

ECMWF Copernicus Procurement

Request for Proposal



CLARIFICATIONS

Clarifications issued 22 April 2026

RFP Ref: CJS2_154d

ISSUED BY: ECMWF Administration Department Procurement Section



Funded by the European Union

Implemented by



We are pleased to provide the following clarification responses to questions received:

1 Ref: C7_CJS2_154d

Question:

It is not clear from the RFP document, nor from Annex 3 - Agreement for Copernicus Services 4th Edition, if the service provided will be 100% funded by ECMFW or if there is co-financing needed. Could you please clarify?

Answer:

Through this RFP, ECMWF is procuring a service that is fully funded by ECMWF and expected to deliver the outputs described in Annex 1 of the RFP document. The contract is expected not to exceed a maximum total price of €150,000. There is no requirement or expectation for co-financing, cost sharing, or in-kind contributions from suppliers under this procurement or under the Agreement for Copernicus Services (4th Edition).

2 Ref: C8_CJS2_154d

Question:

In Annex 3 - Agreement for Copernicus Services 4th Edition, section 4 "PRICE", it is not clear whether the price will be pre-agreed or based on reimbursements, could you please clarify?

Answer:

While ECMWF anticipates that the contract resulting from this RFP will be concluded on a Pre-Agreed Price Basis, the choice of payment model for the services (Pre-Agreed Price, Cost Reimbursement, or a combination of the two) will depend on a number of factors, including, but not limited to, the nature/type of activities proposed, the level of associated risk, and the frequency of payments. The applicable payment model will be determined during negotiations with the preferred Proposer.

3 Ref: C9_CJS2_154d

Question:

In Annex 2 - Template Pricing tables and deliverables_final, in the "Cost and prices" tab, column G "Unit of measure": if we select the option "Package price" to indicate the cost of a person working on the project, can we include Overheads in the "package price" and indicate 0% in column I "Margin %"?

Answer:

A package price shall be used where no other unit of measure is applicable (cf. Instruction 6 in the Cost Instructions Sheet of Annex 2 – Template Pricing Tables and Deliverables). For personnel costs, the applicable unit of measure shall be "person-months." Where overheads are applied to payroll costs, they shall be included in Column I.

4 Ref: C10_CJS2_154d

Question:

Stakeholder Workshop (Section 4.3 of Annex 1). Could you please clarify if the mandatory stakeholder workshop to present interim results is expected to be held in person, online, or in a hybrid format? Furthermore, if are there any minimum target KPIs expected (e.g., a minimum number of attendees or specific logistical requirements)?

Answer:

The stakeholder workshop must serve to discuss interim results among a selected group of stakeholders expected to be able to challenge, validate or amend the results. We anticipate that this will require enabling online participation. The workshop may thus be held fully online or hybrid, if Proposers consider a physical workshop effective.

Proposers should include KPI on effective engagement of relevant stakeholders in the work and may use workshop engagement in that context.

5 Ref: C11_CJS2_154d

Question:

CV's of Key Personnel in the "Annex 2 - Template for Proposer.docx" file. The guidelines indicate a maximum length of 1 page for each CV. Could you please confirm if we can include a 1-page executive resume within the main proposal body to comply with this limit, and attach the full Europass CVs as an Annex, or if the absolute limit for any CV material is strictly 1 page per person overall?

Answer:

As specified in section 6.1 of Annex 1 to the RFP document, the indicated page limits are advisory limits and should be followed wherever possible, to avoid excessive or wordy responses. It is acceptable to include 1-page CVs within the main proposal body and the full Europass CVs as an Annex to the technical proposal.

6 Ref: C12_CJS2_154d

Question:

Track Record in the "Annex 2 - Template for Proposer.docx" file. The page limits table specifies "1 page per entity" for the Track Record (Proposer and any subcontractors). Could you clarify how this applies to individual freelance or independent consultants engaged for the project? Are they considered a separate "entity" requiring a dedicated 1-page track record description, or should their experience be covered solely within their CV and the Prime Contractor's track record?

Answer:

Individual freelancers and independent external consultants may be classified as subcontractors, depending on the nature, direct relevance and extent of their contribution to the project activities. Where their contribution is minimal, they may be listed under the prime contractor and covered by the prime contractor's track record.

7 Ref: C13_CJS2_154d

Question:

Classification of Natural Persons in the Pricing Table. Our bidding consortium includes both a legal entity and a natural person. Could you please clarify whether a natural person may be included as a subcontractor (e.g. with organisation type "Other" and presented in a separate form as "LEGAL ENTITY – individual"), or whether natural persons should only be included under "professional fees", as suggested by the "Peter Smith" example? In the latter case, is there any limit on the maximum volume of work or level of effort that can be allocated to such experts under "professional fees"?

Answer:

We understand that the term natural person refers to a freelancer or external consultant in the context of this question. Freelancers and external consultants may be classified as subcontractors, depending on the nature, direct relevance and extent of their contribution to the project activities. Where their contribution is

minimal, they may be included under the prime contractor's resources, with "professional fees" indicated as the resource type. There is no prescribed maximum level of effort that may be allocated to professional fees. Final arrangements concerning this matter may be agreed during the contract negotiation stage, should the Proposer be selected as the preferred bidder.