



Barcelona, 12 July 2023

ANSWERS TO REQUESTS FOR CLARIFICATIONS

Open tender procedure: Support Unit Oversight Committee - 25 - PRO445LAD-2023

With reference to the above-mentioned procedure, please find below the answers to the questions of interested companies:

REQUEST FOR CLARIFICATIONS No. 1 (received on Thu 29/06/2023 10:05)

Question 1: *We understand from the documentation that our team should be formed by key experts, professionals and administrative support. However, it is not clear for us if there is a requirement on the minimum number of members that should be allocated in each category.*

Answer: At least one key expert, whose CV needs to be submitted for evaluation, is required (see Section 6.1.1.). Additional experts with the experience and qualifications of a key expert may be presented as consultants without the need to submit their CV's.

There is no minimum number of professionals, and administrative support staff required. The Provider shall present a team with the professional qualifications, experience and jointly expertise necessary to carry out the tasks and requests to the highest quality standards.

REQUEST FOR CLARIFICATIONS No. 2 (received on Thu 29/06/2023 12:53)

Question 2: *4.1. Technical offer. We assume that a copy of the diplomas, employer certificates, consultancy or labour contracts of the key experts should not be submitted within the deadline for submitting tenders, please confirm*

Answer: Please see section 4.1.(3) of the instructions to tenderers. Copies of relevant diplomas mentioned in the key expert's CV, a copy of employer certificates, references and/or other related supporting documents must be submitted together with the tender dossier.

Question 3: *4.1. Technical offer. We assume that an employer certificate can be submitted instead of labour contracts due to confidentiality issues, please confirm*

Answer: Yes

Question 4: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. Could you please provide the UfM-OC manual or protocol?*

Answer: Please see Annex 4 - UfM-OC Rules of Procedure - of the Terms of Reference



Question 5: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm the number of annual meetings in relation to UfM-OC?*

Answer: The exact number of meetings cannot be determined at this stage and will depend on the needs of the UfM-OC. Ordinary meetings will be held quarterly, the indicative total number of meetings may therefore be between six and eight meetings per year..

Question 6: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm the number of participants in relation to UfM-OC?*

Answer: The UfM-OC consists of 3 members. Due to confidentiality reasons, participants in each meeting are in principle restricted to the UfM-OC members and the Support Unit if authorized by the UfM-OC. Other persons may participate in meeting if considered appropriate by the UfM-OC members. The exact number of participants in each meeting can therefore not be defined at this stage.

Question 7: *Scope of the work – Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm whether UfM-OC has a travel agency to handle booking, meetings, etc. or the Support Unit must provide the services by itself?*

Answer: All logistical tasks related to the UfM-OC meetings will have to be handled by the contractor: e.g., booking of flights (if requested), booking of accommodation, visa support, delivery of invitations (if requested), providing information about the agenda and logistics, etc.

Question 8: *Scope of the work – Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm whether the UfM-OC meetings will be in person or virtually? Please confirm the location in case of being in person.*

Answer: Meetings may be virtual, hybrid or physical depending on the needs as decided by the UfM-OC. If in person-meetings are required, those will most probably take place in Barcelona or Brussels. Other locations can, however, not be excluded.

Question 9: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. It is assumed that the payment for the annual subscription fee for the Ethical Line is not included in the budget of the tender, please confirm.*

Answer: The total amount of the contract, i.e., 150.000€ covers all aspects of the contract including the amount of the annual subscription fee of the Ethical Line/EQS, in accordance with section 6.3. Incidental expenditure of the Terms of reference.

Question 10: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. It is assumed that the Support Unit will have access to the Ethical Line, please confirm.*



Answer: The Support Unit will have access to the Ethical Line and will be responsible for managing the information stored in the platform under the supervision and guidance of the UfM-OC..

Question 11: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm whether all the reports are stored in EQS?*

Answer: Reports may be stored in the Ethical Line. The Support Unit will assist the UfM-OC in safekeeping and managing the record of the UfM-OC in accordance with Chapter IV, point 6 UfM-OC RoP.

Question 12: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. It is assumed that you work with EQS under their Professional Package, please confirm.*

Answer: Currently, the version of the Ethical Line contracted is the Essential package. This version may be upgraded in the future if considered necessary by the UfM-OC with the authorization of the UfM. The Admin and Case Manager Manuals are attached to the tender dossier.

Question 13: *Scope of the work - Block 1: Administrative and clerical support to the UfM-OC. Could you please confirm the number of annual training cycles related to the Ethical Line?*

Answer: The contractor shall be prepared to organize at least one training course per year. This number is indicative and will depend on the needs identified by the UfM-OC..

