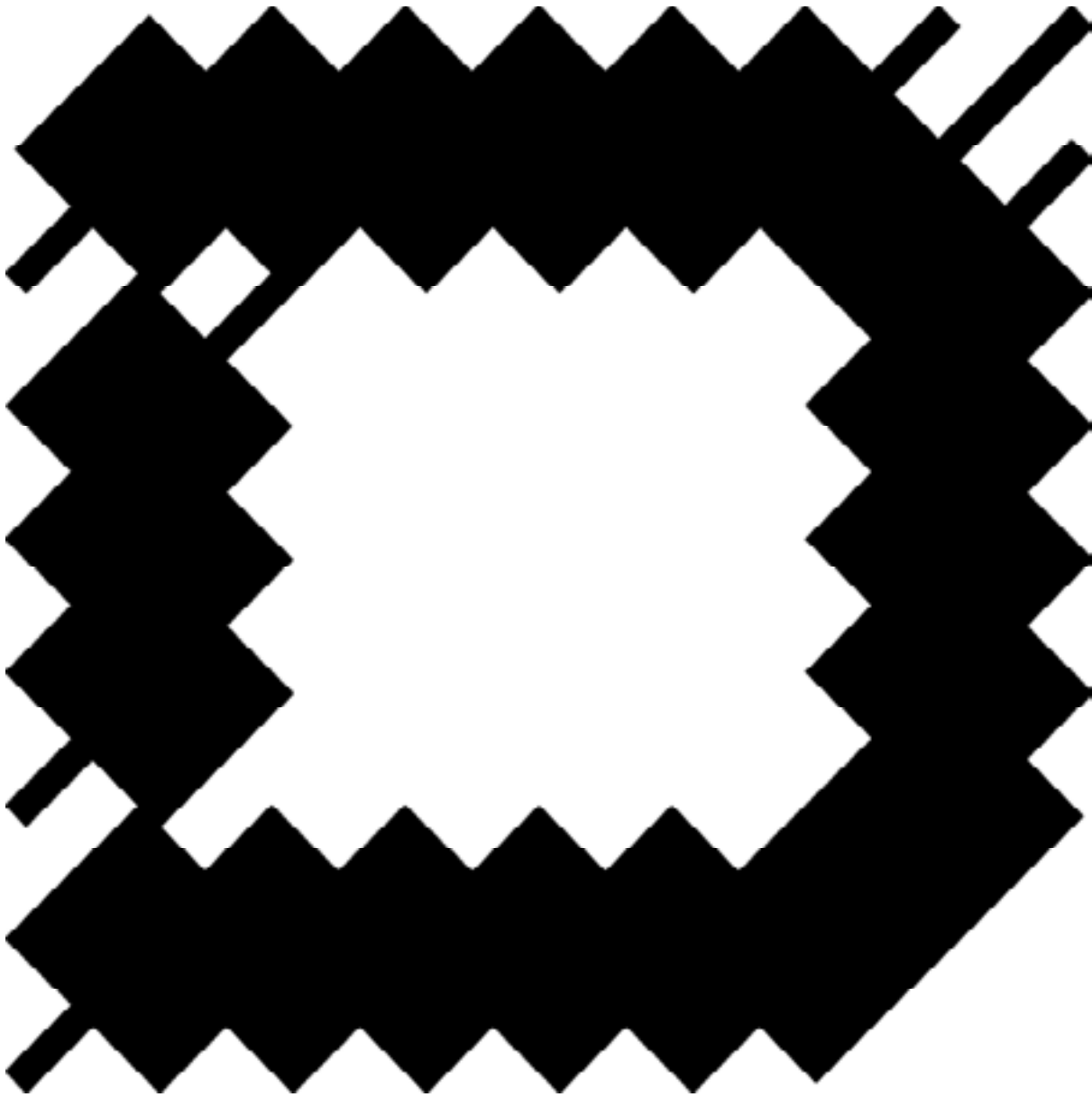


DESIGN THINKING METHOD-COURSES FALL 2019



**Invite to send in quotation
Design Thinking Method-courses
Fall 2019**

OPENLAB
Valhallavägen 79
11427 Stockholm
www.openlab.se

BACKGROUND

Invitation:

Openlab invites you to send in a quotation for planning and leading one or several of our Design Thinking Method-courses during the time period outlined under “structure and dates” below, according to the conditions stated in this document. Two consultants will be procured for each course.

