



European Centre for the
Development of Vocational Training
Procurement Service

REQUEST FOR CLARIFICATIONS (2) – QUESTIONS AND ANSWERS

Question Nr. 1

“To further improve the design of the pdf-version by delivering a new format and style sheet for the paper version”: Is there a preferred colour scheme, or a particular logo to be used in the Newsletter? Will any animations within the letter be provided by Cedefop?

Cedefop’s clarification to Question Nr. 1

The general outline and logo of e-Skills as a topic on the European level will have to be kept. No animations are planned or provided.

Question Nr. 2

“to develop a subscription tool or method for new subscribers of the newsletter that will be put online at Cedefop’s e-skills web page with links at the websites of both Commission and Cedefop”:

Is there an existing database into which the subscriber information would be placed? If so, what type of database is it, e.g. MS Access, SQL, etc. If not, is it anticipated to use the subscriber information for other purposes, e.g. mail shots, reviews, news updates, etc. Will Cedefop integrate the tool/method onto a web page, or do you expect to receive, e.g. an html, asp, php or other type of page to be incorporated into your website.

Cedefop’s clarification to Question Nr. 2

There is no existing database yet. But there will be close co-operation with Cedefop's web and technology people - so we will do the integration. Whether it is an SQL or MS Access database does not matter - we are working with both.

It is not anticipated to use the data for other purposes.

Question Nr. 3

“to post on a regular basis interesting and relevant news in the e-Skills Forum virtual community”:

Please define “regular” – is this only “side effect” output, plus ad hoc from the contractor, i.e. no additional form requirements will be placed against the contractor.

Cedefop’s clarification to Question Nr. 3

It is intended to have this as a side effect from the work on the newsletter contents.

Question Nr. 4

“Cedefop estimates that carrying out the above-mentioned tasks to a satisfactory standard will require approximately 16-24 person working days for four newsletters including the new design of the two formats (paper and electronic version), research on relevant topics and at least five interviews. Regular inputs and postings in the e-Skills virtual community are seen as a side effect of this work”

Does this estimate include the development of a subscription tool or method? Will additional allowance be made for support of the tool\method, and to administer the subscriber population that is stored by the tool\method.

Cedefop’s clarification to Question Nr. 4

The subscription tool can/ will be a rather simple form to get name and email address of the subscribers and maybe the institution and position - so it is within the 16 - 24 days.

No additional allowance as it is not expected of the contractor to administer the information or the tool.