

REQUEST FOR SERVICE

No 2021/05/05

Solidarity Fund PL within the framework of the EU funded „EU4Skills” Programme and in accordance with art.4, point 8 of the law of the Republic of Poland of 29 January 2004 on public procurement invites interested person/company to apply for a service contract

in the public procurement procedure **for the development and implementation of educational online platform on career orientation in Ukraine**

§1.

BACKGROUND INFORMATION

The EU4Skills programme is a multidonor programme funded by the EU and its member states: Germany, Finland, Estonia and Poland. The aim of the programme is to assist the reform of VET sector in Ukraine. Programme’s activities focus on modernization of the content of education and improvement of its quality as well as on the reform of VET governance.

Solidarity Fund PL (SF PL) is a Programme’s partner organization and its work package under the EU4Skills Programme primarily focuses on 5 major activities, namely: 2.11 – Development of Labour Market Intelligence System 1.2. – Development of 7 regional VET action plans 1.6. – Development of VET funding mechanism 1.7. - Development of VET budgeting mechanisms 2.10. – Support to development of career orientation service provision Most of the abovementioned activities will be implemented in 7 focus regions of Ukraine. However, the models and solutions developed will also be promoted across the whole country. Expert engagement under this assignment will be related to activity 2.10 – “Support to development of career orientation service provision” under which methodological tools (including materials available on line) for teachers are developed and the training (including on line and blended training) of teachers is conducted

§2.

GENERAL INFORMATION:

2.1. Contracting Authority:

Solidarity Fund PL

02-482 Warszawa

ul. Wołodyjowskiego 69a

Tax Identification NIP: 526-226-42-92

REGON: 012345095

Website: www.solidarityfund.pl

2.2. The public contract award is conducted in a tender procedure established by the Solidarity Fund PL.

2.3. The value of the contract is less than the amounts specified in the provisions issued under Article 8 para. 8 of the Act of 29 January 2004 - Public Procurement Law in relation to the services. (Journal of Laws of 2019, item 1843 and Journal of Laws of 2020, items 288, 1086)

2.4. The following terms and phrases used throughout this Specification of Essential Terms of the Contract (and Appendices thereto) shall have the meanings assigned to them below:

a. “Act” — the Act of 29 January 2004 - Public Procurement Law (Journal of Laws of 2019, item 1843 and Journal of Laws of 2020, items 288, 1086.)

b. “Request” — this Request for Service,

- c. "Contract" — the public contract whose subject has been specified in Chapter 3 of this Request,
- d. "Procedure" — the public procurement procedure that this Request refers to,
- e. "Contracting Authority" — Solidarity Fund PL.
- f. "Contractor" – a natural person, legal person or organizational unit not having legal personality, who competes for the award of the public contract, have submitted their tenders or concluded a public procurement contract.

2.5. The Contractor should familiarize thoroughly with this Request and submit a tender according to the requirements specified herein.

2.6. The contract shall be financed by the European Union under "EU4Skills" Programme.

§3.

THE TASKS UNDER PLANNED ASSIGNMENT:

It is expected that the Contractor will

- A) develop a website/ educational online platform on the topic of professional orientation and assist SF PL experts in launching the website (i.e. assist in posting/ uploading initial materials such as training materials and guidebooks on the website)**
- B) assists SF PL in digital processing of the training course which will be uploaded and made available on the website**

3a. Architecture and target audience of the online platform

The online platform / website will be used:

- to place project materials: manuals, recommendations, videos, best practices, etc. in electronic form in most common file types (mostly text files) including PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, MP4, MOV, WMV etc.;
- to conduct online course for approx. 1000 users in total (with assumption that approx. 400 users might participate in the course in one moment with different pace – i.e. peak) consisting of three separate modules divided each in approx. 8-12 submodules, where each submodule will be a separate video with supporting materials (e.g. PDFs) – online course will be available for all users;
- to conduct online tests based on course content for all users (no authorization/logging in needed) with obligatory user identification (e.g. user's IP combined with browser's fingerprint) – user data should be stored and protected according to current standards;
- as a communication tool, for collecting feedback and materials from authorized/logged in users (approx. 100-150) in form of most common file types, short texts, HTML links etc.;
- to place information about the course of the Project implementation (results, feedback and best practices from the participating schools);
- to post information on how to develop personal educational trajectory - how to choose a vocational school or university;
- for hosting webinars/ posting webinars streams – either through embedded tools or at least by providing authorized/logged in users with information on how, where and what time to connect to specific tool outside the platform (e.g. through newsletter-like mechanism)

- to post actual information on vocational counseling and entrepreneurship for users in form of online notice board
- to collect information via online survey (multiple choice) providing user with instant results based on user's answers – optionally with possibility to download results in form of text file (e.g. PDF).

Authorized/logged in users will have exclusive access to some files, unavailable for other users. Those files in most common file types could be posted on a separate sub-page accessible from the main page. Each authorized/logged in user should have access to his/her profile/account including personal/institutional information he/se represents (i.e. schools). Access to the profiles/accounts should be protected according to current standards (e.g. email verification)

Offer shall contain costs of hosting and domain for three years with the possibility of extension. Platform / website should be hosted architecture allowing extension of available resources on demand (e.g., due to influx of users or materials on the website) – including additional costs related to scaling. It is acceptable to use self-scaling architecture which will adapt resource due to platform / website needs.

