

J StarX Biomedical 2025 – Team Formation Course

1. General Information

1.1 Purpose

JETRO invites qualified accelerators and ecosystem operators to deliver the J StarX Biomedical 2025 – Team Formation Course (the “Program”). The Program addresses a key gap among Japanese biomedical founders: strong technical capabilities but limited access to business development, fundraising, regulatory/clinical, and global commercialization talent. The goal is to match solo founders with suitable cofounders and provide a structured environment to validate and launch these partnerships.

1.2 Background

Building on J StarX initiatives in deep tech and biomedical fields, this course emphasizes cofounder matching and partnership validation for founders in biotech, pharma, health tech, and related sectors.

1.3 Contract Term

From the contract start date through March 19, 2026.

1.4 Language

English (bilingual materials welcome where practical).

1.5 Location & Modality

Hybrid delivery:

- Week 1: In person Bootcamp in Tokyo (Japan).
- Weeks 2–4: Online delivery.
- Weeks 5–6: In person in the Boston and New York area.

Schedule must accommodate Japan–US time zones. The Contractor must secure appropriate workspace and on the ground support for participants during in person phases.

2. Service Description

The Contractor will design and deliver a 6–7 week team formation program comprising:

1. Pitch Preparation

Help founders clearly articulate the case for complementary cofounder roles (business,

regulatory/clinical, global markets).

2. Structured Sessions & Workshops

- Team building exercises.
- Psychometric assessments (e.g., MBTI or equivalent frameworks).
- Pitch enhancement tailored to potential cofounders.

3. Validation Activities

- Mentorship from VCs, corporates, IP attorneys, and regulatory advisors.
- Iterative feedback on partnership viability, GTM and commercialization strategy.

4. Cofounder Lead Generation

- Curated speed dating, matchmaking events, and targeted outreach to universities, associations, and relevant communities.
- Provide a clear methodology (sources, platforms, events, partner networks).

5. In Person Networking (Boston/New York)

- A 10-day event based program including networking and pitch events (target: ~10 events overall).

6. Optional Showcase Day

- An online or hybrid final presentation.
- Sessions may be recorded and archived (with participant consent) and shared with relevant networks.

2.1 Mentoring Requirements

- Weekly 1:1 mentoring (minimum 1 hour per founder); additional sessions upon request.
- Assign a key mentor per founder with domain and business expertise; maintain mentor logs.

2.2 Business Meetings & Introductions

- Arrange high value introductions per founder (cofounder candidates and/or strategic partners/investors).
- Provide specific methods for sourcing and conducting these meetings.

2.3 PR & Marketing

- Develop program branding and communications for global audiences (pitch decks, one-pagers, outreach collateral).
- Distribute via newsletters, social media, and Contractor networks.

3. Program Timeline & Curriculum

Week 1 – Bootcamp in Tokyo

- Five-day intensive training at JETRO Innovation Garden or designated venue.
- Team building, psychometrics, cofounder role definition.
- Pitch development for cofounder audiences.

Weeks 2–3 – Online

- Refinement of pitches and business ideation for cofounder engagement.
- Mentor led sessions on IP, regulatory pathways, and market access.

Weeks 4–5 – In Person (Boston/New York)

- Networking and pitch events (target ~10 total).
- Cofounder speed dating and curated matchmaking.
- Additional mentoring and partnership validation as needed.

Week 7 – Follow on (Conditional)

- If a cofounder pairing is achieved: workshops, team building sprints, and early business planning support.

4. Deliverables & KPIs

Deliverables

- Program Plan & Schedule (session outlines, mentor roster).
- Mentor Logs & Participation Records (weekly entries per founder).
- Introduction Tracker (evidence of ≥ 3 high value introductions per founder).
- Showcase Assets: recorded presentations and pitch decks (subject to consent).
- Interim Report: mid program progress, engagement metrics, preliminary outcomes.
- Final Report: structure, delivery specifics, evaluations, achievements, Showcase outcomes, promotional activities, and follow on recommendations.

KPIs

- Cofounder Match Rate: % of founders identifying potential cofounders.
- Engagement: attendance, mentoring hours, event participation.
- Network Activation: number/quality of introductions; ongoing discussions post program.

5. Contractor Qualifications

- Established organization with capacity to manage and complete the Program.
- Global network and proven experience in acceleration or team formation programs.
- Desirable: Experience contributing to unicorn outcomes in the past five years.

- Investment capability and close connections with top tier Universities and institutions.
- Systems and policies for confidential/personal data management.
- Compliance with applicable laws and regulations (including Foreign Corrupt Practices Act and state unfair competition laws).
- Desirable: Willingness to invest in Japan or establish a local entity.

6. Proposal Submission Requirements

Required Documents:

- Cover Letter & Company Profile.
- Program Methodology & Delivery Plan aligned to Sections 2 and 3.
- Mentor Network List with profiles and sector expertise.
- Detailed Event Plan for Boston/New York (venues, partners, target audiences).
- Data Management & Privacy Plan.
- Pricing & Budget (see Section 7).
- References and relevant case studies.
- Signed acknowledgment of RFP terms & compliance.

Submission Method: Email only. No oral, telephone, or facsimile submissions. All preparation costs are borne by Applicants.

Deadline: November 13th, 2025. Late submissions may not be considered.

7. Budget & Pricing

- Maximum Contract Value: USD 700,000.
- Provide a clear pricing breakdown per component (illustrative structure below):
 - Approximately 10 Founders – Bootcamp in Japan: USD [Proposed Amount].
 - Approximately 10 Founders – Online Program: USD [Proposed Amount].
 - Approximately 10 Founders – In Person Program in the USA (per founder support cost, including mentorship, workspace/lab usage, event costs): USD [Proposed Amount].
- Include any additional costs: matchmaking events, venue rentals, travel (if applicable), media/PR services.

8. Evaluation Criteria

- Program Implementation Quality & feasibility.
- Strength of Mentor Network and relevant ecosystem partnerships.
- Track record (including notable successes).

- Data security and compliance posture.
- Cost competitiveness and value for money.
- Capacity for frequent communication and online delivery.

9. Terms & Conditions

9.1 Reporting & Payments

- Two official reports required: Interim and Final (JETRO will provide formats).
- Payments:
 - 50% upon execution of the agreement (based on maximum possible contract value).
 - 50% upon completion and acceptance of the Final Report and invoice (actual value minus first payment).
 - Payment by wire transfer to the designated account.

9.2 Confidentiality & IP

- Contractor must protect confidential and personal information; obtain necessary consents for recording/archiving.
- IP arrangements and ownership will be defined in JETRO's Contract (Draft).

9.3 Communications

- Regular internal meetings with JETRO to report participant progress.
- Prompt notifications of changes affecting program arrangements.

9.4 Disclaimers

- JETRO may refrain from providing feedback on tender results. All decisions are final.