

Call for tenders' details

Title: IT consultancy services in the area of spatial dataflow development, management and operation.

Start date: 31/10/2015

Time limit for receipt of tenders: 11/12/2015

Contracting authority: European Environment Agency (EEA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	05/11/2015 16:30	10/11/2015 14:28	Technical capacity	<p>The tender specifications document (Annex I) in section 8 "Mandatory requirements" reads: "For FME, ArcGIS and Tableau the listed consultants shall have a proven experience in organising training workshops".</p> <p>We understand that it is not compulsory that ALL the proposed consultants for FME, ArcGIS and Tableau have this particular experience.</p> <p>Please confirm that our understanding is correct.</p>	<p>10/11/2015 Your understanding is correct: it is expected that the tenderer can provide at least one consultant within each technology having the skills and experience required to organise training workshops.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
2	05/11/2015 16:31	10/11/2015 14:31	Technical capacity	If the answer to the previous question is YES, is there a minimum number of consultants per technology who should have experience in organising training workshops?	10/11/2015 At least one consultant within each technology having the skills and experience required to organise training workshops.
3	05/11/2015 16:32	10/11/2015 14:56	Technical capacity	<p>The tender specifications document (Annex I) in section 8 "Mandatory requirements" reads that all listed consultants should have a thorough knowledge in working with XML, XML schemas, JSON and XHTML.</p> <p>We understand that it is not necessary that each consultant has through knowledge of the FOUR technologies, provided that the team as a whole covers the four.</p> <p>Please confirm our understanding is correct.</p>	10/11/2015 Your understanding is correct: each consultant should, as a minimum, have a thorough knowledge within at least one of the four mentioned technologies (XML, XML Schemas, JSON, and XHTML).

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4	05/11/2015 16:33	10/11/2015 14:57	Technical capacity	<p>Section 8 of the tender specifications document details the different versions of the listed software packages, and states "Each of the listed consultants shall be certified in at least one of the above software packages".</p> <p>Annex 7 to the Tender Specifications "Consultants Technical Expertise", when listing the mandatory certifications, does not specify versions.</p> <p>We assume that a certification related to the required software package is valid, independently of the specific version it may refer to. Please confirm our understanding is correct.</p>	<p>10/11/2015</p> <p>Your understanding is correct: each consultant shall prove that he/she is certified within at least one of the required technologies, and there are no requirements that the certificate matches e.g. the latest version of the software package.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	05/11/2015 16:34	10/11/2015 14:58	Technical capacity	<p>Section 8 of the tender specifications document indicates that "the consultants who will be working with the EEA will have an intensive knowledge in GIS and experience working with spatial data and analysis as well as the INSPIRE Directive".</p> <p>We understand that it is not required that ALL the consultants have intensive experience in ALL the 3 requested areas (GIS, spatial data and analysis, and INSPIRE). For example a consultant complying with the required Tableau experience, but not having the mentioned intensive knowledge or experience in one of the three areas, would be valid.</p> <p>We also understand that the team of consultants as a whole should demonstrate the requested experience.</p> <p>Please confirm our understanding is correct.</p>	<p>10/11/2015 Your understanding is correct: the required intensive knowledge in GIS and experience working with spatial data and analysis as well as the INSPIRE Directive will be assessed by reference to the combined capacity of all the consultants, as a whole.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	05/11/2015 16:35	10/11/2015 15:00	Financial offer	<p>The tender specifications document indicates under Section 12,3,2 "Price" different weighing factor daily rates for junior and senior consultants, working intramural and extramural.</p> <p>This weighing factor (55% for extramural and 45% for intramural services) apparently does not correspond to the actual distribution of the services that the Tender Specifications suggest (e.g. section 9 states "The services shall be performed mainly at the contractor's own premises (extramural)".</p> <p>Could you confirm if the weighing factors in section 12.3.2 are correct?</p>	<p>10/11/2015</p> <p>Yes, the weighing factors in section 12.3.2 are correct and are based on previous experience from other tendering processes in order to balance the price between intra- and extramural as for senior and junior consultants.</p>
7	05/11/2015 16:36	10/11/2015 15:01	Financial Offer	<p>If the answer to the previous question is YES, do these weighting factors reflect the foreseen distribution (although tentative and not binding) of the work (extramural / intramural)?</p>	<p>10/11/2015</p> <p>The weighing factors in section 12.3.2 are based on previous experience from other tendering processes in order to balance the price between intra- and extramural work.</p>

