according to the evaluation of the external evaluator (EE) or project manager (PM). Each part contains space for a commentary on the points evaluation, which is an integral part of the project evaluation by the EE or PM. The space for commentary can be expanded as needs be.

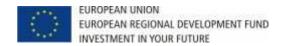
The sum of points for parts B to F is the total points evaluation of the project. A project may gain a maximum of 100 points.

The minimum number of points needed to fulfil the criteria of the Programme and for approval of the project is **50** points

Not satisfying the criteria of the Programme constitutes a reason for the non-approval of a request for the provision of a subsidy..

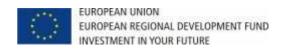






	Exclusion criteria – filled in by mediating entity (agency echlnvest)	YES/NO	Source of information
1.	The content of the project, its aims and eligible costs are in compliance with the main parameters of the Programme or sub-activity pursuant to article 2.1 a). Outputs of the project are not expressed in the forbidden branches defined in the Programme.  Commentary:  The subject of evaluation is the compliance of the submitted project with the basic parameters of the programme, i.e., in particular the meeting of the goal of supported activity – generation of new IS/ICT		Registration Application (RA) Full Application (FA) Business
2.	Solutions and applications.  The required level of investment into tangible and intangible fixed assets which serve exclusively for the purposes of ascertaining the activities of the project is a minimum of CZK 0,5 million for small enterprises, CZK 1 million for medium-sized enterprises and CZK 3 million the case of large enterprises.  Commentary:  For the purposes of minimum investment, investments into tangible and intangible fixed assets means the acquisition of tangible and intangible fixed assets, rent paid on tangible fixed assets hired in the form of financial leasing and the purchase price during the subsequent purchase of this asset and technical appreciation of tangible and intangible fixed assets owned by the Beneficiary and assets rented, this being with the assumption that the technical appreciation is paid		plan (BP) RA BP
	for by the lessee and this lessee is authorised to depreciate it on the basis of a written contract pursuant to Act No 586/1992 Coll., concerning, income tax, as subsequently amended. The definition of minimum required investment pursuant to the aforementioned definition is broader than the requirements imposed on eligible costs (selected items of eligible costs can thus be a part thereof).		
3.	During the implementation of the project, the Beneficiary of a subsidy creates and staffs a minimum number of new professional positions depending on the size of the enterprise, which is five positions for a small enterprise, seven for a medium enterprise, and twelve for a large enterprise (counted according to the number of full-time positions):		RA BP
	Commentary: These are professional positions created in direct relation to the project and staffed by employees whose job description corresponds with the subject of solution of the project.		

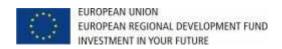




4.	The financial health of the applicant expressed in rating value is equal	Data from
	to or better than C+.	accounting
	Evaluates the mediating entity on the basis of the rating result; in the	records
	case of evaluation worse than C+ the project is excluded.	documented
		during the
	Commentary:	submission
	If, on the date of submission of the Registration Application, the	of the
	applicant has been engaged in business for a period of less than two	Registration
	closed accounting periods, the rating will be processed based on two	Application
	years' financial data of the entity/entities exercising a combined	
	controlling interest in the Applicant. In the case of foreign entities, the	
	Applicant shall submit a rating for the foreign entity/entities exercising a	
	combined controlling interest in the Applicant; such rating is to be	
	performed by an external rating agency, whereas this rating must be	
	performed on the evaluation scale according to Moody's or Standard &	
	Poor's. In the case that the rating is performed for several enterprises	
	which have a combined controlling interest in the applicant, each of	
	these enterprises must obtain at least the minimum required rating	
	evaluation.	
	If the applicant is not capable of supplying two-year financial	
	statements for itself or its parent company, and thus it is not possible to	
-	calculate the rating, its application shall be invalid.	
5.	The project has a positive or neutral impact on the environment and	Ε.Δ
	the health of people.	FA
	Commentary:	ВР
	From the project proposal it must be evident that the project has a	
	positive or at least neutral impact on the environment and the health of	
	people.	
6.	The project respects the fundamentals of equal opportunities.	
		FA
	Commentary:	
	From the project proposal it must be evident that opportunities are	BP
	offered to all groups of inhabitants who meet the required qualification	
	requirements.	