Question 14: *Scope of the work - Block 2: Advisory activities. Could you please confirm whether the UfM-OC currently has an Integrity Risk catalogue?*

Answer: In accordance with UfM-OC Rules of procedure, and 4.2 Block 2 ToR, the Support Unit will be responsible to assist the UfM-OC with the yearly drafting of an Integrity Risk catalogue

Question 15: *Scope of the work - Block 2: Advisory activities. Could you please confirm the number of annual training sessions?*

Answer: It is expected that the contracted company provide the necessary training to the staff in order to raise awareness and allow the staff to fulfil their tasks in compliance with the relevant Anti-fraud Policy, Code of Conduct, Integrity risks. The number of annual training sessions cannot be defined at this stage, but may be indicatively at least one.

Question 16: *Scope of the work - Block 2: Advisory activities. Could you please confirm the number of staff eligible to be included in the training sessions?*

Answer: The training requirements for service providers apply to all staff categories, independent of their respective contractual relationship. Currently, the number of staff is around 65.



Question 17: *Scope of the work - Block 2: Advisory activities. It is assumed that the Support Unit will be able to engage an external legal advisor for the legislative trends of Anti-fraud, Code of Conducts and Ethical Line topics and its fees will not be included in the budget of the tender (25-PRO445LAD-2023).*

Answer: The fee rates included in the financial offer will only cover the working days of the experts that are expected to be used in the contract, i.e., the Team Leader/Key Expert and the different categories of Non-Key Experts (Expert Consultant and Administrative and clerical support).

Question 18: *Scope of the work - Block 3: Dealing with reports of alleged misconduct. Could you please confirm the number of reports received through the Ethical Line during last year / months and the investigations carried out?*

Answer: Since the system is being newly implemented, there is no information on previous years.

Question 19: *Scope of the work - Block 3: Dealing with reports of alleged misconduct. Could you please confirm other channels used by UfM-OC to receive reports apart of the Ethical Line?*

Answer: According to the UfM-OC Rules of Procedure reports of alleged misconduct should be received as a rule through the Ethical Line to ensure confidentiality and proper management according to the established procedure within applicable deadlines. Reports received exceptionally through other means outside the Ethical Line (e.g., email, letters, etc.) should be uploaded and stored in the Ethical Line and processed according with the same rules and principles.

Question 20: *Scope of the work – Block 3: Dealing with reports of alleged misconduct. It is assumed that the Support Unit will support and appoint an external team of experts to conduct the investigations, please confirm.*

Answer: It is the responsibility of the Contractor to compose and propose a team of experts which has an appropriate mix of expertise's and skills required for this engagement.

Question 21: *Scope of the work - Block 3: Dealing with reports of alleged misconduct Could you please confirm whether the Support Unit would be conflicted to conduct the investigations aroused from the reports received in the Ethical Line?*

Answer: The assessment of the presence or not of a conflict of interest or of professional conflicting interest may only take place on a case by case basis, in relation to concrete information and taking into account the particularities of the assignment.

Question 22: *Scope of the work - Block 3: Dealing with reports of alleged misconduct Could you please confirm whether these investigations are beyond the scope / budget of the current tender (25-PRO445LAD-2023)?*



Answer: Yes, depending on the case and details of the assignment, the contractor shall perform the necessary investigations.

REQUEST FOR CLARIFICATIONS No. 3 (received on Thu 29/06/2023 19:44)

Question 23: *After reading Annex II "Terms of Reference," it is not clear to us whether the budgeted items such as "Incidental Expenditure" amounting to Eur 15,000 and "Expenditure verification" are included in the total budget set at Eur 150,000. Therefore, could you please confirm if the maximum amount we can offer in our economic proposal as fees is Eur 150,000? Or it is Eur 125,000?*

Answer: The EUR 15,000.00 provision for incidental expenditure and the EUR 10,000.00 provision for expenditure verification are included in the contract's maximum budget available. The total cost of the services can therefore not exceed EUR 150,000.00€, incidentals and expenditure included.

Question 24: *Furthermore, could you confirm whether the Incidental Expenditure solely aims to cover expenses incurred by the "external Support Unit," or would it also include the payment of expenses incurred by UfM-OC personnel?*

Answer: The incidental expenditures amount covers: 1) Travel costs and subsistence allowances for missions of all participants of the Support Unit, and 2) Payment to EQS of the yearly fee for the maintenance and possible upgrade of the whistleblowing application, Integrity Line. Please see section 6.3 of the terms of reference.

Question 25: *How many trips on average do you anticipate the members of the "external Support Unit" will have to undertake?*

Answer: The exact number of trips cannot be defined at this stage. However, considering that ordinary meetings will be held quarterly, an indicative number of between 4 and 6 yearly to assist to physical meetings may take place.