The platform will consist of several blocks - “about professional orientation”, “for teachers”, “for parents”, “for school pupils”, “for VET students” ‘additional resources’, “flagship innovative experiment on professional orientation in schools” (final list and naming of blocks TBD) and should also include the online course (broken down into different modules).

By its structure it should be relatively deep, with each block breaking further down into lower level chapters within the blocks (the exact number of levels TBD)

The contractor will be working with a team of Ukrainian and Polish experts within the Polish component of EU4Skills. SF PL experts will prepare the contents to be uploaded on the website.

Target audiences:

Teachers and principals (main audience)

- Learn what professional orientation and career guidance is, why it is important and how to organize its implementation in school;
- Learn why professional orientation and career guidance is an integral part of NUS and why is it important in VET schools;
- Learn how to integrate professional orientation and career guidance elements in the content of education during different years of study; how to organize additional career guidance activities in the educational process;
- Learn how to work with employers, educational institutions and founders to implement professional orientation and career guidance;
- Get access to materials, resources;
- Get a resource to spread their ideas and best practices (create a community of schools that support career guidance).

Parents of students

- Learn what vocational guidance is, why it is important and why it should be supported in school

- Learn how parents can help their children with their choice of further education or career
- Get access to interesting materials, tips on how to talk to children of different ages about the world of professions, preferences, self-interest, etc.

3b. Assistance to SF PL experts in digitalisation of the training courses

- support package including training on how to use the platform and assistance in uploading materials withing a period of 6 months after launching the platform with possibility of extension.
- uploading of materials created on ongoing basis within a period of 6 months after launching the platform with possibility of extension.

3c. “Annex 1 – Approximate description of the platform structure” to the request contains approximate description of desired structure of the platform / website and type of information (including type of materials) regarding each section / page.

§4.

TIME AND PLACE OF CONTRACT PERFORMANCE

4.1. The contract shall be performed within 45 days from the conclusion date of the agreement.

§5.

CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

Eligible to compete for the contract shall be the Contractors who:

5.1. are not subject to exclusion,

5.2. meet the conditions for participation in the procedure, which are related to:

5.2.1. competences or authorizations to carry out specific professional activity; the Contracting Authority does not set any specific conditions in the abovementioned extent;

5.2.2. economic or financial standing; the Contracting Authority does not set any specific conditions in the abovementioned extent;

5.2.3. technical or professional capability;

5.2.3.1. The Contracting Authority shall deem the requirements related to technical capability to be met, if the Contractor demonstrates that it has software to manage and create advanced databases with possibilities to storage and process several million records.

5.2.3.2. The Contracting Authority shall deem the requirements related to experience to be met, if the Contractor demonstrates that it has at least one person, acting as a website developer, who jointly has:

a1 – at least one year of professional experience in the ICT/IT sector including experience in designing/ developing complex websites/ e-learning platforms

a2 – professional communication skills

- in English (B2 level according to the Common European Framework of Reference for Languages)

5.3. The Contracting Authority may, at any stage of the procedure, decide that the Contractor does not have required capabilities if the involvement of the Contractor’s technical or professional resources in other business undertakings may negatively influence the performance of the contract.

5.4. To confirm the compliance with the conditions for participation in the procedure, referred to in item 5.2 of Request for Service, the Contractor may, in certain situations and in relation to a specific contract or part thereof, rely on technical or professional abilities or financial or economic standing

of other entities, regardless of the legal nature of relationships between the Contractor and these entities.

5.5. The Contracting Authority informs that “a certain situation” referred to in item 5.4 of Request for Service means a case when:

1. The Contractor, who relies on abilities or standing of other entities, demonstrates to the Contracting Authority that it will have necessary resources of these entities at its disposal when performing the contract, in particular, by presenting a written commitment of these entities to share the resources necessary to perform the contract.

2. The Contracting Authority shall evaluate whether the technical or professional abilities made available to the Contractor, or financial or economic standing of such entities allow the Contractor to demonstrate the fulfilment of conditions for the participation in the procedure, and examine whether the grounds for exclusion referred to in Article 24 para. 1 point 12 to 23 of the Act apply to such an entity.

3. In relation to the conditions relating to education, professional qualifications or experience, the Contractors may rely on capabilities of other entities, if those entities are able to carry out services that require such capabilities.

4. The following must indisputably and unambiguously result out of the commitment or other documents confirming the provision of resources by other entities, in particular:

- the scope of other entity’s resources available to the Contractor; the manner of using other entity’s resources by the Contractor in the contract performance;
- the scope and period of other entity’s share in the performance of the public contract;
- whether the entity that the Contractor relies on in relation to the conditions for participation in the procedure regarding education, professional qualifications or experience will provide services that the indicated capabilities relate to.

