Clarification Note # 4

GSA internal reference: 253578

Procurement procedure: GSA/OP/08/19

Security Monitoring services to the GSA

**Question #6:** Can you please provide the list of relevant technologies and methodologies that the resources should have on their CV?

**Answer #6:** The tenderer shall present a CV of a proposed personnel in correspondence to a specific task. The tenderer should consult the requirements described in this task and the corresponding qualitative award criterion in order to describe the relevant technologies and methodologies in a CV.

**Question #7:** Can you please provide the number of years of experience you expect the resources to have in general and in the specific technologies/methodologies?

**Answer #7:** Please refer to section 3.2, additional minimum requirements M1 and/or M2, bullet 2 of the document ‘Technical terms of Reference and Simulation exercise’ of the respective lot. It is to the tenderer’s discretion to present the number of years of experience and their relevance to a task by complying with the minimum requirements indicated in the section 3.2. The years of experience going beyond the minimum requirement will be considered as a positive point under the respective award criterion.

**Question #8:** Based on the stated requirements, the required team size is unclear. In addition, with the required level of training that the staff needs to go through, quick ramp-up seems hard to do if this would be required, which would lead to a considerable level of over-staffing, which in turn is not economical for GSA. Can GSA provide information about its current team size (total, and how much of it is in-sourced), and/or some statistics about the current usage of in-sourcing and replacements?

**Answer #8:** Please refer to section 3.2 of the document ‘Technical terms of Reference and Simulation exercise’ of the respective lot, where the minimum requirement of each task for a core advisor is described from GSA’s perspective. It is to the tenderer’s discretion to propose his estimation of the number of the advisors required to deliver a task on a timely manner. Nevertheless the minimum requirements indicated in the section 3.2 above must be respected. As far as Task 1.2 of Lot 1 is concerned, the GSA activated it in the past on average for 1 or 2 periods per year of around 2 weeks. During these periods, only the morning shift was usually covered by the GSA internal staff with the rest of the shifts (8h afternoon shift and 12h night shift during weekdays) (12h day shift and 12h night shift during the weekends) being covered by the contractor. The contractor must estimate the number of staff needed for this type of need by taking into account also the legal constraints related to resting and working requirements. This period of external coverage is not guaranteed, but it is given as an example for the highest effort to be considered.

**Question #9:** In Annex I.D Financial table of answer (Lot3), in the Tab “Table 3- Price of sim. exercise”, cell N23, the multiplier is 50, how can it be possible for long term mission more than 6 months?
Answer #9: Please refer to Corrigendum no. 1.

Question #10: Can you check the formula in Annex - I.D Financial table of answer (Lot3), in the Tab “Table 3- Price of sim. exercise”, cell J18 to J22?
Answer #10: Please refer to answer 9 here-above.

Question #11: Can you check if the formula in Annex - I.D Financial table of answer (Lot3), in the Tab “Table 3- Price of sim. exercise”, cell D24 to N24, is the correct one (taking an average of the prices rather than sum of prices)?
Answer #11: The formula is a SUM and not an AVG (average) one; it is correct.

Question #12: Can you check the formulas at the Annex I.D - Template Financial Table of Answers (Lot 1), Tab “Table 3- Price of sim. exercise”, cell C32 to M32, in particular, C to F32 and J to M32)
Answer #12: Please refer to answer 9 here-above.

Question #13: Can you check the formula at Annex I.D - Template Financial Table of Answers (Lot 1), Tab “Table 3- Price of sim. exercise”, cell J24?
Answer #13: Please refer to answer 9 here-above.

Question #14: Can you check the formula at Annex I.D - Template Financial Table of Answers (Lot 1), Tab “Table 3- Price of sim. exercise”, cell C21 to M21?
Answer #14: Please refer to answer 9 here-above.

Question #15: Can you check the formula at Annex I.D - Template Financial Table of Answers (Lot 1), Tab “Table 3- Price of sim. exercise”, cell J28?
Answer #15: Please refer to answer 9 here-above.