In the case of exclusion of the project, in this place the mediating entity gives a proper justification. In the case of exclusion as a result of non-compliance with criterion 4, the expert evaluation by a financial analyst of the mediating entity (the agency Czechlnvest) will be used to support this.

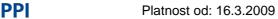




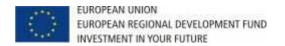
	Economic evaluation of applicant – fi	lled in by mediating entity (the	Numbe r of points	Source of information
1.	Evaluation of financial and non-financial	cial health (rating)	/4	Financial statements
	Rating score	Points		(FS)
	A	4		
	B+	3		
	В	2		
	B-	1		
	C+	0		
2.	The applicant's rating contains an evaluate of submission of the application of consecutive concluded accounting per current quarter. It is conceived in such and non-financial situation of the application of the applicatio	n the basis of its history (last two iods pursuant to tax return) and a way as to reflect the financial ant in the monitored period.		Financial plan of the
	Feasible without reservations	2 points		project
	Feasible with reservations	1 points		(FPP)
	Feasible with difficulty	0 points		
	Commentary: The financial evaluation of the feasibility the project and its feasibility, primarily from the organization of own resources (including loans) evaluates whether the costs for the realistic foundations (generation of open			
В	Total points		/6	

## Summarised commentary for part B

The evaluator here in great detail justifies its evaluation of the criteria. It will give special attention to cases where it evaluates some of the criteria with an extremely high or low number of points.

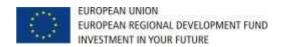






C E	Benefits and relevance of the project (filled in by PM)		Number of points	Source of information
1.	Number of newly generated jobs			
l '-			/4	RA
	For every increase in the number of jobs by 25% above minimum, the Beneficiary gains 1 point, but a maximum of 4 po		ВР	
	Commentary: During the implementation of the project, the Beneficiary generate the designated minimum number of new jobs accordant the supported activity and to staff them with employee professional activities (for example, programmers, projemanagers of programming teams etc)	ding to its size s who perform		
2.	The project will be implemented in a region with focussed	state aid	/2	RA
	yes	2	,_	
	no	0		BP
	Commentary: The aim of prioritising depressed regions is to use the encourage economic development in those areas which need these regions is given in an addendum to this document).			
3.	Size of enterprise		/4	RA
	small and minor enterprises (pursuant to definition of SME)	4 p.		Ε.
	medium enterprises (pursuant to definition of SME)	3 p.		FA
	enterprises with number of employees >= 250 < 500	2 p.		
	enterprises with number of employees >= 500 < 1000	1 p.		
	enterprises with number of employees >= 1000	0 p.		
	Commentary:			
	The data is added together for linked enterprises in a group (			
	procedure used for the designation of the SME); the state as	of the date of		
	acceptability of the project is decisive for the points evaluation.			
4.	Education structure of new employees		/0	<b>-</b> A
	Proportion of ampleyage with university adjustion in newly gen	aratad iaha	/2	FA
	Proportion of employees with university education in newly gen	erated jobs.		ВР
	More than 50%	2		Di
	20 – 50%	1		
	Less than 20%	0		
	•			
	Commentary: University education means successful graduation from at study programme.	least bachelor		
5.	Impact of the project on the environment		/1	FA
	The project has a demonstrably positive impact on the environment (prioritising brownfield over greenfield by project, regeneration of space, cooperation with municipalities on ecologically beneficial projects, utilisation of ecological sources of energy, support for mass transport and other proecological measures).  Commentary:  Increased support for projects with potentially positive environmental impact			ВР
	is in compliance with European and national priorities. The brownfields has an analogous effect.			