5.6. The Contractors may compete for the contract jointly. In the event referred to the previous sentence, the Contractors shall appoint an authorized representative to represent them in the procurement procedure or in the procedure and conclusion of a public procurement contract. A power of attorney in writing (the original or a scanned copy) should be attached to the tender.

5.7. In the case of the Contractors applying jointly for the award of the contract, the conditions set forth in item 5.2.3 must be complied with by at least one Contractor individually or all Contractors jointly.

5.8. The Contracting Authority shall exclude from the contract award procedure the Contractors who:

5.8.1. fail to demonstrate the compliance with the conditions for the participation in the procedure, referred to in items 5.2.3,

5.8.2. fail to demonstrate that there are no grounds for exclusion in relation to them as set out Article 24 para. 1 point 12 to 23 of the Act.

§6.

INFORMATION ABOUT PRICE:

6.1. The total amount of financial means that Contracting Authority intends to allocate for the performance of contract shall amount to the maximum of EUR 9500 gross.

6.2. The price should be specified in EURO and rounded to two decimal places. The price should be given in total.

6.3. The price should include all costs incurred by the Contractor as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software.

6.4. Settlements between the Contracting Authority and the Contractor will be conducted in UAH or PLN depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of Ukraine or National Bank of Poland.

§7.

REPORTING

The Contractor shall provide to Solidarity Fund PL weekly progress reports.

§8.

DESCRIPTION OF CRITERIA WHICH CONTRACTING AUTHORITY SHALL APPLY IN TENDER SELECTION, THE WEIGHTS OF PARTICULAR CRITERIA AND THE METHOD OF TENDER ASSESSMENT

8.1. The Contracting Authority shall evaluate tenders, which have not been rejected, on the basis of the following assessment criteria:

No.	Name of Criterion	Weight
1	Professional experience of the person assigned for the project in the ICT/IT sector	20
2.	Experience of the person assigned for the project in designing/developing websites	40
3.	Support package extensions	10
4.	The service price	20
5.	Ukrainian language skills of the person assigned for the project	10

8.2. Points shall be awarded on a point scale of total 100 points for all criteria, in accordance with the following:

8.2.1. Criterion: Professional experience of the person assigned for the project in the ICT/IT sector:

The professional experience in the ICT/IT sector means full or at least 50% time employment on a position responsible for ICT/IT solutions and/or products.

The assessment shall be carried out as specified below, i.e. the following points shall be awarded for the compliance with the below requirements:

- a) At least 8 years of professional experience in the ICT/IT sector - 20 points.
- b) At least 6 years of professional experience in the ICT/IT sector - 15 points.
- c) At least 3 years of professional experience in the ICT/IT sector - 5 points.
- d) At least 1 years of professional experience in the ICT/IT sector - 0 points.
- e) Less than 1 years of professional experience in the ICT/IT sector – the rejection of tender for formal reasons.

8.2.2. Criterion: Experience of the person assigned for the project in designing/ developing and implementing complex websites:

The assessment shall be carried out as specified below, i.e. the following points shall be awarded for the compliance with the below requirements:

- a) Experience in developing and implementing at least 10 professional websites - 40 points.
- b) Experience in developing and implementing at least 8 professional websites - 30 points.
- c) Experience in developing and implementing at least 6 professional websites - 20 points.
- d) Experience in developing and implementing at least 4 professional websites - 10 points.
- e) Experience in developing and implementing at least 2 professional websites - 0 points.
- f) Experience in developing of less than 2 websites – the rejection of tender for formal reasons.

Notice: Contracting Authority reserves the right to assess, based on its experience, whether presented projects / portfolios are professional (i.e. commercial and/or public, among others) or not and in case of doubt may ask for replacing specific projects with others or reject them.

8.2.3. Criterion: extension of support package:

- a) one point for each extra month of support within support package, but no more than 10 extra months (16 in total)

8.2.4. Criterion: the service price

- a) Under the “service price” criterion, the tender shall be assessed based on the total contract performance price specified by the Contractor in the tender, calculated in accordance with Paragraph 6 of the Request for Service.
- b) The score based assessment under the “service price” criterion shall be calculated as follows:

$$P = P_{\min}/P_{\text{of}} \times 20 \text{ points}$$

where:

P_{\min} – the lowest proposed price

P_{of} – the price of assessed tender

P – the number of points awarded to the assessed tender in the price criterion, rounded to the full number.

8.2.5. Criterion: Ukrainian language skills:

- a) an employee assigned and responsible for the platform / website delivery and communication with Contracting Authority has documented knowledge of Ukrainian language on level B2 (CEFRL guidelines) or higher or speaks Ukrainian as mother tongue – 10 points.

8.3. The tender with the highest number of points shall be selected as the best (most advantageous).

8.4. The maximum score that the tender may be awarded under the selection criteria is 100 points.

§9.

The application must contain **Application FORM** (template attached), signed and scanned in PDF format

§10.

SUBMISSION

Application must be submitted by 31 May 2021 10.00 Warsaw time to the address: przetargi@solidarityfund.pl

Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL web-site (English version) www.solidarityfund.pl Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized). Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Wołodyjowskiego 69a, 02-724 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: iod@solidarityfund.pl.