

**OPEN INVITATION TO TENDER**
AO/ECVL/ADEHM/ReturnToWork/004/11**“Return to Work – Work-based learning and the reintegration of unemployed adults into the labour market”****REQUEST FOR CLARIFICATION (3) – QUESTIONS & ANSWERS****Question Nr. 1**

Regarding partners, instead of forming a consortium, we are proposing that [our] researchers will liaise with relevant contacts in the 15 Member States to carry out the comparative review. Is this acceptable or do we need listed partners or contacts in each member state?

Cedefop’s clarification to Question Nr. 1

Please see Cedefop’s answer to Question Nr. 2 of Clarification (1) – Questions & Answers published on our website on 13.05.2011.

The arrangements for carrying out the work will be assessed at the Award Criteria evaluation stage, where the second criterion concerns the “appropriateness and quality of the methodological approach”. The more complete, transparent and convincing the proposal is in that regard, the more success chances it will have. It is up to the tenderer to judge if its links with the potential stakeholders are already so firmly established that they may be disclosed at the tendering stage or if the general organisational and networking features as presented adequately address this requirement.

Question Nr. 2

Linked to this, we have a partner [from]. who could potentially be subcontracted to work on the case studies. Should we include this person on our research team or should we subcontract this aspect of work to this partner?

Cedefop’s clarification to Question Nr. 2

The reply depends on the nature of the currently existing partnership. If the partner must be considered as someone external to the organisation but who frequently collaborates with it on specific research issues, as the question seems to suggest, a sub-contracting arrangement is probably the most appropriate.

Question Nr. 3

[Our] two leads would like to jointly act as team leaders. This way they comply with the required level of experience and can share some of the work. Is it OK to have 2 team leaders?

Cedefop's clarification to Question Nr. 3

Only one person may assume the role of team leader, and that person must comply with the requirements described in the relevant part of point 3.2.2 of the Technical Specifications. A second person may be assigned as deputy, or back-up team leader, but the evaluation at the selection Criteria stage will only assess the profile of the team leader (the profile of the other person will be assessed as that of a member of the research team, if this is the case). The provision that the whole set of requirements may be covered by more than one person applies only to the research team, not to the team leader.

Question Nr. 4

On finance - for personnel costs do we apply standard per diem rates, set by you, or do we use and report on 'actual' daily salary rates for the people involved? Presumably if the latter, then can we include 'on costs' like National Insurance and pension contributions (which make up their salary)? Secondly, if we need to purchase equipment or other project related consumables, can we do this or are the budget headings restricted to Staff, travel and CEDEFOP meetings?

Cedefop's clarification to Question Nr. 4

The technical proposal shall refer to the number of person-days deemed necessary for performing the contract, and the financial proposal shall take up that total number in point a) (I) of the table in 5.4 of the Technical Specifications. As the text in that point provides, the price per person-day that will be reported in a) (II) and then multiplied with a) (I) to give Sub Total 1 of the table, is the “price to carry out *all* the activities...”: this means that the tenderer must include in the calculation of this price per person-day, all elements of costs immediately linked with carrying out the study (salaries and other contributions, overheads, use of equipment, etc.) while maintaining it reasonable and within market reality. Foreseen expenditure related to meetings must be reported as appropriate in points b) or c) of the table. The total financial offer must respect the indication given by Cedefop in point 1.5 of the Technical Specifications.

Question Nr. 5

On the budget again, would the contractor receive the full grant or a percentage and be expected to co-fund an element?

Cedefop's clarification to Question Nr. 5

The object of this open invitation to tender is to award a *contract*, not a grant. Cedefop shall pay the amount foreseen in the contract (as resulting from the financial offer that will be included in Annex II of the contract – see Annex B of the Tender Dossier), provided that the receivables are submitted duly and timely. The tenderer must have prepared the financial offer in such way as to adequately cover all cost elements and not require co-funding.