6.	Cooperation with edu	ıcational or scientific-research institu	tions		
J.		eration planned in the project, the applicum of 4 points; it automatically gets 1		/4	FA
	(evaluation of retrospe the applicant must a	of the application it is already cooperatic trive cooperation). In the case of plannappend to the full application a copyontracts with the relevant institutions.	ed cooperation,		ВР
	Commentary:				
	Possible forms of co- allocated (it is possible performance of any of				
		esults realised in schools; r, diploma, dissertation or other theses (i	n order to gain		
	points for the performa	nnce of this criterion, at least 3 theses for	•		
		plementation of the project)); nts on short-term attachments/for tempo	rary work/nart		
	time and full time (in or	rder to gain points for the performance o	f this criterion,		
		oy at least one student for a minimum pollementation of the project);	eriod of six		
		other financial assistance to educational	institution (of		
	at least CZK 10,000); - training and other forms of cooperation.				
		qualifications of employees over the I	ast two years		
7.	(% of expended costs	out of overall wage costs of the firm		/2	FA
	two years)				BP
	SME	Large enterprises	Points		5.
	more than 0,9%	více než 1,5%	2		
	0,3 - 0,9%	0,6 – 1,5%	1		
	Less than 0,3%	méně než 0,6%	0		
	Commentary:				
	The specified evaluation also applies to the parent company if a new legal				
	entity is established for the purposes of support in the Czech Republic. If				
		companies with the same share, applic	ant will choose		
		ised in evaluation procedure.		46	
С	Total points			/19	

## Summarised commentary for part C

The evaluator here in great detail justifies its evaluation of the criteria from group C. It will give special attention to cases where it evaluates some of the criteria with an extremely high or low number of points.

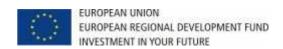






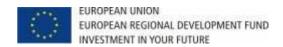
D E	Experience and professional preconditions of applicant (filled in	Number of points	Source of information	
1.	Current experience in supported area		points	
1.	has worked in the field which the project focuses on for more than three years, this being the area which is the subject of the solution of the project	4 b.	/5	FA BP
	has worked in the field for a maximum of three years, this being the area which is the subject of the solution of the project	3 b.		
	has worked in the field more than three years, but does not have experience with the activity which is the subjekt of the solution of the project	2 b.		
	has worked in the field for a maximum of three years and does not have experience with the activity which is the subject of the solution of the project	1 b.		
	does not work in the field which the project focuses on	0 b.		
	+1 point: reference from abroad in IT area			
	Commentary: The specified evaluation also applies to the parent company if a entity is established for the purposes of support in the Czech R there are more parent companies with the same share, appropriate choose which of them will be used in evaluation procedure.	epublic. If		
2.	Business strategy, market knowledge		/4	FA
	The firm shows knowledge of the market, performs research, asceneeds of customers etc.  Commentary: The applicant documents that it is a firm which has incorpora principles of trading and the mechanisms corresponding thereto. evident that the submitted project logically follows on from the de of the firm hitherto and the development intentions of the applifacts given in the business intention should give clear (at a geninformation about the business strategy of the applicant, for example the provides trade activities (does it have its own sales not traded through representatives.	ated basic It must be velopment icant. The eral level) mple: how stwork – it		ВР
	trades through representatives – it supplies exclusively to one of how it gets suggestions for innovations of products and proceexample, from own traders, by contact with customers, it perform research, ascertains client needs …). It must be evident that the project has support in these strategies. For projects with an anticipated level of grant above CZK 12 mapplicant will describe in detail not only the total entrepreneuria but will also give the principles of further significant company (sales, innovation of products and procedures, investment de etc.).	esses (for ms market submitted nillion, the I strategy, activities		
3.	Ensuring innovation processes		/2	FA
	In the past the firm innovated its products, processes or services:			ВР
	by own solution or in cooperation with other research sites	2 p.	$\vdash$	סר
	through transfer of technology (by purchase of solution or purchase of licence)	1 p.		
	not at all	0 p.	$oxed{\sqcup}$	





	Commentary: The specified evaluation also applies to the parent company if a entity is established for the purposes of support in the Czech R there are more parent companies with the same share, approchoose which of them will be used in evaluation procedure.	epublic. If		
4.	Perspective of the project from the aspect of the applicant		/6	FA
	How the project reacts to the current and future needs of the flevaluator evaluates the need and seriousness of the project for future development.  Commentary:			ВР
	In this criterion the evaluator evaluates the summary impression extent to which the project is necessary and beneficial for the appli			
5.	Methodologies, standards and certifications used		/5	FA
	At the time of the submission of the application, the applicant already has certificate/s (for example ISO 9001 – quality management, ISO 17099 - information safety management, Czech Made, is evaluated pursuant to EFQM - min. Level 2, National Award of Czech Republic for Quality and others) and also applies in practice the methodology/methodologies of project management, implementation etc.	4 points		ВР
	The applicant uses in practice (document at least one case) the methodology/methodologies; this involves, for example, the methodology of project management, implementation methodology etc.	3 points		
	The applicant already has the specified certificates, but does not use any methodology/methodologies	2 points		
	Neither methodologies nor certificates are used, but They will be introduced in the course of project implementation	1 points		
	Neither methodologies nor certificates are used, and their introduction is not planned	0 points		
	+ 1 point – in the past the applicant gained an award relating to the supported activity or is a member in an expert organisation	)	_	
	Commentary: The specified evaluation also applies to the parent company if a entity is established for the purposes of support in the Czech R there are more parent companies with the same share, app choose which of them will be used in evaluation procedure.	epublic. If licant will		
6.	Does the implementation of the project place demands on the increase in qualifications or the requalification of employees?		/4	FA
	Specific education above and beyond the framework of basic		7	ВР
	training (further professional education, training beyond the framework of the user level)	4 points		
	basic training associated with the acquired technology (user training), training of new employees	2 points		
	no demands or the applicant did not specify them	0 points		





