

QUESTIONS AND ANSWERS

Provision of SESAR Development Support Services (SDSS) to the SJU for SESAR 2020 Programme Management

REF. SJU/LC/0126-CFT

N°	Subject	Reference in documents	Questions	Answers
1	Collaboration tool 19/07/2016	Tender specifications, Section 2.2.3 Delivery approach	Is there an indicative implementation timeline/deadline for the programme management collaboration tool?	<p>As per page 10 of the specified in the tender specifications, <i>"The delivery approach shall be incremental and based on configuration items taking into consideration the management of projects portfolio"</i>.</p> <p>It means that a first version of the tool must be made available as soon as possible allowing SJU to populate it with the first material coming from S2020 projects (e.g. Exploratory Research projects or IR/VLD projects). This first version will be followed by updated versions on an incremental way to further consider the SJU needs.</p>
2	Deadline for reception of tenders 19/07/2016	Invitation to tender	Considering the launch of this tender over the Summer months, could you consider the possibility of extending the deadline for submission?	<p>Deadline was already extended by Corrigendum 2, available at: http://www.sesarju.eu/procurement</p> <p>The tender including all its supporting documents must be received at the SJU premises, not later than 15 September 2016 at 11.30 a.m. (Brussels time).</p> <p>This means 87 calendar days whereas standard period for open call for tenders is 52.</p>
3	Deliverables Content 21/07/2016	Tender specifications	Could you please provide us further information about deliverables content? (Table of contents, Size, Examples etc.)?	<p>The SJU does not consider that providing this level of specific detail is essential for submitting a tender in response to this call. As with any large programme of the same nature, there is a wide range of documents with significant variation in content and size. These documents are all of predefined content types.</p>

4	Additional Tools 21/07/2016	Tender specifications 2.2.1	Currently, what are the additional tools of the Programme Support Framework to Sharepoint?	In addition to the use of Sharepoint as a platform for collaboration within projects, for interfacing between projects and the SJU, and for internal SJU collaboration, the SJU makes primarily use of a bespoke relational data base with several MS Access front-end applications that are deployed on staff PCs. A synchronization mechanism exists between the data base and Sharepoint for some information. The same data base connects to a data warehouse/ BO universe that is used for generating a range of reports (both manually and on schedule). The Office 2010 suite is currently used together with MS projects 2013 for producing programme related documents, project plans and various supporting files.
5	Access Right Rules 21/07/2016		What are the access right rules governing documentation migrated from SESAR 1?	Documentation migrated from SESAR 1 falls in two categories: <ul style="list-style-type: none"> - Project output documents - SJU generated material While both categories will be made available in read-only mode to the SJU and all SESAR 2020 projects, some documents of the first category may be subject to further restrictions in case the SJU would not own the foreground to these documents. Meta data may be used to provide visibility to relevant documents for certain projects only.
6	Conflict of Interest 01/08/2016	Tender Specifications Section 2.7	Could SJU confirm that there would be no conflict of interest for a tenderer to bid for this framework contract given its previous role in XXXXX for the SESAR programme?	According to Section 2.7 of the tender specifications, the selected tenderer shall not enter into a possible situation of Conflict of Interest. The tenderer shall describe in the technical offer the preventive measures he will put in place to avoid the above mentioned situations. At this stage, it is for the tenderers to assess their situation and act accordingly.
7	Total fixed price covering the maximum contract duration (i.e.	Letter of Invitation to tender, point 7 (C),	The Invitation to Tender (section 7, paragraph c.) and the Tender Specifications (section 2.2.5) of the SDSS RfP both state that the technical offer " <i>shall also clearly identify the costs related to the delivery activities of the Programme management tool, the</i>	Information in the original document is indeed contradictory. A new corrigendum has been published clarifying in which of the two section of the officer (financial offer or the Service Level Agreement) information regarding the <u>total fixed price covering the maximum contract duration (i.e. 4 years)</u> shall be included.

