

Helsinki,
D(2010)

Subject: ECHA/2010/93: Multiple framework contracts with re-opening of competition and division into five lots for the provision of management consulting services

CLARIFICATIONS 5

5.1.

Q

We are interested in submitting a bid under lot 5 - Information & Knowledge Management and have a number of questions we'd like to pose before we assemble the bid.

1. How will the Framework Agreement award work / what are the deliverables against it versus the T&M and Fixed Price Components?
 - o is this tender purely about the development of an IKM strategy and a separate contract awarded for implementation? or
 - o is it your intention that the framework agreement covers the production of an Information & Knowledge Management Strategy (IKMS) and the T&M and Fixed Price Components the individual work programmes to implement that strategy?
 - o on that basis will the work programmes be subject to open tender?
2. Success criteria and measures for evaluating success of the strategy: We cannot find reference in the documentation of this lot to either of these as part of the deliverables.
 - o we assume these would be outputs of the IKMS?
 - o to what extent will the strategy be cascaded out to stakeholders and is the IKM to be both outwards and inwards facing?
3. We believe you are in the final stages of relocating staff to Helsinki: to what extent has space planning considered the potential for enhancing knowledge sharing as the tender is silent on this very important aspect of knowledge management?
4. The weighting of tasks appears to be towards the development of a core set of information / record management tools overlaid with KM techniques to facilitate internal knowledge transfer / sharing? Is this a correct assumption?

A

The subject of the incumbent procurement procedure is the award of a Multiple Framework Contracts with re-opening of competition. The nature of the contracts is further explained in section 2.2 of the specifications. The scope of the services to be provided under the Framework Contracts, including the foreseen tasks, is indicated in section 1.2.5 of the specifications, in case of Lot 5. The Framework Contract shall be awarded to the tenderers having successfully passed the stages of application of exclusion and selection criteria and whose tender offers best value for money with regard to the financial and qualitative award criteria, in accordance with section 3.3 of the specifications. The basis for assessment against

the qualitative award criterion is the proposal for the overall management of the service, as described in section 4.2.2.2 of the specifications. This proposal must include a description of tenderer's procedures for ascertaining the quality of the services delivered to clients and the conformity of the deliveries with their orders; and a description of a risk analysis related to the delivery of the Contract, and explanation of how the risks will be mitigated.

The Framework Contracts will be implemented through specific contracts, in accordance with section 2.9 of the specifications. The specific contracts will be based on Fixed Price or Time and Means, as explained in section 2.9.1 of the specifications. The scope of the specific contracts may concern the development of strategies, as well as tools and techniques, as described in section 1.2.5. The specific contracts will be awarded, following re-opening of competition amongst the contractors of the Lot and on the basis of best value for money, as indicated in section 3.3 of the specifications. The requests for services will include information such as the role of space planning, the criteria for measuring success of strategies, the relation with stakeholders, et cetera, if and when relevant for the preparation of an offer for the corresponding specific contract, as indicated in section 2.9.2 of the specifications.

5.2.

Q

The financial form requires prices to be provided per person-day. How many working hours is one person-day?

A

A person-day is 7.5 working hours.

5.3.

Q:

Declaration of honour form: Is it enough to provide the declaration honour form with the requested situational evidence just for the representative country of the joint offer?

A:

A declaration on their honour duly signed and dated shall be provided by tenderers or their representatives, as part of their offer. Where the tender constitutes a joint offer, each entity must provide the form, in accordance with section 4.2.2.1.2 of the specifications.

The evidence confirming the declaration(s) of honour - of each entity involved in the joint offer, where applicable - shall be provided by the tenderer to whom the contract is to be awarded, within the 15 days following the receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, in accordance with section 3.4 of the specifications.

ECHA