7.	Company forecast		/4	FA
	A realistic strategy for future development is designated	2 b.		
	There is a realistically defined SWOT analysis	1 b.		BP
	The firm is operating on a market with the perspective for future growth	1 b.		
	Commentary: The individual elements are added together.			
D	Total points		/30	

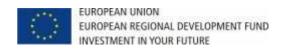
# Summarised commentary for part D

The evaluator here in great detail justifies its evaluation of the criteria from group D. It will give special attention to cases where it evaluates some of the criteria with an extremely high or low number of points.



E Re	eadiness of applicant (filled in by EE)	Nuber of points	Source of information
1.	Analysis of proposed eligible cost  There is an ascertaining of the proportionality of proposed investment assets, construction alterations, wage costs and other eligible costs, i.e., whether they correspond to the needs of the applicant and are directly associated with the implementation of the project.  If the applicant has collected a subsidy for personnel costs, the proportionality of the proposed number of new jobs, adequacy of the anticipated wages, anticipated qualifications of new workers etc. Is ascertained.	/3	FA BP
	Commentary: The evaluator evaluates the intention of the applicant and compares it with the concrete events (construction alterations, purchase of investment assets, costs for their installation etc.), and it evaluates whether the proposed costs in the individual items and in total correspond to the scope of the event. If evaluator has justified doubí as to the need for such an asset for the implementation of the project, he gives this item in the table "other assets not associated with the project"		
	Other assets not associated with the project:		
2.	Feasibility of the project  Technical feasibility of the implementation of the project, continuity of individual stages and their ensuring in the course of the project and subsequent operation.  Commentary: From the text of the project intention it must be evident that	/3	FA BP
	consideration has been given to all the aspects of the project and their connections, the feasibility of the individual stages of the project solution, their implementation at the planned times and the securing of the long-term sustainability of the project.		
3.	Results of the project in relation to market  Whether the applicant has a clear idea of the viability and applicability of the results of the project on the market.	/6	FA BP
	Commentary: The evaluator evaluates how the applicant intends to integrate the supported capacity into the corporate processes of the entire firm in order to improve its market position etc. and evaluates how the specified ideas of the applicant are realistic or probable, and at the same time it also takes into account realistic nature of the market research performed by the applicant with the qualitatively changed product parameters.		
4.	Summarised evaluation of readiness of applicant for Implementation	/5	FA
	Commentary: The evaluator will give a summarised evaluation of the financial, personnel and technical readiness of the applicant for the		BP





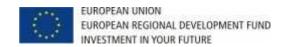
E	Total points	/18	
	implementation and future ensuring of supported activities. In this he will evaluate all the aspects and their linkages, the experience of the applicant and the seriousness and reliability of the promises it gives. For projects with an anticipated grant level above CZK 12 million, the applicant also identifies the critical places for implementation and states how it will avoid the inception of critical states. The evaluator will evaluate to what extent the identification of critical places of the project and the methods proposed for avoiding crises correspond to reality.		

## Summarised commentary for part E

The evaluator here in great detail justifies its evaluation of the criteria from group E. It will give special attention to cases where it evaluates some of the criteria with an extremely high or low number of points.

