

**Questions & Answers #3 – PQD Website Development, Maintenance and Support
CM/04/WS/MC/18**

Q1	<p>In page 23 par '2. Selection Criteria' of the PQD it is specified that: As part of their Application, Candidates are requested to address each item/question below and supply the requested evidence in the correspondingly named and numbered way. Where a response and/or a confirmation is requested the corresponding response document should contain the particular response details, be on the Candidate's company letterhead, and duly signed by an authorised representative of the Candidate and include the following statement: <i>"I refer to the PQ Ref. No.: CM/04/WS/MC/2018, launched by the ESM in relation to which the Candidate has submitted an Application. The undersigned acting in his/her name/acting as (a) duly appointed representative on behalf of [] identify(-ies) and confirm(s) the following: By: Signature (Signed) _____ Name and Title (Typed) _____ Place and Date _____"</i></p> <p>1. Please clarify how should we use the requested statement? a. Should we use it at the end of each selection set (i.e. once at the end of set '2.1 Economic and financial standing' and one more at the end of set '2.2 Technical and professional ability')? b. Or should we use it at the end of our response for each selection item (there is 1 item in the set 2.1 and 12 items in the set 2.2)?</p>
A1	<p>Please use this statement at the end of each selection criteria set, so 3 times after 2.1 Economic and financial standing, 2.2 Technical or professional ability and 2.3 Authorisation and suitability to carry out the relevant professional activity.</p>
Q2	<p>Also in page 5 of the PQD the Application Structure Table specifies the Application requested sections and the appropriate document format. Item 3 of the table requests that the Annex 2, Section 2. Selection Criteria documents should be in PDF format (and not fully scanned copy with signature in PDF). But according to page 23 of the PQD, the Selection sets 2.1 and 2.2 will hold at least one or more signatures each. Please advise how we should handle the document format of Section 2. Selection sets since they will hold signatures?</p>
A2	<p>As per A1 above, please provide your General Response as a fully scanned copy with signature in PDF.</p>
Q3	<p>Can foreign vendors apply for this opportunity?</p>
A3	<p>Yes. Please refer to the Q&A#1.</p>
Q4	<p>Please let us know, whether we can still share a response even if we are unable to meet the criteria of "Economic and Financial Standing" stated in the RFP?</p>
A4	<p>Candidates must achieve a rating of "Pass" for all the "Pass / Fail" criteria to be considered as pre-qualified Candidates. This means that Candidates failing one criteria will not be invited to the RFP stage.</p>
Q5	<p>Can you please elaborate the difficulty you are facing with the current CMS (Drupal 7) and want it to migrate to a Drupal 8?</p>
A5	<p>We are not facing difficulties, as such, with Drupal 7. The reason for migrating to Drupal 8 is to have a controlled migration to the next major release when it is mature and before the end-of-support</p>

	of Drupal 7 as Drupal 9 will be released. The main reason is to have a continuous community support of security related issues that may arise in Drupal core or its contributed modules.
Q6	From a design perspective, will you be sharing design guidelines specific to the project?
A6	We do have general style guidelines for the ESM and also a simple design guide for the current website. During the contract period it is expected for the successful provider to further elaborate on the design guidelines along with the input from the Communications team of the ESM. This includes improving readability using usability best practices and discoverability of content, optimise the performance (css load, use flexbox and css grid layout, number of http requests for instance) and to give the editors more creative freedom.
Q7	The objective states: "enhance, develop, maintain, host, and support the ESM Website". Does that mean that there will be a single website all along the duration of the agreement?
A7	The provider selected will be required to enhance, develop, maintain, host, and support the ESM Website in accordance with the needs of the ESM.
Q8	One of the DCCSS requirement is "ability to handle HTTPS certificates". We assume that ESM is already having its own certificates that we will only include in our infrastructure. Is that correct?
A8	Yes, we require the selected provider to handle HTTPs certificates on their infrastructure
Q9	Selection Criteria - Suitability We understand that the selection criteria can be covered collectively by a consortium, including sub-contractors, as this is the practice applied by all the European institutions /agencies, and as it is stipulated in the European public procurement legislation. Please confirm or clarify.
A9	Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014, nor Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. The consortium members must collectively meet the criteria. This does not apply to subcontractors.