

## **REQUEST FOR SERVICE**

**No FSM-2021-11-07**

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 data collection system for the State Employment Service of 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 TVET 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 2.11 – Development of Labour Market Intelligence System” under which capacity of the State Employment Service of Ukraine to conduct skill and employers needs surveys is supported.

### **§2.**

#### **GENERAL INFORMATION:**

2.1. Contracting Authority:

Solidarity Fund PL

01-612 Warszawa

ul. Mysłowicka 4

Tax Identification NIP: 526-226-42-92

REGON: 012345095

Website: [www.solidarityfund.pl](http://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 develop digital data collection system for future usage by the State Employment Service of Ukraine. The system will primarily be used for supporting surveys among employers to be conducted by the SES.

General functional description of the data collection system

1. The digital data collection system should be developed considering the experience of previous research and surveys conducted under the EU4Skills programme by Solidarity Fund PL. It is currently planned that the system will provide the opportunity to conduct surveys where data are collected by two methods:

- Telephone interviews
- The method of self-completion of the questionnaire by the authorized persons via Internet.

2. The data collection system should be multi-user and have a three-level hierarchical structure:

**At the basic level**, the user has:

- a. A function of viewing and changing respondent status (Not interviewed / Interviewed / Started)
- b. adding notes, particularly date and hour of the next contact,
- c. Conducting survey,

- d. A function of viewing statistics of survey
- e. A function of viewing array of survey (uploading to Excel, OCA)

**At the regional level**, the user (administrator) has:

- a. A function of project creation and editing (surveys)
- b. A function of survey links generation (unique tokens and universal links)
- c. Importing lists of respondents, contacts etc.
- d. A function of viewing the status of respondents
- e. A function of viewing the information on conducting surveys (time of start, end, duration,
- f. A function of viewing survey statistics and reports
- g. A function of viewing array of survey with BRR (exporting data in different formats))

**At the state level**, the user (supervisor) has:

- a. A function of creating and editing user functions
  - b. A function of project creation and editing (surveys)
  - c. A function of survey link generation
  - d. A function of viewing survey statistics of all users
  - e. A function of viewing array of surveys of all users (exporting data in different formats)
3. The interface of the system should correspond to the color palette of the official website of the State Employment Service, contain the logos of the SESU, logos of the EU4Skills Program and its donors.
  4. The full functionality and interface of the system are additionally agreed with the customer.
  5. Functional description of the system:
    - a. The system should enable to create a broad range of types of questions (multiply choices, checkboxes, dropdown, text, matrix, ranking, slider, rating, video and image,
    - b. Randomization of questions, blocks and responses
    - c. Building skip logic of questionnaires (filters, transitions)
    - d. a/b tests (random assignment of questions to groups of respondents)
    - e. Quotas control
    - f. Adjusted to iOS and Android
    - g. Languages: Ukrainian,
    - h. Progress bar,
    - i. Monitoring e-mails responses
    - j. Downloads data arrays in different formats (Excel and SPSS)
    - k. View IP of respondent
    - l. Limit number of responses per one IP
  6. The contractor will develop the tool with close cooperation with Solidarity Fund experts and NES experts (agile approach)
  7. The contractor must ensure compatibility of the product with existing IT systems of the State Employment Service, including but not limited to its website, internal data generation management systems and protocols.

#### **§4.**

##### **TIME AND PLACE OF CONTRACT PERFORMANCE, FINANCIAL ALLOCATION**

4.1. The contract shall be performed from the conclusion date of the agreement till 31 March 2022

4.2. The total amount of financial means that Contracting Authority intends to allocate for the performance of contract shall amount to the maximum of EUR 12.000 gross.

#### **§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; The Contracting Authority shall deem the requirements related to experience to be met, if the Contractor demonstrates that jointly has:

- Experience in working with online data collection systems, both ones facilitated by interviewer and self-input. Minimum three years of experience;

- Experience in developing survey support systems with possibility of generating necessary analytical and statistical reports as well as using various software packages for saving data in various formats. Minimum three years of experience

- Experience in developing questionnaire construction and editing systems (including built-in questionnaire logic control modules) that require no user programming skills. Minimum three years of experience.

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 maximum price for the service can be 12.000. euros.

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 Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Ukraine, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), 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 bi-weekly progress reports, products (results of the work) and invoices.

**§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
A	Experience in working with online data collection systems, both ones facilitated by interviewer and self-input.	20
B.	Experience in developing survey support systems with possibility of generating necessary analytical and statistical reports as well as using various software packages for saving data in various formats.	40
C	- Experience in developing questionnaire construction and editing systems (including built-in questionnaire logic control modules) that require no user programming skills.	20
D.	The service price	20

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: A

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 5 years of professional experience - 20 points.
- b) At least 4 years of professional experience - 10 points..
- c) At least 3 years of professional experience - 0 points.
- d) Less than 3 years of professional experience – the rejection of tender for formal reasons.

8.2.2. Criterion: B

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 5 years of professional experience - 40 points.

- b) At least 4 years of professional experience - 20 points.
- c) At least 3 years of professional experience - 0 points.
- d) Less than 3 years of professional experience – the rejection of tender for formal reasons

8.2.3. Criterion: C

- a) At least 5 years of professional experience - 20 points.
- b) At least 4 years of professional experience - 10 points..
- c) At least 3 years of professional experience - 0 points.
- d) Less than 3 years of professional experience – the rejection of tender for formal reasons

8.2.4. Criterion: D. - 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

$P_{\text{of}}$  – the price of assessed tender

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

8.3. 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 30 November 2021 by 10.00 Warsaw time to the address:**  
[przetargi@solidarityfund.pl](mailto: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](http://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. Mysłowicka 4. 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](mailto:iod@solidarityfund.pl).