All Openlab Design Thinking method-courses will be held in Swedish unless otherwise noted.

Procuring authority:

KTH

Openlab

Org. number: 202100-3054

General about Openlab’s Design Thinking method-courses:

The courses have full focus on teaching the method Design Thinking with the purpose of strengthening our partners’ knowledge about the method so that they have the capacity to solve challenges themselves. An interdisciplinary group of participants sign up. They particularly come from our different partners, but the courses are also open for other participants from the public, private or non-profit sector.

- **Design Thinking Intro:** This course gives a basic introduction to Design Thinking and how participants can bring back exercises and that knowledge to their work later.

- **Insikter för Innovation:** This course dives deeper into the Empathize and Define steps of Design Thinking and focuses on developing participants skill in creating user-centered insights, processing those insights and applying them within real challenges from their work.

Structure and dates:

As a course leader you will plan the Design Thinking method-course based on the structure that is already in place. You will have regular contact with the coordinator and lead the course together with another course leader. You will give specific help/ instruction on exercises and structure in the different steps of Design Thinking, its iterations and mindset.



Design Thinking Intro:

Course hours: 2 morning sessions, Wednesday and Friday 8.00-12.30

Estimated time:

Approx. 28 hours total, divided up as follows:
Prep meeting with coordinator - 2 hours/ coach
Prep-time - 14 hours/ coach
Course time - 9 hours/ coach
Room setup and breakdown - 1 hours/ coach
Follow-up meetings with coordinator - 2 hours/ coach

Insikter för Innovation:

Course hours: 2 full-day sessions, Monday and Friday 9.00-16.00

Estimated time:

Approx. 40 hours total, divided up as follows:
Prep meeting with coordinator - 2 hours/ coach
Prep-time - 21 hours/ coach
Course time - 14 hours/ coach
Room setup and breakdown - 1 hours/ coach
Follow-up meetings with coordinator - 2 hours/ coach

Price:

Openlab has a set price standard in order to be transparent and fair towards all the coaches. The set price/ hour is 800 SEK ex. VAT (ex. moms).

Course dates:

- 02 & 04 October, Design Thinking Intro
- 13 & 15 November, Design Thinking Intro
- 25 & 29 November, Insikter för Innovation

Conditions for delivery

The assignment and contract is set to be delivered within the **fall 2019**.

Procurement conditions:

As a course leader and Design Thinking coach for this assignment you need to have:

- Several years of experience from leading Design Thinking workshops or courses with interdisciplinary teams
- Experience with education in the Design Thinking methodology and theory on a professional level
- Fluent in Swedish

QUOTATION

Content:

Your quotation can be written in Swedish or English and should include the following:

- Name, company name, organisational number and contact info
- Description of experience with leading Design Thinking workshops/ courses, as well as education and other **relevant** experience
- Which (one or several) specific courses you are interested in leading, and if you are available for other similar assignments during the same time period if the need should arise
- Additional requests regarding co-leaders, time, etc.
- If you have not previously lead an Openlab method-course, please include two **references** and the times that you are available for an **interview**.

Procurement procedure:

1. This invite for quotations is sent out to a minimum of three Design Thinking consultants.
Date sent out: **05 FEB 2019**
2. The quotation for this assignment should be sent by email to Margaret Hertz and Marie Rogg at Openlab:
 - margaret.hertz@openlab.se
 - marie.rogg@openlab.seDeadline: **kl 9.00 on 21 FEB 2019 (but please submit earlier if possible!)**
3. You will get an answer by **1 March 2019**. Openlab will then set up a contract for the procured assignment(s).
4. During evaluation, Openlab also considers the following five criteria we have chosen together with our team of Design Thinking coaches: diversity in gender, diversity in type of experience and cultural background, the level of experience and special competences when relevant, and to divide our activities equally among the consultants in the team when possible/relevant.

INVOICE

Invoicing details will be provided at the same time as the contract.

If you are a KTH employee, please include how you intend to receive payment so that it does not conflict with your employment conditions.

Payment terms: KTH requires 30 days to process your invoice.

Welcome to send in your quotation!

“As our name indicates, we’re an open lab in which unexpected meetings and interfaces are encouraged. At Openlab we aim to work according to our motto: “Everyone is a student,” and based on the principle of having the courage to Do first – Think – Do it again. For us it’s important to give the creative process plenty of scope to take advantage of new ways of solving society’s future challenges.”