



**QUESTIONS AND ANSWERS PERTAINING TO THE OPEN CALL FOR TENDER**

S2R.2016.OP.03

Title of Contract: CCA – Shift2Rail Multi-Project Cooperation Tool

Date: 06/10/2016

| QUESTION   | ANSWER  |
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| <p>1. In the Technical Requirements, Project Management, Multi-project management (page 12) is stated that "The Tool shall be configurable to allow users across different projects to share documents, tasks, deliverables, etc. It should also allow eventual clustering of projects."<br/>Should "sharing tasks &amp; deliverables" be interpreted as sharing files and communication about tasks &amp; deliverables?</p> | <p>Yes.</p>   |
| <p>Could you elaborate what a "clustering of projects" would look like? Is this for example the possibility to combine WP's (+ tasks, deliverables?) of more projects into one report?</p>   | <p>Yes. This could, for instance, also include a combination of Gantt charts from various selected projects, shared access rights for certain specific WP or documents across different project partners.</p>   |
| <p>2. In the Technical Requirements, Management, Control/Monitoring feature (page 12), it is stated that "The Tool should allow the monitoring and management of project risks."<br/>How are project risks defined, and how should they be monitored?</p>  | <p>Project risks are defined in the description of the action for each project. The Tool should allow the Project Leader as well as S2R to follow up their progress, through updates -for example quarterly- provided by the projects themselves. How technically to achieve this depends on the tool to be proposed.</p> |
| <p>3. In the Technical Requirements, Project controlling, Reviewing and overview (page 13), it is stated that "It should be able to provide a general and detailed bird's eye view of all projects and of clustered projects"</p>  |   |

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|    | <p>What type of data should be presented in such detailed bird's eye views?</p>  | <p>The data in question may include: project implementation status per project, cost claim status vs budget, etc.</p>  |
| 4. | <p>In Technical Requirements, Communication, S2R website interface (page 14), it is stated that "The Tool should be able to technically interface with the S2R public website ...".<br/>Is this achievable by WebDAV or similar web services?</p>  | <p>This is to be determined at a later stage, with the involvement of the relevant external website provider.</p>  |
| 5. | <p>In the Technical &amp; Professional Capacity, Tenderer's experience, Point "a" (page 18) is stated that "Professional accreditations or references held by the tenderer, if available":<br/>Could you please elaborate which type of accreditations or references are referred to in this point?</p>  | <p>Accreditations may cover any type of document acknowledged by the relevant profession which contributes to proving that a tender has the necessary technical &amp; professional capacity to implement the contract in question.</p> <p>An example of a reference is a letter written by a previous contracting authority describing the nature and value of past contracts awarded to, and implemented by, the tenderer, as well as the contractor's degree of satisfaction with the manner in which the contracts were executed.</p> |
| 6. | <p>In the Volume of the contract (page 15) is stated that "The S2R JU intends to sign a direct contract with the successful tenderer for a maximum total value of € 350 000 (three hundred and fifty thousand EUROS) for the initial four years of the contract. The contract may be renewed on a yearly basis for four years. Including the additional 4 years the total value of the contract is estimated at € 550.000".<br/>Nevertheless, in the Annex-V MODEL FINANCIAL OFFER (corrected), the "Grand total (A+C)" considers an "Annual fee (C)" referred to 8 years of service:<br/>Could you please clarify if the Grand total shall be referred then to a maximum total value of € 550.000 or € 350 000?</p> | <p>The overall, maximum grand total value of the contract is € 550 000. However, the initial contractual commitment will be for a period of four years.</p>  |