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8	05/11/2015 16:36	10/11/2015 15:03	Technical capacity	The tender specifications document (Annex I) in section 4.2 "Application" indicates in its last paragraph: Each member of a consortium must ".." provide the required documents listed in these tender specifications under sections 11.1 and 11.2 below. Section 11 refers to Price. Can you please confirm this reference is to section 12 Criteria?	10/11/2015 Thank you for drawing our attention to this shortcoming. The correct reference in section 4.2, paragraph 5, and section 4.3, paragraph 4, shall indeed read 'sections 12.1 and 12.2'. For clarity sake, an update to the tender specifications with modifications highlighted is available for download.
9	05/11/2015 16:37	10/11/2015 15:04	Technical capacity	Both Annex 7 to the Tender Specifications (Consultants Technical Expert) and the tender specifications document (Annex I) refer to the requirement of certifications. Could you please confirm if there is a minimum of certified consultants to provide for each of the software packages or technologies?	10/11/2015 Tenderers are required to provide at least one certified consultant within each of the required technology.
10	05/11/2015 16:37	10/11/2015 15:05	Technical capacity	If the answer to the previous question is yes, could you please specify what is the minimum per technology?	10/11/2015 A minimum of one certified consultant per required technology.

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#	Submission date	Publication date	Question subject	Question	Answer
11	05/11/2015 16:38	10/11/2015 15:07	Technical capacity	In addition to the certifications, Annex 7 also requires to address the number of year of work experience, is there a minimum of years of compliance of work experience for each technology?	10/11/2015 While section 12.2.3 of the tender specifications requires consultants responsible for providing the services to document a minimum of five years relevant experience overall (senior consultants) or less (junior consultants), there is no minimum number of years of experience defined for each technology; nevertheless the number of years of experience do influence the overall assessment of experience.
12	05/11/2015 16:38	10/11/2015 15:08	Technical capacity	If the answer to the previous question is yes, could you please specify what is the minimum per technology?	10/11/2015 There is no minimum number of years of experience defined for each technology.
13	05/11/2015 16:39	10/11/2015 15:09	Technical capacity	We understand that a Master's Degree in ESRI, provided by ESRI, may be equivalent to an ESRI certification. Please confirm our understanding is correct.	10/11/2015 Assuming the mentioned master degree is covering ArcGIS Server then it can be equivalent to an ArcGIS Server certificate.

