

# ECMWF Copernicus Procurement

## Invitation to Tender



## CLARIFICATIONS

Clarifications issued 28 November 2017

ITT Ref: COP_031
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: C1\_COP\_031

ECMWF confirms that audits will be conducted in accordance with ISRS 4400 (Agreed-upon-Procedures). ECMWF hereby amends the requirements described in section 3.3 of Volume II of the ITT document by limiting the scope of audits to performing sufficient tasks as deemed necessary in order to confirm the Value for Money, the quality and regularity of implementation and that the transactions are legal, in line with the contract and carried out correctly.

## 2 Ref: C2\_COP\_031

According to section 1.8 of Volume I of the ITT documents, one of the evaluation criteria reads as “General” and is weighted at 5% of the total. In assessing responses against this evaluation criterion, ECMWF will consider the following elements (the list is not exhaustive):

- the financial viability of the Tenderer and/or that of the individual members of the tendering group;
- the legal structure/links of the tendering group, including an assessment of the likely ability of the Tenderer to ensure legal compliance with the terms of the contract amongst any/all of its subcontractors;
- the number and nature of subcontractors;
- the willingness of the Tenderer to accept the terms & conditions of the contract.

## 3 Ref: C3\_COP\_031

The Tables in section 4 of Volume II of the ITT documents are provided as guidance to enable Tenderers to provide a total maximum price for the deployment of audit activities for a total period of 36 months. The Profiles indicated therein are examples only. It is up to the Tenderer to increase or decrease the number of profiles (categories of staff) they propose to engage in the contract, while maintaining the general format and structure of the Tables when submitting their response.

## 4 Ref: C4\_COP\_031

This is to clarify that the correct target starting date for the contract is 1 March 2018.

## 5 Ref: C5\_COP\_031

The requirements described in sections 5.6 and 5.7 of Volume II of the ITT documents are valid for the Tenderer and also for all subcontractors it intends to engage in the contract. Tenderers shall demonstrate how required expertise will cover the full geographic area and scope of the audits.

Tenderers should provide CVs of all key staff proposed by the prime contractor and all subcontractors expected to work either as auditors or those managing or overseeing the contract. Profiles and the number of other collaborative staff, expected to be involved, shall be given for both the prime contractor and any of the potential subcontractors.

## 6 Ref: C6\_COP\_031

It is not a requirement of this ITT for the successful Tenderer (and its subcontractors) to be approved by the competent authorities of each of the EU and ECMWF Member States, however ECMWF expects that a large proportion of work is to be carried out by organisations possessing an audit license (particularly in the Member States where most of ECMWF’s current Copernicus contractors are based,

including but not limited to, Belgium, Switzerland, Germany, Spain, France, Italy, Netherlands, UK, Sweden).

## 7 Ref: C7\_COP\_031

There is no audit plan currently in place for the Copernicus Programme, nor have any audits been undertaken to date. According to section 2 of Volume II of the ITT documents, ECMWF will draw up an annual list of around 10 contracts to be audited (in line with the factors mentioned therein), and it will be the responsibility of the successful Tenderer to develop a detailed annual plan based on these (as described in section 3.3.1 of Volume II of the ITT documents). ECMWF has not yet drawn up the list of contracts to be audited in 2018.

In order to clarify the terminology around the use of the word “contract” throughout Volume II of the ITT documents, note that, as a general rule, ECMWF engages its contractors by signing Framework Agreements (a template of which has been provided at Annex 2 to Volume II). Under each signed Framework Agreement, one or more Service Contracts are signed with each contractor for a specific set of requirements to be delivered within a specific timeframe. In this context, “contract” refers to a Framework Agreement and its corresponding Service Contract(s).

With regards to the average number of days required per audit, Tenderers should take into account clarification ref: C1\_COP\_031 above, and use their skill and experience to determine the number of days required to deliver an 'average' audit of this type.

## 8 Ref: C8\_COP\_031

This is to provide an overview of a typical breakdown of expenditure for Copernicus contracts, as well as some statistical data on contracts signed by ECMWF to this date.

As the majority of Copernicus contracts signed by ECMWF are for knowledge-based research-driven activities, a typical breakdown of costs is the following:

- personnel costs (payroll, professional fees) - 80-90% of the total contract costs;
- computing costs, including equipment, software licences, etc. - approx. 5-10% of the total contract costs;
- travel costs, including workshops, training, events - approx. 5% of the total contract costs.

