

Questions & Answers

Q1	<b>Could you elaborate the involvement of the Senior IPM (Lot 1) in the various phases of the Project? The intensity of the workload may be different in the various phases while the requirement is for 1 full-time resource.</b>
A1	We expect the IPM to have a consistent availability across the various phases of the project. The intensity of the workload will be variable for the CPM team (Lot 2) as we would call on different subject matter experts in the various phases of the Project.
Q2	<b>Could you explain the stages of the evaluation? Will an Evaluation Committee assess the applications/proposals?</b>
A2	We will set-up an Evaluation Committee composed of internal resources. At the PQD stage, we will assess the eligibility and selection criteria. They are pass/fail, not scored. The pre-qualified candidates' proposals will be assessed against the technical award criteria with scores. Once the technical scores are attributed, the Evaluation Committee will consider the financial proposals and award the contracts based on the best quality-price ratio.
Q3	<b>Do you envisage different (more innovative/flexible) project organisation than the standard one currently foreseen?</b>
A3	We are discussing this aspect with the project partners. We cannot confirm at this stage.
Q4	<b>Are there any limits to how many Candidates will qualify to the next stage?</b>
A4	We do not limit the maximum number of candidates that qualify to the RfP stage. We will invite all Candidates that meet the eligibility and selection criteria defined in the PQD document.
Q5	<b>Regarding the requirements analysis (organisational requirements, work place strategies, etc.), do you rely on internal or external resources and advice?</b>
A5	We rely on both. The Service Providers will be invited at least to advise on those aspects.
Q6	<b>The Project is to be conducted in cooperation with the Luxembourg authorities. What will be the official language of the Project?</b>
A6	The official language of the ESM is English. All relevant documentation will be in English. However, we are well aware that the use of French and German prevail in the Luxembourg authorities. Thus, the knowledge of the three languages will be considered as a strong advantage for the Service Providers' teams.
Q7	<b>Could you elaborate the content of the RfP? Will you detail more the scope or keep it rather general as it is intended to be a Framework Agreement?</b>
A7	The scope, which is defined in the Terms of reference, will not change. The description of the services will stay at general level appropriate for establishing a Framework Agreement. Further details about the services will be provided in the Implementing Contracts. The RfP document will describe in detail the technical award criteria with their respective scores, the commercial response model as well as the basis to award the contract (e.g. best quality-price ratio).
Q8	<b>Could we bid as a Consortium? How the references will be assessed?</b>
A8	Yes, you can bid as a Consortium. We will assess the combined capacity of the Candidate, taking also into consideration the sub-contractors' references. The Candidate will need to describe the proposed subcontracting arrangement, in particular which tasks the Candidate intends to subcontract and their volume or proportion, the name(s) of the proposed subcontractor(s) and its/their roles, activities and responsibilities. The Annexes will need to be

	signed by the Leader. The sub-contractor(s) will have to sign a document stating its intention to collaborate with the Candidate should the Candidate be awarded a Contract.
<b>Q9</b>	<b>Are the RfP criteria already developed?</b>
A9	The award criteria will be developed in the RfP document which will be shared only with the pre-qualified Candidates. Generally, we envisage to detail the following award criteria: experience of the profiles/team, project organisation, approach/methodology to deliver the services, quality control, coordination with the other Lot, stakeholders' management, etc.