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#	Submission date	Publication date	Question subject	Question	Answer
14	05/11/2015 16:40	10/11/2015 15:10	Technical capacity	<p>ESRI ArcGIS Server and ArcGIS Online certification is listed in the Tender Specifications. We do not see this certification in ESRI certification exams, and, to our knowledge, any of the 3 ESRI certifications within the ESRI category "Enterprise Administration" cover this software package. Consequently, any of the "Enterprise" ESRI certifications would be valid as certification in "ESRI Server".</p> <p>Please confirm our understanding is correct.</p>	<p>10/11/2015 Your understanding is correct: any of the "Enterprise" ESRI certification would be seen as valid as long as it is relevant to the required technology.</p>
15	05/11/2015 16:41	10/11/2015 15:11	Technical capacity	<p>Python certification is listed in the Tender Specifications. As far as we know there are no official certifications in Python. Therefore, a certificate of a training course in this software package (e.g. ESRI's course Scripts Generation with Python in ArcGIC (10.1)) would be enough to comply with the requirement.</p> <p>Please confirm our understanding is correct.</p>	<p>10/11/2015 Your understanding is correct.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
16	05/11/2015 16:42	10/11/2015 15:12	Technical capacity	Tableau certification is also listed in the Tender Specification. There are two types of certifications in Tableau, server and desktop. We understand that a consultant certified in one of them would be valid and there is not mandatory that the team covers both of them. Please confirm our understanding is correct.	10/11/2015 Your understanding is correct: a certificate in Tableau server or Tableau desktop will be sufficient to cover the minimum requirements.
17	05/11/2015 16:43	10/11/2015 15:13	Technical capacity	SQL Server certification is listed in the Tender Specifications. We understand that any Microsoft certification in SQL Server would be valid, and there is no any additional specific requirement. Please confirm our understanding is correct.	10/11/2015 Your understanding is correct: the provision of any Microsoft certification in SQL would be sufficient to cover the minimum requirement. If a consultant has more than one certificate within a technology, it is encouraged to include them all.
18	05/11/2015 16:43	10/11/2015 15:14	Technical capacity	We understand that the listed mandatory certifications must be available at the beginning of the services object of the present tender. Can you please confirm our understanding is correct?	10/11/2015 Any certificates indicated in Annex 7 for a specific consultant should be documented within the CV of the consultant.

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#	Submission date	Publication date	Question subject	Question	Answer
19	10/11/2015 15:35	12/11/2015 11:21	Format of CVs	Section 12.2.3 requires "CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services, indicating language skills and the required professional experience". Should a specific format/template be used for these CVs, or may the CV format be freely chosen by the tenderer ?	12/11/2015 No specific format for the CV is required; For the purpose of a meaningful assessment of the tender, it is, however, recommended that the CV contains appropriate details on the educational and professional qualifications as well as the language skills of the person concerned, as provided in the Europass model.
20	17/11/2015 11:47	19/11/2015 14:29	Technical capacity	Related to the mandatory requirement listed under section 8 of the tender specifications document (Annex I) concerning the FME certification, we understand from our experience, that FME completed training envisaging FME Desktop, FME Server and FME for ARCGis can be considered a valid certification for the present call for tenders. Please confirm our understanding is correct.	19/11/2015 A consultant who has completed a training on a specific software package is in this context not considered the same as being certified in the software package. To be certified in FME, it is required that the consultant is a 'FME Certified Professional' as defined by Safe Software.

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21	17/11/2015 11:54	19/11/2015 14:31	Technical capacity	<p>Reagarding section (i) Human resources, under the Technical and professional capacity:</p> <p>We understand that the persons proposed as "Managerial staff" can also be proposed as "Senior consultants". Could you please confirm our understanding is correct?</p> <p>We also understand that a consultant with more than 5 years of experience may also be proposed as junior consultant. Please confirm our understanding is correct</p>	<p>19/11/2015 Yes, this is correctly understood. A person can act both as 'Managerial staff' and as 'Senior consultant'. The contractor is also free to make a consultant with more than 5 years of professional expertise work as a junior consultant, the opposite will obviously not be possible.</p>
22	18/11/2015 12:42	23/11/2015 11:48	Administrative section	<p>The Tender Specifications do not mention the requirement of enclosing a cover letter to our proposal. We understand that the Tender Submission Form may be considered as the cover letter, as it formally states the tenderer, the proposed subcontractors, and the acceptance of conditions. Therefore, it is not necessary to enclose a cover letter to our tender. Please confirm our understanding is correct.</p>	<p>23/11/2015 Your understanding is correct. It is sufficient that the tender submission form is dated and signed by the tenderer or his duly authorised representative.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
23	18/11/2015 12:43	23/11/2015 11:52	Administrative section	In the case of a consortium submitting a tender, the Tender Specifications do not mention the requirement of enclosing a consortium form (or power of attorney) signed by all its members. Can you please confirm if such a document has to be included with the tender?	23/11/2015 Please note that at the time of the submission of the offer, a consortium does not need to adopt a particular legal form; it suffice that the members of the consortium designate one of them as coordinator which should be clearly stated in annex 1 to the tender specifications, Tender submission form. If awarded the contract, the consortium may be required to adopt a particular legal form. Hence, no power of attorney is needed at the time of submission of the offer.
24	18/11/2015 12:44	23/11/2015 11:58	Technical capacity.	Section 8 of the Tender Specifications includes the requirement of providing consultants with experience in organising training workshops. We understand that to comply with this requirement it is enough to address, in the consultant's CV, the information corresponding to experience in organising training workshops in the corresponding technology. Could you please confirm our understanding is correct?	23/11/2015 Yes, this is correctly understood.