Question #16: As regards the place of performance of tasks for Lot 3, there are only 2 countries indicated in “Annex I - Tender Specifications- Lot 1-3” chapter 2.1.2, but there are 7 locations in the financial sheet “Annex I.D - Financial table of answer (Lot3)”. Can you confirm that the financial grid is correct, and that the same logic applies to all lots?
Answer #16: The place of performance of tasks indicated in the Annex I – Tender Specifications, is the default location where the services shall be delivered. All the other added locations in the financial sheet “Annex I.D - Financial table of answer (Lot 3)” are to be considered as occasional missions in case of a need for the performance of the service. The same logic applies to all lots.

Question #17: In Annex I.D - Financial table of answer (Lot3): Tab “Table 3- Price of sim. exercise”, if we consider the multipliers given in the sheet, the total of activation will be 3300 per year, assuming that one activation represents one day of effort; can we anticipate that this represents the global volume reflecting the reality of the Contract? And according to the budget, would this mean that the average daily price should be roughly at 600€ per day?
Answer #17: The financial table includes a simulation exercise which presents a realistic purchase scenario for using the FWC by indicating the multipliers. This however does not imply any commitment on the part of GSA as regards the actual volume of the service (see Article I.1.2 of the draft Framework Contract). The simulation exercise is used for the financial assessment of the proposal in order to define the most economically advantageous tender. Therefore, it is to the tenderer’s discretion to present a competitive financial proposal on the basis of Annexes I.D – Financial table of answers.

Question #18: In the “Annex I.C - Template Financial Statements”, on the financial capacity assessment, can we put the figures of the holding, and not the figures of the answering subsidiary?
Answer #18: The Annex I.C must be submitted by the tenderer, including its consortium members. According to Point 18.6 Annex 1 FR, the tenderer is allowed to rely on the financial capacity of another entity to satisfy the financial capacity criteria. In such a situation, the tenderer must prove that this entity agreed with this financial backing and it must provide the information of this entity in the financial statements. The GSA reserves the right to request this entity providing the financial backing to be jointly liable for the execution of the contract.

Question #19: In “Annex I.D - Financial table of answer for Lot3”, can you confirm that the work for each task is OWH, NWD (i.e. On Working hours, Normal Working days) as mentioned in the Work package element “Work Environment” (chapter 2.3.3.2 of Technical terms of reference – Annex I.3) as the weekend or outside normal working hours are not represented anywhere in the financial grid?
Answer #19: The GSA confirms that weekend or outside normal working hours are not foreseen in Lot 3 tasks.

Question #20: In Annex I.D - Financial table of answer (Lot3): Tab “Table 3- Price of sim. exercise”: for long term mission (use of all-inclusive rates 2 table), can we consider that the minimum activation number will be 120 to cover a 6 month duration or what could the minimum be?
Answer #20: Please refer to answer #17 here-above.

Question #21: In Annex I.D - Financial table of answer (Lot3): Tab “Table 3- Price of sim. exercise”: for short term mission (use of all-inclusive rates 1 table), what may be an average for activations, alternatively, the total of multipliers for short term mission is 1750, do you expect to activate 1750 times, or do you expect 175 demands with an average of 10 activation per demand?
Answer #21: Please refer to answer #17 here-above.

Question #22: With regard to GSA trainings and particularly for specific training courses about Galileo that are paid by GSA, can we consider that the GSA will activate some WP or task on this and will the training provided by GSA be one of the first activity by the Contractor’s advisor?
Answer #22: The GSA confirms that it will activate the tasks for the specific GSA training sessions and it will be one of the first activities to be requested. The exact number of advisors attending these courses will have to be discussed with GSA based on the offer of the tenderer.
**Question #23:** With Reference to Annex I – Tender Specifications, in section 3.2.1 (“Legal and regulatory capacity”) where a subcontractor has commenced a process to obtain security clearance in an applicable geographical area, but obtaining the clearance necessitates the award of a contract or is subject to time constraints, does the fact that commencement of the process has occurred satisfy the clearance requirements at the point of submission of the offer?

**Answer #23:** The security requirement applies only to the core team and non-core team subcontractors that will handle classified information above RESTREINT UE/EU RESTRICTED. The tenderer must have the relevant security clearance at the moment of submission of the offer.

**Question #24:** With respect to the ability of a subcontractor to obtain security clearance, will the novation of the subcontract be permitted where security clearance is refused or delayed, provided (i) such novation is between two affiliated entities and (ii) the performance of the contract is guaranteed by the novating entity.

**Answer #24:** Please refer to answer #23. The novatee must have the appropriate security clearance before taking over.

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