

## VT/2014/061 – Questions and answers

### Service contract for measures to enhance cooperation between Public Employment Services (PES), in particular services to implement a 'benchlearning' concept within the network of PES.

Last updated on: 06/10/2014

**Question 1)** Is it possible to add additional experts to the number envisaged (please see the specifications page 30, art. 11.2/b)?

Answer 1) The tender clearly specifies under point 11.2/b that the multidisciplinary additional pool of experts should not comprise more than 20 experts per lot.

**Question 2)** Regarding the point 4.2.3.3. (page 19) of the tender specifications, namely where requesting to "*Create and edit 15-20 thematic subpages to be added to the Commission's PES Network web pages which will act as entry points to relevant resources (reports, e-learning modules, webinars, presentations, input papers to seminars or peer review workshops, summaries of meetings, quantitative data, other reports, EU and national links, etc). The thematic subpages and their dependents should be updated following each relevant event or output related to the theme, on a rolling basis.*" the tenderer would like to know if:

- the web subpages shall be developed within the current web site (or any other DG EMPL platforms to be kindly specified) and, if not, technical specifications and standards apply for publishing through external web sites;
- the relevant resources to which they are linked to shall be uploaded on and published via the current website and, if not, technical specifications and standards apply for publishing through external web sites.

Answer 2) The web subpages shall be developed on the current website. The relevant resources shall also be uploaded and published on the current website, following the common standards applied to the europa.eu website.

**Question 3)** Is it possible that an expert could be with different consortium?

Answer 3) The tender specifications do not rule out this possibility.

**Question 4)** in relation to 4,1,2 I) – two day trainings with PES experts – does the tender envisage that the contractor will arrange and pay for the accommodation and travels of participants?

Answer 4) The contractor shall cover travel and accommodation costs of the PES experts nominated by the PES network, the training might be organised alongside the meetings of PES working group benchlearning, see 4.1.3. Task 3

**Question 5)** In the context of EaSI, what countries will be eligible to participate in the lot 1 and lot 2 activities? In particular, will the benchmarking under lot 1 cover other countries than the 28 Member States, such as the EFTA or candidate countries? Similarly, will the mutual learning activities under lot 2 go beyond the Member States?

Answer 5): Decision 573/2014/EU of 15 May 2014 is addressed to the Member States and due to its EEA relevance (European Economic Area) EEA countries might join. Both Lot 1 and Lot 2 may therefore need to cover 28 Member States plus up to 3 EEA countries.

**Question 6)** Lot 1, Task 3, a): Is the contractor expected to provide interpretation for the PES benchlearning working group meetings, and if so, into what or how many languages?

Answer 6) Under Lot 1, Task 3 the provision interpretation services is not foreseen.

**Question 7)** Lot 1, Task 3, b): The contractor is asked to draft and translate concept papers for the meeting. On average, how many concept papers are expected per meeting? In what or how many languages would the translations be required?

Answer 7) On average two concept papers per meeting day should be foreseen; translation of one of the concept papers into all EU languages might be requested.

**Question 8)** Lot 2, Task 1, e): Is the contractor or the host PES expected to arrange and pay for the venue (including technical facilities) and catering for the Thematic Review Workshop? What would the catering generally cover, for example, lunch, coffee breaks and/or evening dinner?

Answer 8) The contractor is expected to budget the costs of the venue including technical facilities and catering (lunch, dinner plus 2 coffee breaks per working day).

**Question 9)** Lot 2, Task 1, g): Is the contractor expected to provide interpretation for the Follow-up Visit, and if so, into what or how many languages?

Answer 9) Under Lot 2, Task 1, g) the provision of interpretation services is not foreseen.

**Question 10)** Lot 2, Task 1, a): In general, where is the PES Network Conference expected to take place, in Brussels or elsewhere?

Answer 10) 4.5. Content delivery (applicable to Lot 1 and Lot 2) indicates that the place of delivery is Brussels, Belgium or – if explicitly stated in the annual work programme – any other place in the EU/EEA. It can be expected that most PES network conferences will take place in Brussels.

**Question 11)** Lot 2, Task 1: Is the contractor or the host PES expected to arrange and pay for the venue (including technical facilities) and catering for the mutual assistance projects? What would the catering generally cover, for example, lunch, coffee breaks and/or evening dinner?

Answer 11). See answer 8.

**Question 12)** Lot 2, Task 1: Is the contractor expected to engage a PES or thematic expert for the PES Network Seminar?

Answer 12) Depending on the programme of the seminar both options are possible.

**Question 13)** Lot 2, Task 3: Where will the web pages of the PES Network be located – within the current PES area of the DG EMPL Europa website (<http://ec.europa.eu/social/main.jsp?catId=964&langId=en>) or another website? If possible, please could you provide the URL address.

Answer 13) See answer 2.

**Question 14)** Lot 2, Task 3: Will the contractor be required to technically design and develop the enhanced repository (which will also integrate the existing WEESP repository) or will this already be put in place by the Commission for the contractor to use?

