



**CEDEFOP**

European Centre for the Development  
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

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**OPEN INVITATION TO TENDER**  
**AO/RPA/AZU-VKVET/skill-forecast/003/12**  
**“Mid-term skills supply and demand forecast”**

**Clarification 2-Questions and answers**

**Question 1**

**Adopting Cedefop's methodology:** The first part of OF1 is concerned with "Adopting Cedefop's methodology", in particular the adaptation of the macroeconomic model used to drive the projections.

Is it allowed under the tendering rules to develop more than one approach to forecasting the supply and demand for labour in order to explore the sensitivity of the results to alternative methodological approaches (e.g. CGE type methods as opposed to econometric ones)?

**Cedefop answer 1**

One of the key requirements of this call for tender is establishing continuity with previous sets of Cedefop forecast. Assuring tenderers adopt the modules and tools developed by Cedefop (described in annex K) will help to establish such continuity. Any tenderer who has already at its disposal all tools necessary to produce results in line with requirement specified in tender documentation is not expected to undertake any activity under this task. For reasons of equal treatment, the part of the financial proposal corresponding to the adoption of Cedefop's methodology will not be considered for the comparative financial evaluation of tenders. Beyond this requirement, it is up to tenderer to make a methodological proposal that offers best value for money. This may involve exploring the sensitivity of results or any other methodological improvement(s) to Cedefop's current forecasting model.

**Question 2**

**Assurance of the maintaining the availability of data:** In Section 5.1, point 5, on page 26, it is stated that “Special attention should be given to assurance of the maintaining the availability of data”.

Can you please confirm that this means providing quantitative results at the same level of detail as the current work programme?

**Cedefop answer 2**

Ways of maintaining the availability of appropriate input data should be described as part of quality assurance measures. The main focus should be on access to key sources of data, data processing and alternative solutions in the case of unavailability of key data.

### Question 3

**Extending the forecasting exercise to other countries:** In OF3 (2015), on page 17 it talks about “Extend (ing) forecasting exercise to other countries (based on the results from OF2)” but it is unclear what these extra countries might be. Previously it is stated as a requirement that results are produced for all EU27 countries plus Croatia, with an optional extension to include Norway Switzerland, Iceland, the FYROM and Turkey.

Are there requirements to extend beyond this list of countries?

### Cedefop answer 3

Currently, Cedefop forecast covers EU 27 + Norway and Switzerland. In 2011, an extension to Croatia, Iceland, FYROM and Turkey was successfully piloted. However, in the response to the call for tender, tenderers’ proposal should only foresee production of a forecast for at least for EU27 and Croatia (as the country will accede to the EU in 2013). Providing forecast for other countries (NO, CH, TR, MK, IS, and others as needed and relevant) will nevertheless be expected during the course of the framework contract. The final set of countries to be covered within each work assignment will be discussed and agreed with Cedefop during the course of the contract. It will be financed under the respective order forms.

### Question 4

**Information on the levels of staffing needed:** In the section on the Financial proposal the proposers are requested to provide information on the levels of staffing needed by broad levels. This is a big project with many individuals likely to be involved, some making relatively minor contributions.

Do we have to include all named experts here or can we use generic groups such as senior researcher, researcher, support staff, etc?

### Cedefop answer 4

To ensure transparency and clarity, and to allow for the comparative evaluation of the technical and professional capacity of the research team, the name of all experts to be involved in the core research team should be provided, together with an indication of the cost of their involvement (in the financial offer). CVs should also be submitted for every expert so that their individual technical and professional competence can be assessed.

This does not exclude the involvement of various other experts with different specialised skills during the execution of the contract, which should then be specified for the various work assignments (order forms).

### Question 5

**Commitment of staff:** Is there a need to provide a guarantee of a minimum commitment of named senior staff?

## **Cedefop answer 5**

See answer to question 4. The proposed organization of work (including time allocated to different expert) should ensure meeting of all objectives of different order forms. Changes of time allocation of team members or composition of the team required the executing specific tasks and order forms during the course of the contract should be submitted for approval and validated by Cedefop.

## **Question 6**

**Travel and related expenses:** The ITT asks proposers to build in the cost travel and subsistence for 5 trips a year as a minimum (for project meetings and workshops). As a minimum this would provide for just one expert at each event. However in Annex B, I.3.4. Reimbursement of expenses, it states that "In addition to the total price specified in each order form or specific contract, any extra travel and subsistence expenses, besides those relating to meetings specifically foreseen in the Tender Specifications (see Annex II, point 2.5), that might be needed to perform the tasks related to the contract shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex IV). Further expenses, if any, may be reimbursed in accordance with Article II.18." This seems to be in line with previous arrangements whereby some personnel who are country experts but who also may be playing a role as part of the research team receive invitations from Cedefop to attend workshops and have been reimbursed outside the project budget. This has meant that more resources have been available within the project budget to carry out research as opposed to covering travel costs.

Will this continue to be the case or should travel costs for all those involved in the project be covered from within the project budget?

## **Cedefop answer 6**

It is not specified how many persons will represent the contractor at the foreseen meetings. It is therefore up to the tenderer to determine this number and to make a financial offer accordingly. In point 2.5, it is also stated that: "Travel expenses for other eventual meetings with Cedefop or other Skillsnet events apart those mentioned above that might be needed in performing the tasks related to the contract shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see annex of the draft contract Annex B)." This means that travel costs for all those involved in the project must be covered from within the project budget.