

Procurement Procedure - JRC/IPR/2016/G.III.9/5008/OC

"JRC-Ispra's D&WM Programme Management Assistance Services (PMAS)" - Site visit 30/08/2016

Questions and Answers

- Question 1: Are there any examples (documents) available for the delivery "Project Management Tool outputs"?
- Answer 1: Please see an example of a MS Project schedule report in the presentation, slide 27
- Question 2: Is there a template for the delivery "Programme Status Summary"?
- Answer 2: Further than the description of the delivery given in the Technical specification point 9.4.3 there isn't a template. Please note that some guidelines will be given to the successful Tenderer for the content and the structure of the report.
- Question 3: Is the Project Management tool linked to/with other software tools and data collecting systems? Is there a future possibility to link the Project Management tool to other software tools and data collecting systems?
- Answer 3: Currently there is no link to other software tools and data collecting systems. If the Contractor during the implementation of the contract will propose integrations, the feasibility and the possible advantages will be considered
- Question 4: Please clarify the eventual Exclusion of conflict of interest?
- Answer 4: The Exclusion of conflict of interest is well explained in point 1.2.4 of Part 1 of the Administrative annex.
- Question 5: Will the participation in this specific tender cause an exclusion from participation in the future calls for tender for the D&W programme?
- Answer 5: The successful Tenderer (or parts of the same industrial and/or commercial group or organisation) of the PMAS contract will not be able to participate in future calls for tender for the D&W programme such as, but not limited to the *"ND & WM Programme Engineering support"*, if not specified differently in the publication of the future call for tender procedures.
- Question 6: When will the future call for tender *"ND & WM Programme Engineering support"*, be published?
- Answer 6: The publication for this Tender procedure is planned for the autumn 2016.

- Question 7: Please clarify the number of staff required?
Answer 7: In principle there is no upper limit for the number of staff.
Please note that a minimum of 3 profiles are required but the role of the Risk analyst could be integrated with the role of the Project Management Scheduling Engineer. The minimum requirements for the on-site duties could therefore be limited to 2 persons.
- Question 8: Please clarify what you mean with "Similar services" for the financial selection criterion F2.
Answer 8: The contracting authority is asking a signed statement attesting the similar services delivered during each of the last 3 financial years to a value not less than EUR 210.000. The aforementioned similar services refers to the Scope of work of the Contract & the Subject of the Tender such as; Programme management assistant service; Programme/Project scheduling and monitoring assistance; Project and programme cost management; Project and programme risk management and Corrective and evolutionary maintenance of a project management tool.
Please note that the requested similar services can have been performed as a part of a bigger project/contract/service, in such case this shall be well defined in the signed statement. The Contracting authority reserves the right to ask supporting documents such as invoices and/or a copy of the profit and loss accounts for the last three years for which accounts have been closed from each concerned legal entity, or, failing that, appropriate statements from banks.
- Question 9: Does the CVs need to be provided within the offer?
Answer 9: It is not necessary to attach the CVs to the offer but please note that the Contracting Authority could ask for the supporting documents for the selection criteria such as the CVs directly after the public opening of the Tenders.
- Question 10: Can the CVs be provided in any format?
Answer 10: No, the CV must be drawn up according to the Europass template, only CVs submitted in this form will be evaluated. (Please see footnote 2, page 9 of Part 1 of the Administrative annex)
- Question 11: Does the NDU follow the PMI principles for the Programme Management?
Answer 11: Yes, the NDU follows the PMI principles to a large extend as the principals are similar to the ones of the internal Project management Methodology PM2.
- Question 12: Please clarify the minimum level for the Program/Project Management Professional certification or equivalent released by an internationally recognized institute and/or training courses attended relevant to the aforementioned specific field.
Answer 12: The Contracting authority has explained this further in the Q&A on the E-tendering website, in the questions 6, 7 and 8.
The Tenderer can either provide supporting documents such as a formal Certification, certificates and/or declare the required experience by listing the attended training course/courses according to the instruction in point 2), page 9 of the administrative annex.

Question 13: Will it be necessary to provide the radiation protection "classification" for the staff?

Answer 13: No, the staff on-site will not work in the controlled areas.

Question 14: In the Financial Offer form we are asked to indicate the "Health and Safety" costs, what is this and why should it be indicated?

Answer 14: As indicated in point 2.4 of the Administrative Annex, The Ispra site applies Italian law, which requires that Occupational Health and Safety (OHS) risks are covered. Therefore the related costs shall be included in the overall financial offer (in the daily offered rates) as a mandatory part of the Tenderers financial offer to cover the risk such as but not limited to injuries of the staff etc. during the execution of the services and contract.

Question 15: Will the NDU select the staff for the profiles among the minimum number of 2 CVs to be provided in the tender for each profile?

Answer 15: In the tender phase the provided CVs must fit with the required profiles, once the contract is awarded and signed, the successful tenderer must provide a staff list for the execution of the services, which the Contracting authority will approve or reject. Please see clause, I.13.1 IMPLEMENTATION OF THE CONTRACT, of the Draft contract for all the details on the implementation of the contract.

Question 16: When, approximately will/can the winning tenderer start the provision of the contract?

Answer 16: The implementation of the contract and the services is planned to start during the first quarter of year 2017.