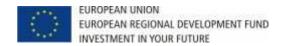






F T EE	Technical solution of the project and its sustainability (	(filled in by	Number of points	Source of information
1.	Evaluation of technical level of SW tools and solutions us	ed	/5	FA
	Commentary: There is an evaluation of the technological maturity of to solutions of the project: operational system, database systems increasing the productivity of programming, modular standard of documentation system etc.		ВР	
2.	How does the project react to the situation on the market?	•	/6	FA
	Launch of new product which leads to an opening of new markets.	6 b.		ВР
	Expansion of offer portfolio or qualitative improvement of products which expands the existing market segment.	4 b.		51
	Expansion of offer portfolio or qualitative improvement of products which service the existing market segment.	2 b.		
	Mere passive reaction to the situation on the market (maintenance of market share, replacement of outdated products, reduction in production costs etc.), the project will serve the existing market segment.	0 b.		
3.	Economic benefit of the project for the applicant		/4	FA
			/4	
	The applicant declares the economic benefit of the project for can quantify and logically justify it.	the firm and		BP
	The project will have a significant economic benefit	4 b.		
	The project will have an average economic benefit  The project will have an insignificant or no economic benefit	2 b. 0 b.		
	Commentary: The evaluator evaluates the significance of the economic in project on the future development of the firm.	npacts of the		
4.	Relation of the project to activities of cooperating subjects	s	/2	FA
	The project has a measurable relationship with activities o cooperating subjects (customers/suppliers), the results of the project fall within the linked supply or value chain	2 b.		ВР
	The project is not a part of another greater project or is no linked with other projects of cooperating subjects	0 b.		
	Commentary: The applicant will specify to what extent the submitted project with its other projects or activities of cooperating firms or inscooperation at an international level or the involvement of clustered subjects within the framework of the project, that automatically gains one point.	stitutions. For vorkplaces in		



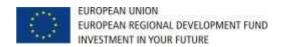


5.	Overall evaluation of future benefit of the project	/10	FA
	Commentary: The evaluator gives a summary evaluation of the benefit of the project, its significance for the given regions and for the development of the information and knowledge economy. One part of the evaluation within the framework of this criterion will also be the quality of the resultant product (information system, web application etc.), evaluation of its technical version, user friendliness, scope of functionalities etc.		ВР
F	Total points	/27	

# Summarised commentary for part F

The evaluator here in great detail justifies its evaluation of the criteria from group F. It will give special attention to cases where it evaluates some of the criteria with an extremely high or low number of points.





B Economic evaluation of Applicant	/6
C Benefits and relevance of the project	/19
D Experience and professional pre-conditions of application	/30
E Readiness of applicant	
F Technical solution of the project and its sustainability	/27
Sum of points for parts B to F	

Bonus for projects based on the integrated plan for urban development (in connection	
with ruling of the Government of the Czech Republic No 883 from the date 13 August	.100/
2007) - only if the project obtains the minimum number of points needed to fulfil the	+10%
ácriteria B to F	

TOTAL	/100
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The evaluator gives a summarised evaluation of the submitted project in the form:

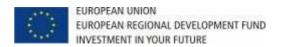
I recommend for acceptance – I do not recommend for acceptance – I recommend with reservation (specify)

Reservation:

### Summarised commentary on project

Here the evaluator gives the most significant aspects of his evaluation or adds any other relevant observations and opinions for which it did not find support in the evaluation table. It performs an abstract of the evaluation. The input data for it are the summarised evaluations of the individual parts. There is a mandatory minimum scope for the commentary of 200 words.





# **Addendum to criterion C2**

# Regions with focussed state support (Prioritisation in evaluation)

	Structurally depressed regions – districts	Most, Karviná, Chomutov, Teplice, Ostrava-city, Frýdek-Místek, Nový Jičín, Sokolov					
Regions with focussed state support for the period 2007 – 2013	Economically weak regions - districts	Hodonín, Znojmo, Třebíč, Bruntál, Opava, Jeseník, Přerov, Šumperk, Svitavy, Louny, territories of former military areas Ralsko and Mladá					
(pursuant to Resolution No 560/2006)	regions with high above-average unemployment	districts Děčín, Ústí nad Labem, Litoměřice municipalities with expanded competence Ostrov, Frýdlant, Králíky, Bystřice nad Pernštejnem, Bučovice, Mikulov, Šternberk, Uničov, Kroměříž, Rožnov pod Radhoštěm, Valašské Klobouky					