



Innovation and Networks Executive Agency

APPLICANT'S CHECKLIST

(This is a non-exhaustive checklist, structured around the award criteria as listed under section 9 of the call text, to guide applicants in the preparation of their proposal. The criteria should always be read in relation to the call text.)

1. RELEVANCE

This criterion refers to:

- **Alignment with the objectives and activities required for the deployment of the eProcurement Digital Service Infrastructure described in Chapter 3.10.1 of the work programme and priorities set in Section 2 of the call text:**
 - ☐ Does your proposal explain its alignment with the objectives & activities set out in the [CEF Telecom 2020 Work Programme](#) – section 3.10 and the eProcurement text – section 2 (e.g. ESPD, eCertis, contract registers, interconnection of national portals and TED, eTendering interface and eForms)?
 - ☐ Does your proposal includes the activity to implement eForms (objective 2.1.1)?
 - If yes, does your proposal describe at least one type of notice to TED that you sent ? Does the proposal list all types of notices used for TED?
 - If yes, will you use this format elsewhere, for example in national or regional platforms?
 - If yes, does your proposal confirm that by the end of the proposed Action, you will qualify your solution to send notices as eForms to TED (according to the <http://simap.ted.europa.eu/web/simap/how-to-become-a-ted-esender>) ?
 - ☐ Does your proposal include the activity to implement a contract register/Public Procurement Data Space (objective 2.1.2)?
 - Will you send notices from your contract register either directly to TED as an eSender, or indirectly through another qualified eSender? Is this clearly described in your proposal?
 - Will you increase the scope of your contract register? If yes, does your proposal describe what will be increased in scope and how ?
 - Does your proposal demonstrate that it automatically retrieves data from other existing databases?
 - Does your proposal explain whether the information in your contract register is

made publicly available? What and how?

- Does your proposal include the activity on interconnecting national notice publication portals and TED (objective 2.1.3)?
 - Does the proposal explain if the solution facilitate exchange of notices between national, regional and local publication portals?
 - Do you want to retrieve data from TED to be republished on your portal? Is this well described in the proposal?
 - Does your proposal include the activity on implementing or update the ESPD (objective 2.1.4)?
 - Will you implement an ESPD service from scratch? How will you implement it?
 - Will you update your ESPD service? Is this described in the proposal? Which version does your ESPD currently have?
 - Will you interconnect your ESPD service with existing national databases to fill it in (partly) automatically? Does your proposal describe to which databases you will connect it to and what will be filled in?
 - Does your proposal indicate that you will provide an import/export mechanism?
 - Does your proposal describe to which ESPD EDM you will use?
 - Does your proposal include an activity on implementing the eTendering interface (objective 2.1.5)?
 - Does your proposal address the deployment and/or use of the eDelivery Building Block or a compliant eDelivery service provider for the implementation of the eTendering interface?
 - Does your proposal describe if you are a PEPPOL member or if you will become one? Or if you have an agreement with an eDelivery service provider?
 - For all activities, do you describe on how the testing is done? Internally, with other consortium members or with other external compliant services?
- **Alignment and synergies with relevant policies, strategies and activities at European and national level:**
 - Does your proposal demonstrate knowledge of relevant EU policies/strategies (e.g. [public procurement directives](#) , [ESPD regulation](#), [eForms Implementing regulation](#))?
 - Does your proposal demonstrate a deep knowledge of national/multinational specificities related to public procurement and to policies implemented by national/multinational public and private authorities in the domain of public procurement?

2. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

This criterion refers to:

- **The maturity of the proposed solution (e.g. in terms of contribution towards interoperability, connectivity, sustainable deployment, operation, upgrading of trans-European digital service infrastructures, use of common building blocks, coordination at European level) and/or integration with existing components of the DSI**
 - ☐ Does your proposal build on a solution that is already “in production”? What are: the operational level of the proposed solution(s), technical architecture, integration of components, etc.?
 - ☐ Was your proposal audited by an external reader to ensure a readability and better understandability?
- **Coherence and effectiveness of the work plan:**
 - ☐ Is your work-plan sound, coherent, effective as per the objectives set? Is Part A aligned with the GANTT provided?
 - ☐ Are your **tasks** described clearly/in sufficient detail to allow understanding how the proposed action will be implemented? Are the milestones and timetable reasonable?
 - ☐ Does your proposal indicate clearly the name (incl. version number), the scope and the end users of the solution(s)?
 - ☐ Does your proposed Action build on a previous CEF Telecom funded Action? – if yes, does your proposal explain what was funded before and how the proposed Action will build on and/or differ from the Action(s) funded previously (part D of the proposal (section 1 and Q2.1)?
 - ☐ Is the **allocation of tasks** and **resources** appropriate? Are your estimated **costs/budget** justified? If subcontracting is foreseen, is it mentioned and justified?
 - ☐ Do you provide sufficient detail on **management structures and decision-making processes**?
 - ☐ Is sufficient attention paid to the risk assessment? Are appropriate remedial actions considered?
- **Quality and relevant experience of the participants:**
 - ☐ Does your consortium link its activities with CEF funded other consortia?
 - ☐ Does your consortium include public and private entities?
 - ☐ Does your proposal include a public entity/public entities from central bodies, central purchasing bodies or pre-qualification service providers?
 - ☐ Is your consortium composition relevant to the achievement of your goals and well-balanced? Does it involve all relevant and necessary partners to successfully carry out your action?
 - ☐ Do you provide a description of the profiles primarily responsible for carrying out the proposed activities (relevant experience/expertise, qualifications and industry/sector certifications)?
- **Extent to which the proposal demonstrates support from national authorities and peers (e.g. through letters):**
 - ☐ Does your proposal demonstrate how other members of the procurement community are

<p>involved, as well as to reach outside its ranks to include further expertise if/when needed?</p> <ul style="list-style-type: none"> □ If relevant: apart from A2.3 forms, do you have supporting letters from relevant organisations provided? If relevant, do you describe in part D how other relevant organisation will be involved? <ul style="list-style-type: none"> • Extent to which the proposal gives appropriate attention to security, privacy, inclusiveness and accessibility: <ul style="list-style-type: none"> □ How does your proposal addresses operational security/privacy/inclusiveness/accessibility? If relevant, does the proposal describes in part D how operational security/privacy/inclusiveness/accessibility will be achieved?
<p>3. IMPACT AND SUSTAINABILITY</p>
<p>This criterion refers to:</p> <ul style="list-style-type: none"> • The quality of the approach to facilitate wider deployment and take-up of the proposed actions: <ul style="list-style-type: none"> □ Does your proposal include a description of the business model applied to your current implementation? □ How will you measure “success” after your action is completed ? □ Does your proposal describe how a wider deployment will be achieved? For example, but not limited to: does it identify target groups and their expected take-up to be reached ? Have you been defining communication activities towards those groups or other channels of communication in order to establish recognition and visibility for the proposed action’s results (i.e. campaigns, social media visibility, trainings, workshops)? • Achieving long-term sustainability is about your capacity to pursue, develop and scale up your activities without EU funding after the end of the project: <ul style="list-style-type: none"> □ after completing your project, can you anticipate appropriate through private and/or public funding sources other than CEF? □ Does your proposal provide a sustainability plan, including activities that will contribute to the continuation of the results of the proposed action (e.g. uptake of the solutions by an increasing number of end-users, ensure maintenance of the services by other means than CEF etc.), in order to ensure their long-term financial viability and independence?