	4 years) 11/08/2016	and Tender Specifications, Section 2.2.5	<p>costs of licenses and the operating & services costs". However, this is in direct contradiction to the instructions related to the Financial Offer in section 7, paragraph d. of the Invitation to Tender which clearly mention that information related to the financial quotation is to be given nowhere else in the offer.</p> <p>7.1. Please clarify whether or not inclusion in the Technical Offer of any cost information related to the Programme management tool will render our bid non-compliant.</p> <p>7.2 Please advise on how to reconcile both sets of guidelines.</p>	<p>Accordingly, the relevant paragraphs shall be read as follows (sections in blue, are added, and sections in red, are deleted):</p> <ul style="list-style-type: none"> Point 7 (d) of Letter of Invitation to Tender (last paragraph): <p><i>Please note that the financial offer must be submitted in a separate binder or folder and a separate envelope as indicated in section 6 here above which must be clearly labelled "Financial offer". Please ensure that the information related to the financial quotation total fixed price covering the maximum contract duration (i.e. 4 years) is given nowhere else in the offer.</i></p> <ul style="list-style-type: none"> Section 2.2.5 of the Tender specifications(last paragraph): <p>The technical offer shall also clearly identify the costs related to the delivery activities of the Programme management tool, the costs of licenses and the operating & services costs. Information related to the <i>the total fixed price covering the maximum contract duration (i.e. 4 years) shall be provided in the financial offer, as indicated in point 7 (d) of the letter of invitation to tender and section Error! Reference source not found. below.</i></p>
8	Electronic copy of the bid (on a USB key) 11/08/2016	Letter of Invitation to tender, point 6,	<p>Furthermore, section 6 of the Invitation to Tender does not clearly specify where the electronic copy of the bid (on a USB key) should be physically included: is it in the sealed envelope containing the Technical offer or in the sealed envelope containing the Financial offer? Or simply in the inner envelope containing both sealed envelopes?</p> <p>Please advise in order to comply with the clear separation guidelines regarding financial information laid out in section 7, paragraph d. of the Invitation to Tender.</p>	<p>The electronic copy of the bid (on a USB key) can be included in any of the two envelopes.</p>
9	Material to be migrated for SESAR 2020	Tender specifications, Section 2	<p>In addition to a migration of documents from SESAR 1, will there be any material to be migrated for SESAR 2020 projects that may have started before the go-live</p>	<p>A temporary solution for managing SESAR 2020 related documents is being put in place (using non-customised SharePoint sites on the SESAR 1 SharePoint infrastructure) and will be in active use up to the go-live date</p>

	projects 12/08/2016		date of the new collaborative tooling to be provided through the tender?	of the requested new collaborative tooling. Tenderers will have to foresee a minimum impact migration of all S2020 related material that will already be present on the temporary S2020 solution at the go-live date of the new collaborative platform. This will include files for around 25 project sites as well as files on a small number of sites that will mainly be used by the SJU. Site URLs should not change as a consequence of the migration and downtime during Brussels office hours shall be avoided.
10	NEW!! Scope 29/08/2016	Tenders specifications Section 2	In case the scope of the SESAR 2020 work programme is modified during the course of the SDSS contract execution, how would the scope and maximum amount of the contract be impacted to cope with these modifications?	The scope of the present call for tenders and any possible resulting contract is defined in section 2 of the tender specifications, and it is of a horizontal nature. Any eventual adjustment of the scope of the SESAR 2020 Multi-annual Work Programme does not imply any change of the scope of the contract.
11	NEW!! Programme Management Collaborative tool 29/08/2016	Tender Specifications section 2.2.3, 2.2.4	Should we make provisions for a demonstration of our Programme Management Collaborative tool at some point in time after the submission of our offer?	The minimum requirements are set in section 2 of the tender specification, including a Service Level Agreement where the tenderer shall foresee the incremental delivery approach of the collaborative tool. In respect of the principle of equal treatment, the scope of the evaluation will be strictly limited to compliant tenders submitted within deadline. Tenderers are therefore requested to be as descriptive as possible in their technical offers and foresee any possible demonstration, if applicable – since it is not mandatory at the tendering stage - only upon an eventual contract e.g.: kick off meeting.
13	NEW!! Payments 29/08/2016	Letter of invitation to tender, point 7.d) Tender specifications, section 2.5, and Draft Direct	Article I.5.1 of the Draft Direct Service Contract provides that the SJU must approve any submitted documents or deliverables within forty-five (45) days from receipt of them and pay within thirty (30) days from the date the deliverables were approved by SESAR JU. It appears that the payment period start from the acceptance of the deliverables by the SJU and not from the deliverance of an invoice or according to the Milestone Payment Plan. Could you	Tenderers are requested to propose a Milestone Payment Plan as part of the financial offer. Section 2.5 refers to the Milestone Payment Plan <i><u>"payments will be made in line with the Milestone Payment Plan (ref. Section 2.4.) upon the acceptance of the related deliverables by the SESAR JU"</u></i> . The proposed Milestone Payment Plan, in order to be approved by the SJU, shall be compliant with both the draft contract, and the tender specifications.