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25	18/11/2015 12:45	23/11/2015 12:04	Technical capacity	<p>In case the contracting authority orders a training course, the course may require time for the preparation of training material and time for a general preparation of the course. We understand the following:</p> <ul style="list-style-type: none"> - the contracting authority will pay for both the training days (usually intramuros) and the course / materials preparation days (usually extramuros). - the above referred course / materials preparation days will be proposed in advance by the contractor, before the signature of the specific contract, and agreed by both the contractor and the contracting authority. <p>Please confirm our understanding is correct.</p>	<p>23/11/2015 Yes, this is correct. The consultant will be paid for both preparing the training/workshop as well for the training/workshop itself in accordance with the daily rates quoted in the financial offer.</p>

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26	23/11/2015 14:24	30/11/2015 11:01	Senior versus Junior Consultants	<p>Upon reading the question nº 21, submitted on 17-Nov and the corresponding answer published by the EEA on 19-Nov, included in the following link: https://etendering.ted.europa.eu/qa/question.html?questionId=10651</p> <p>, regarding the possibility of a contractor being able to freely make a consultant with more than 5 years of professional expertise work as a junior consultant. We would like to request the following clarification:</p> <p>This situation could lead to a tender submitting a financial offer where the price for a Junior Intra Mural Consultant is higher than the price offered for a Senior Intramural consultant.</p> <p>Given the specified “weighting factors” for the evaluation and award criteria for the financial offer, this situation, where a Junior Intramural Consultants (who is really senior consultant) can be quoted with a higher price than Senior Intramural Consultants, this would give an unfair advantage to companies who tender using this “trick”. We consider that this can be construed as an example of professional misconduct</p>	<p>30/11/2015</p> <p>With reference to the provisions in section 12.2.3 of the tender specifications on the selection criteria on technical and professional capacities, first bullet on human resources, as well as the information on the consultants’ technical expertise to be provided in a cross table drafted on the basis of the template in annex 7 to the tender specifications, the element to distinguish between a senior and a junior consultant shall be the number of years of relevant professional experience he/she possesses, with the threshold set as 5 (five) years’ experience.</p> <p>In the example provided in the cross table in annex 7 to the tender specifications, the first consultant (John Doe) may be considered as a senior consultant in FME and a junior consultant in Python.</p> <p>Depending on the requirements of each specific contract in terms of the tasks to be performed and the deliverables to be submitted, junior or senior expertise or a combination of both might be required. When placing an order for services, the Agency will assess the offer received against the information provided on the consultants’ technical expertise as</p>