The table below provides some statistical data on contracts signed to this date:

Number of contracts valued between 250 k€ and 2 M€	45; ca. 50 M€
Number of contracts valued above 2 M€	14; ca. 40 M€
Average, minimum and maximum number of subcontractors per contract	5; 0; 14
Average share of contract amount allocated to subcontractors	48%

Up to date, contracts have been signed with prime contractors from both the public and private sector registered in the following countries: Austria, Belgium, Cyprus, Denmark, Ireland, Italy, Finland, France, Germany, the Netherlands, Norway, Spain, Sweden, Switzerland and United Kingdom, with the majority of contractors registered in the larger EU countries. Prime contractors work with subcontractors registered in nearly all EU Member States.

Tenderers shall demonstrate in their bid how potentially all EU Member States, Switzerland and Norway can be covered.

## 9 Ref: C9\_COP\_031

According to section 2.1 of Volume I of the ITT documents, *ECMWF will only enter into a contract with a single legal person/entity*. If a Tenderer proposes to engage other organisations within the bid, these will be classed as subcontractors for the purposes of this contract.

## 10 Ref: C10\_COP\_031

Under this contract, the successful Tenderer is not expected to liaise and/or discuss with the European Court of Auditors (ECA) or any other organisations (apart from ECMWF), as to the process, management and implementation of the annual audit plan.

## 11 Ref: C11\_COP\_031

This is to clarify that under this contract, the successful Tenderer will not be required to carry out ex ante audits.

## 12 Ref: C12\_COP\_031

The Delegation Agreement between ECMWF and the European Union has been signed in late 2014, by which ECMWF was entrusted to implement two of the six Copernicus services, namely the Copernicus Climate Change Service (C3S) and the Copernicus Atmosphere Monitoring Service (CAMS). Other Copernicus services and activities have been entrusted to other organisations. The scope of work of the current contract for the provision of audit services is limited to the contracts awarded by ECMWF only. Prior to this contract, there were no predecessor contracts or audits carried out internally or by other organisations for the Copernicus contracts awarded by ECMWF.

## 13 Ref: C13\_COP\_031

This is to clarify the provisions of Volume II of the ITT documents related to page limits, tender format and content:

- Page limits indicated in section 5.1 are advisory limits and should be followed wherever possible. If a Tenderer needs to exceed the page limits (e.g. for the CV of a key team member), it can do so, however such instances should be kept to a minimum.
- “Entity” means every organisation involved in the bid, i.e. the Tenderer and all its individual subcontractors. There is no limit on the number of subcontractors which can be engaged as part of the contract.
- In preparing the proposal, Tenderers should follow the guidance provided for the minimum content expected to be included in the proposal, i.e. sub-sections 5.2 through 5.10. This is not an exhaustive description and additional information may be included depending on the Tenderer’s response.
- Work Packages (as mentioned in section 3.3.4 of Volume II) should be described in the Management and Implementation part of the response using the template provided in Table 12, as well as the templates for deliverables and milestones provided throughout section 3 of Volume II. While Tenderers are expected to limit the description of work packages to 2 pages each, Tables 13 and 14 have no limitation. For practical reasons, in case of a large number of subcontractors, their contribution and key personnel, etc. can be described as part of the Track Record section of the response, limiting, wherever possible, any such description to 2 pages per entity. Any other formal documentation for the proposed subcontractors is not required at this stage.

- With reference to “*complementarity of the tenderer with its potential subcontractors*”, the Tenderer is expected to describe how it and its proposed subcontractors will work together to deliver the required services in an efficient manner, avoiding duplication, minimising costs etc. Any previous experience of working together in a similar context should also be described.

## 14 Ref: C14\_COP\_031

According to section 3.3.3 of Volume II of the ITT documents, an audit report shall be provided to ECMWF within one month of field work ending. ECMWF hereby amends this requirement by extending the time for the delivery of the audit report to two months, in order to allow extra time for the auditor to share the draft audit report with the audited organisation and obtain its comments prior to providing it to ECMWF.

## 15 Ref: C15\_COP\_031

This is to clarify the requirements with regards to the Gantt chart and organogram, as mentioned in section 5.9 of Volume II of the ITT documents:

- ECMWF confirms that the organogram should show the structure of the team.
- A Gantt chart is a type of bar chart that illustrates a project schedule. Gantt charts illustrate the start and finish dates of the terminal elements and summary elements of a project. ECMWF expects a basic Gantt chart, or similar, indicating the main milestones and deliverables of the contract and including the audit cycle.

## 16 Ref: C16\_COP\_031

With reference to section 1.4 of Volume I of the ITT documents, ECMWF is hereby amending the timetable for this procurement as follows:

Publication of ITT	6 November 2017
Last date for submission of clarification questions	<del>24 November 2017</del> 1 December 2017
Closing date/time	<del>15:00 UK local time on 8 December 2017</del> 15:00 UK local time on 15 December 2017
Evaluation	Mid December 2017 – Mid January 2018
Negotiation of service details with preferred bidder(s)	Mid January – February 2018
Sign contract by	End February 2018
Start of contract	1 March 2018