		Service Contract Article I.5.1	please confirm or explain the payment procedure?	<p>In addition to the above, and for the purpose of consistency, the following section on “invoices” has been added to Article I.5.1. of the contract. This section will be subject of a corrigendum:</p> <p><i>“The contractor (or leader in the case of a joint tender) must send an invoice in the form of electronic invoice to the following e-mail address: e-invoices@sesarju.eu for the interim payment as provided for in the tender specifications/Milestone Payment Plan, accompanied by the following:</i></p> <ul style="list-style-type: none"> <i>• a list of all pre-existing rights to the results or parts of the results or a declaration stating that there are no such pre-existing rights, as provided for in Article Error! Reference source not found.;</i> <i>• relevant progress report or deliverable result or reference to tender specifications or specific contract; “</i> <p>In case of award of the contract, both the technical and financial offer will become an integral part of the contract. In general about the structure of the contract. Both, the tender specifications and the contractor’s tender become an integral part of the contract, being the former Annexe I and the latter Annexe II. In case of discrepancy, the contract prevails over its Annexe I (the tender specifications), and Annex I prevails over the Annexe II (contractor’s tender).</p>
14	NEW!! Clerical error Annexes of the contract 29/08/2016	Draft Direct Service Contract Article I.10.3	Art. I.10.3 of the Draft Direct Service Contract refers to Annexes A and B. Could you please indicate us where to find those annexes?	<p>Please note the clerical error that has been corrected via a corrigendum. The following paragraph shall be read as follows (sections in blue, are added, and sections in red, are deleted):</p> <p><i>with Annexe A III, the relevant evidence listed in Article II.13.5 as appropriate or, failing that, third parties’ statements in accordance with Annexe B IV.</i></p>
15	NEW!! Storage requirements (size in GB)		<p>Could you please provide some estimation about storage requirements (size of files on disks in GB) regarding :</p> <p>a. documentation migrated from SESAR 1</p>	<p>Technology used for the current extranet is MS SQL server. The current weight of the data available in the extranet is around 600GB. Only a subset of it will be migrated from SESAR 1 to SESAR 2020 and be used by the projects (around 100GB). It is expected that the DB weight for SESAR</p>

	29/08/2016		b. documentation to be produced in SESAR 2020	2020 will be similar.
16	NEW!! Payments 29/08/2016	Tender Specifications sections 2.4, 2.5, Draft Direct Service Contract Article I.5.1	Section 2.5 Payments from the tender specifications mentions that there are interim payments foreseen in line with the Milestone Payment plan. The Milestone Payment plan is not included in the tender documents. It is mentioned that advanced payments will not exceed 30% of the total price of the contract. We would like to know how the intermediate payments are foreseen.	Please refer to answer to question 13
17	NEW!! Payment 31/08/2016	Draft Direct Service Contract	<p>The Draft Direct Service Contract in page 5 specifies that “Advanced payments shall not exceed 30% of the fixed total price of the contract”.</p> <p>We understand that “advanced payments” do not include milestone payments for services that have been completed and accepted by the SJU. For example:</p> <ul style="list-style-type: none"> ➤ The payment for the initial configuration and rollout of the programme management tool is not considered as “advanced payment” as soon as the tool is in operation. ➤ The payment for deliverables associated with a given milestone is not considered as “advanced payment” as soon as all of them are accepted by the SJU. ➤ The payment for a continuous service (such as tool licensing and operation) is not considered as “advanced payment” at the end of the considered period of time. <p>Could you please confirm this interpretation or provide additional information about the definition “advanced payments”?</p>	<p>Advance payments or pre-financings are not foreseen for this contract. The footnote of page 5 of the draft direct service contract is subject to a corrigendum. The following paragraph shall be read as follows (, and sections in red, are deleted):</p> <p>Advanced payments shall not exceed 30% of the fixed total price of the contracts.</p>