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				<p>example of professional misconduct and should be explicitly prohibited for this tender.</p> <p>Can you please clarify if this will be permitted or not, i.e. can junior consultants be quoted with a higher price than senior consultants in the financial offer to be included in Annex 5 - Price Quotation?</p>	<p>consultants' technical expertise as specified in the cross table and in update CVs in order to determine the category of profiles by reference to the services requested.</p>
27	23/11/2015 14:25	30/11/2015 11:05	Limit maximum one A4 page per scenario	<p>Can you please clarify if annexes with additional information can be included in the tender, to supplement the information included in the one A4 page limit per scenario, for the technical offer?</p> <p>Will these annexes be considered for the evaluation (award criteria) regarding the technical offer?</p> <p>We ask this, as we have found in tenders with another European Agencies, where we have adhered to the specified limits indicated in the tender specifications, only to find that the contracting authority has also valued additional technical information included in annexes.</p>	<p>30/11/2015</p> <p>Please bear in mind that your tender should be self-explanatory and easy to understand. According to section 12.3.1 of the tender specifications, third paragraph, the assessment of the award criteria will be based on your descriptions (maximum one A4 page per scenario), not taking into account any additional information elsewhere in the tender (e.g. from websites or other publications). The requested descriptions may exceptionally exceed one A4 page, though it is in your interest to keep your tender concise and well structured.</p>

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28	25/11/2015 15:45	30/11/2015 11:12	Administrative section	<p>Section 4.3. Subcontracting of the tender specifications document reads: Tenderers shall provide a document containing a list of the professional qualifications of the subcontractors and statement of the means of confidentiality when subcontractors are used.</p> <p>1) When mentioning "list of the professional qualifications of the subcontractors" we understand that you are including the possible partnerships or certifications the subcontractor as a company holds, including the list of relevant qualifications held by the proposed staff for which the Cvs are provided.</p> <p>2) When dealing with the "statement of the means of confidentiality" we understand we should include the model statement, part of our Information security management system, that we include in all agreements with partners and subcontractors, dealing with confidentiality of information.</p> <p>Can you please confirm the previous two assumptions and/ or provide additional clearance on this two considerations?</p>	<p>30/11/2015</p> <p>1) At the time of submission of tenders and for the purpose of demonstrating subcontractor's professional qualifications, service providers and/or subcontractors may rely on the combined capacities, regardless of the legal nature of the links which it has with them. They must prove that they will have at their disposal the resources necessary for performance of the framework contract according to section 12.2.3 of the tender specifications. The service provider shall, however, in addition demonstrate the professional qualifications by including other documentation available e.g. possible partnerships or certifications the subcontractor as a company holds or proof of any other means available to the service provider.</p> <p>2) Your understanding is correct.</p> <p>The tenderer shall provide a statement of the means of confidentiality when subcontractors are used by sending the formal documentation available to him or any other means available to the service provider ensuring confidentiality when sub-contractors are used.</p>

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					sub-contractors are used.

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29	03/12/2015 17:20	04/12/2015 14:39	General Conditions Article II.7.2 Ownership of the results.	<p>General Conditions Article II.7.2 Ownership of the results. We would like to raise a question about the fairness of transferring the IPR to the Union at the time of delivery and acceptance in opposition to transferring the IPR at the time of payment. For us, as a Service Provider, it is a matter of importance that the right to use our service or the IPR for the same, are only transferred when paid for.</p> <p>QUESTION: Will EEA please consider revise this article?</p>	<p>04/12/2015 Pursuant to the provisions in section 4 of the tender specifications (Annex I), submission of a tender implies acceptance of the terms and conditions set out in the invitation to tender, in these tender specifications and in the draft framework contract attached as annex 6 and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract. In particular, as further specified in section 5 of the tender specifications, in drawing up their bid, tenderers should bear in mind the provisions of the standard framework service contract and standard specific contract attached as annex 6 to these tender specifications, particularly those on payments, performance of the contract, confidentiality, and checks and audits. Any limitation, amendment or denial of the terms of the contract will lead to the automatic exclusion from the procurement procedure. The terms and conditions of the standard framework service contract and standard specific contract cannot therefore be amended. However, with regard to payments, tenderers shall consider the</p>

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					tenderers shall consider the provisions set in Article 1.5 of the draft framework service contract which foresees that payments shall be made upon provision of the services requested, within 30 (thirty) days from the date of receipt of the relevant invoice(s) and supporting documents by the contracting authority concerned.

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