

## Call for tenders No SRB/OP/2/2016

### Questions / Answers

#### Question 01 (dated 09/09/2016 at 17:20):

1. We are a global firm and the individual practices have various certifications in the topic of Project Management. The tender specifications document refers to “PMI certification or equivalent” – could you please verify which of the listed certifications are considered as equivalent?

- a. PMI certifications:
  - i. CAPM - Certified Associate in Project Management
  - ii. PMP - Project Management Professional
  - iii. PMI-ACP - PMI Agile Certified Practitioner
- b. Prince2:
  - i. Foundations
  - ii. Practitioner
- c. IPMA:
  - i. IPMA level C
  - ii. IPMA level D
- d. IAPPM:
  - i. CPM - Certified Project Manager
- e. APMG International
  - i. MSP Foundation and Practitioner – Managing Successful Programs
- f. Scrum Alliance:
  - i. CSM - Certified Scrum Master

2. In addition to the certifications, could practical experience in management of large projects and programs also be considered as equivalence of a certification? We have a number of qualified professionals who have shown consistent high performance on managing complex projects for clients, but who do not have a formal certification.

#### Answer to question 01:

The SRB is in the process of publishing a corrigendum in the OJ in relation to inter alia certification requirements. Upon the publication in the OJ the corrigendum will be uploaded on SRB website.

#### Question 02 (dated 08/09/2016 at 17:23):

We would need some clarifications in the list of questions below and would appreciate your response.

1. Tender Specifications:
  - a. Please confirm that all evidence of legal and regulatory (section 4.2.2.), financial and economic (section 4.2.3.) and technical and professional capacity (section 4.2.4.B.) of the tenderers should be mandatorily included in the tender.
  - b. Please confirm that “Technical and professional capacity criteria and evidence - Criteria relating to tenderers” (section 4.2.4.A.) evidence (Evidence A1, A2 and A3) should be provided only on request and not included in the tender as stated in the following excerpt of Section 4.2.4.A : ” Tenderers (in case of a joint tender the

combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.”

- i. Section 4.2.4.A. Evidence A2. Please confirm the number of references of projects that should be provided to demonstrate the capacity to work and draft in English
    - ii. Section 4.2.4. B1. Can you please confirm that a PMI certificate or equivalent is mandatory to be included as an evidence? Please provide a list with the certifications that are considered equivalent to the PMI certificate and the Change Management certificate
    - iii. Section 4.2.4.B2. Please explain the type of evidence that would qualify as “past relevant experience”, satisfying the “Language quality check” requirement
  - c. Section 4.3. Award Criteria (Quality Criterion 1). Please confirm that the submission of a completed Annex 8 (Draft Service Level Agreement) document would be sufficient to fulfil the tender requirements for Quality Criterion 1 (Q1)
  - d. Section 4.3. Award Criteria (Quality Criterion 2): Is there any specific requirement on font and font size in the description required
2. Annex 1: Draft framework service contract:
  - a. Are the terms of the Framework Contract for Services and the subsequent specific Call off contracts negotiable? Can we submit potential changes to the terms and conditions of the two contracts as part of the submission process?
3. Annex 4: Curriculum Vitae - Tender CV Template:
  - a. Please elaborate on the information that should be submitted in the fields of “Acronym of the profile”, “Level” and “Name of the profile” of the “Profile for which employee is entered” field. Can you please provide examples?
4. Annex 8: Service Level Agreement (SLA):
  - a. Section 1.1. Evidence. Please clarify whether we can provide the proof of at least 1 comparable contract, on a no-name basis (redacted form), keeping in the text information around scope, size and complexity of the engagement

Answer to question 02:

1. Tender Specifications:
  - a. In line with the Section 4.2.1 – Declaration and Evidence, the successful tenderer will be required to provide the evidence before the signature of the Contract and within the deadline given by the Contracting Authority. Kindly note that for practical reasons, you may also submit the evidence in the tender.
  - b. We confirm that the evidence should be provided only on request and before the signature of the Contract and within the deadline given by the Contracting Authority.
    - i. For Criterion A2, the tenderer must prove its capacity to work and draft in English. The tenderer is free to choose the number of references it wishes to provide, however the references must demonstrate its proficiency in English.
    - ii. The successful tenderer will be required to provide the evidence before the signature of the Contract and within the deadline given by the Contracting Authority. Kindly note that for practical reasons, you may also submit the evidence in the tender.

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- iii. The type of evidence satisfying the language quality check requirement would be high level drafting experience in English
  - c. Yes – for the Award Criterion Quality criterion nr 1, tenderers are requested to complete Annex 8 – Draft Service Level Agreement. This document together with the relevant evidence is sufficient to fulfil the tender requirements.
  - d. For consistency reasons, tenderers are requested to use the same font and font size requested in the Preamble of Annex 8 – Draft Service Level Agreement (i.e. a font size not smaller than 11 and Times New Roman font for normal text).
2. Annex 1: Draft framework service contract:
    - a. No – the terms of the contract are not negotiable.
  3. Annex 4: Curriculum Vitae - Tender CV Template:
    - a. Acronym of the profile: PM/AUD; Name of Profile: Project Manager/Auditor, Auditor, Level: Years of Experience in the specialist field. Kindly note that if some fields are not applicable in your case, please indicate “N/A”.
  4. Annex 8: Service Level Agreement (SLA):
    - a. Kindly note that as the SRB is bound by confidentiality, the proof of at least 1 comparable contract should be on a name basis.

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Requests for additional information regarding this tender should be sent by e-mail to the following address [SRB-PROCUREMENT@srb.europa.eu](mailto:SRB-PROCUREMENT@srb.europa.eu). The Contracting Authority is not bound to reply to requests for additional information received less than six working days before the final date for submission of tenders.

The deadline for submission of the bids of this tender is **05/10/2016**

Responsibility for monitoring the Agency's website for replies to queries and/or further information remains with potential applicants.