Answer 14) Lot 2, 4.2.3. Task 3: clearly refers to updating the WEESP repository of good practice. The contractor is not expected to further develop the technical design of the WEESP repository. The contractor is expected to deliver the updates in SQL format and to liaise with the competent COM staff in this respect.

**Question 15)** Lot 2, Task 3: To what extent (if any) is the contractor required to provide technical support and maintenance of the PES Network web pages? Similarly, to what extent (if any) is the contractor required to provide technical support, maintenance and *ongoing* enhancement of the good practice repository? For example, would the contractor's role be limited to the preparation and uploading of web-ready materials/fiches or would it extend to broader technical support and oversight of the back-end repository system(s)? If technical services are required:

- a. Please could you provide some more technical information (this from both coding/configuration as database point of view) on the back end system that is currently used?
- b. Do you use one and the same backend system for both updating the content on the website and on the WEESP database?

Answer 15) See answer 2 and 14 which applies to both the PES Webpages and the WEESP repository.

**Question 16)** Lot 2, Task 3: Please could we have some more information on the way content is inputted currently on the website and in the WEESP tool and how the validation workflow (if any exists) is organised? Looking to the future, will the contractor be required to directly access and use the Commission's Content Management System or work via the intermediary of Commission staff in order to upload and edit information on the PES Network pages or repository?

Answer 16) The contractor will work with the competent COM staff to upload and edit the PES Webpages and the WEESP repository. This might require accessing DG EMPL's Content Management System. Should this be the case, training, support and guidance will be provided by the competent COM staff.

**Question 17)** Should the technical and financial offers be packaged and presented separately or should they be included and packaged in one document?

Answer 17) The invitation letter only indicates a requirement for the package. Hence the tenderer is free to choose the form at his/her best convenience.

**Question 18)** What is meant by "the appropriate certificate demonstrating an annual turnover of more 1Meuro" if the tenderer has also to present the balance sheet and the copy of the profit & loss account?

Answer 18) The balance sheet and the profit & loss account suffice to show a turnover of more than 1Meuro.

**Question 19)** The corrigendum in 2014/S 172-304228 in the supplement to the Official Journal of the European Union, 5.8.2014, [2014/S 148-265393](#)) indicates that the deadline for submission is now 15.10.2014. Should for the whole procedure, i.e. all mentioned deadlines "1.10." be read "15.10.2014"?

Answer 19) All mentioned deadlines for receipt of tenders or requests to participate should be read 15.10.2014 (16:00).

**Question 20)** How to understand the specification on the requested core team for both lots? The tender specifications are: 4.1 "... Core team of experts In order to carry out the tasks under Lot 1, the Contractor should propose a project manager and a core team of two persons..". 4.2 "... Core team of experts In order to carry out the tasks under Lot 2, the Contractor should propose a project manager and a core team of two persons ..". 11.2 "... b. Criteria relating to the team delivering the service. In order to carry out the task under Lot 1/Lot 2, the Contractor(s) should propose a project manager and a core team of at least two persons .."

So should the core team consist of exactly two persons or is it possible to suggest a core team of more than two persons?

Answer 20) 4.1 and 4.2 of the tender specification should be read as "the Contractor(s) should propose a project manager and a core team of at least two persons .."

**Question 21)** In section 11.2.b, Criteria relating to the team delivering the service, it is stated that The tenderer should present a list of experts to be used for the service contract, together with their CVs and qualifications and professional capacities, including experts belonging to pool of experts (even if working on occasional basis). and The experts theoretical and empirical knowledge should be attested by the CVs and related documentation. Could you please specify what related documentation refers to, especially when applied to experts working on occasional basis?

Answer 21) Related information refers to all kind of information that can provide evidence of the educational and professional qualifications such as lists of assignments including task descriptions, list of publications, detailed job descriptions, etc.

**Question 22)** With reference to the deadline of the tender submission which has been postponed from October 1st to October 15th, could you please indicate whether the tender can be submitted by post not later than 15 October in which case the evidence of the date of dispatch shall be constituted by the postmark to the indicated address OR the tender should be delivered by post or courier in order to result delivered by DG EMPL by October 15th at 16.00?

Answer 22) The conditions of submission are indicated in the invitation letter. Following the corrigendum, point 2 of the invitation letter should be read as follows:

2. Tenderers shall submit tenders by letter:

a) either by post (registered letter) or by courier (including private messenger service) not later than 15/10/2014, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.

b) or delivered by hand not later than 16.00 hrs. on 15/10/2014 to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays. (...)

**Question 23)** according to the table at page 13 in the Tender Specifications providing information on the levels of qualification of the types of experts proposed and the detailed number of expert days per task, is it possible to include in the core team a pool of experts composed by experts of levels III and IV OR they should be necessarily included in multidisciplinary additional pool of experts, leaving the core team composed by experts of level I and II only?

Answer 23) The tender specifications, in point 11.2 Selection Criteria, indicate that the core team must be composed of level 1 and Level 2 experts. The multidisciplinary expert pool is not part of the core team and can be composed of experts from various levels.