

TENDER SPECIFICATIONS

Reference: OC/EFSA/AMU/2017/01

Subject: Support services for Expert Knowledge Elicitation

Procurement procedure: Open call

Project/Process code: P-AMU-01

Tender specifications purpose:

1. specify what EFSA is to buy under the contract resulting from this tender procedure
2. announce the criteria which EFSA will apply to determine the successful contractor among the offers received
3. guide tenderers to establish and dispatch their offer in the required form and time

These tender specifications will form annex 1 of the contract resulting from this tender procedure and will be binding during the contract implementation.

Additional guidance:

The economic operators wishing to submit an offer following this call for tenders are also invited to read the [EFSA Guidance for tenderers](#) available at EFSA website. The general guidance aims to assist the potential tenderers in their understanding of EFSA procurement procedures and to complete the specific information contained in this tender specifications.

Submitting your tender on time:

Follow carefully the guidance in annex 2 "e-Submission quick reference guide for economic operators".

Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.

Please note that offers sent via e-mail will be rejected.

Provide EFSA with feedback:

If you considered applying to this call for tenders but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. You should address your feedback to EFSAProcurement@efsa.europa.eu. Please note that your comments will be kept strictly confidential and will only be used for the purpose of improving future EFSA procurement calls.

INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	25/07/2017	Date of publication being sent to OJ
Deadline for sending a request for clarification to EFSA	06/10/2017	Attention: <i>Requests for clarification may only be submitted through the eTendering website as described in the Invitation Letter.</i>
"Receipt Time Limit" - Closing date and time for offers reception	16/10/2017 at 14:30 (CET)²	See details in the Invitation letter. Please also refer to part 3 of the tender specifications "How to submit your offer – e-Submission application guide" and the e-Submission quick reference guide for economic operators, link provided in annex 2.
Opening session	17/10/2017	14:30hr, EFSA premises, Parma
Notification of the evaluation results	November 2017	Estimated. <i>Attention: outcome of the present procurement procedure will be communicated to all tenderers to the e-mail address indicated in their offer. Accordingly, the tenderers who have submitted offers under the present call are strongly invited to check regularly the inbox in question.</i>
Contract signature	December 2017	Estimated

¹ All times are in the time zone of the country of the EFSA.

² **Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.**

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PART 1 TECHNICAL SPECIFICATIONS - WHAT DOES EFSA NEED TO BUY THROUGH THIS PROCUREMENT PROCEDURE?

1.1 BACKGROUND

In June 2014, EFSA published a Guidance document on Expert Knowledge Elicitation (EKE) in Food and Feed Safety Risk Assessment³.

In this context EKE is defined as a systematic, documented and reviewable process to retrieve expert judgments from groups of experts in the form of probability distributions.

EKE methods are formal, probabilistic judgment techniques designed to encourage careful, thoughtful judgments and reduce psychological biases. EFSA Guidance implements EKE in an efficient, rigorous and transparent manner, targeted on most important parameters, subject to critical review at key decision points, and fully documented.

The Guidance

- describes the phases of the process beginning with defining the risk assessment problem, moving through preparation for elicitation (e.g. framing the elicitation questions, selecting the experts and the method to be used) and the elicitation itself, culminating in documentation;
- identifies the responsible actors for managing each of these phases;
- explicates exemplary three methods for expert knowledge elicitation, that can be applied to real-life questions in food and feed safety. The Sheffield method with group interaction of experts (behavioural aggregation); the Cooke's method with use of seed questions for the calibration of experts (mathematical aggregation); and the Delphi method on written individual expert elicitation with feedback loops (mixed behavioural and mathematical aggregation);
- ends with recommendations on the implementation of the methodology in EFSA.

The Sheffield method employs behavioural aggregation, in which the experts meet face to face in an elicitation workshop and are allowed to interact and discuss under the management of the elicitor. There are potential problems in such interaction which may distort the final elicited distribution and lead to a poor result, but the advocates of behavioural aggregation argue that with good facilitation by the elicitor these risks are minimised and are outweighed by the potential advantages of the interaction. Finally, within a face-to-face workshop it is easier to ensure that the experts understand clearly what is being asked of them.

Cooke's method does not allow the experts to discuss their judgements; interaction is limited to initial training and briefing. Instead of behavioural aggregation, Cooke's method employs a form of mathematical aggregation. The potential problems with mathematical aggregation are that the choice of an aggregation rule is somewhat arbitrary, that every choice can be shown to have some undesirable implications and

³ EFSA (European Food Safety Authority), 2014. Guidance on Expert Knowledge Elicitation in Food and Feed Safety Risk Assessment. EFSA Journal 2014;12(6):3734, 278 pp. doi:10.2903/j.efsa.2014.3734 <http://www.efsa.europa.eu/en/efsajournal/doc/3734.pdf>

that it is not clear whose judgements the aggregated distribution represents. Nevertheless, the advantage of having an aggregation rule makes the aggregation explicit, auditable and, in a sense, objective.

The Delphi method lies between these two positions. Interaction between experts is allowed but is controlled. Judgements from each round are fed back to the experts in the subsequent round, but in an anonymised form. Although the interaction is very limited, advocates of the Delphi approach argue that it allows some benefits from the sharing of information without the risks of personal factors influencing judgements inappropriately. After all rounds of the Delphi method are completed, the final distribution is obtained by a simple equal-weighting mathematical aggregation rule.

In the last years several applications of EKE methodology have been performed, mainly in the area of Animal Health and Welfare⁴. Additionally further activities in EFSA, like the attesting of the Draft Guidance on Uncertainty⁵ in EFSA Scientific Assessment enlarged the number of applications significantly in the last year. Adapted procedures, like the semi-formal EKE, is introduced in this Guidance on Uncertainty. In the near future an increasing number of requests in all areas in EFSA's remit is therefore expected.

Under the PROMETHEUS project⁶ (Promoting methods for evidence use in scientific assessments) expert knowledge elicitation is a key methodology to generate evidence for use in risk assessments. The PROMETHEUS project aims to further improve the methods for "dealing with data and evidence" (i.e. for collecting/extracting, validating/appraising, analysing and integrating data and evidence) in EFSA's scientific assessments and to increase their consistency. The project also highlights and reinforces the need for transparency and openness and represents an important component for bringing forward EFSA's transparency initiative.

Consequently there is an increasing requirement for support and facilitation of the expert knowledge elicitation processes by EFSA panels and working groups.

The present Call is based on the Final work programme for grants and operational procurements 2017 as presented in Annex IX of the EFSA Programming Document 2017 – 2019, available on the EFSA's website⁷.

⁴ EFSA AHAW Panel (EFSA Panel on Animal Health and Animal Welfare), 2017. Scientific Opinion on the animal welfare aspects in respect of the slaughter or killing of pregnant livestock animals (cattle, pigs, sheep, goats, horses). EFSA Journal 2017;15(5):4782, 96 pp. <https://www.efsa.europa.eu/en/efsajournal/pub/4782>
EFSA (European Food Safety Authority), 2015. Scientific Opinion on welfare aspects of the use of perches for laying hens. EFSA Journal 2015; 13(6):4131, 71 pp. doi: 10.2903/j.efsa.2015.4131
<http://www.efsa.europa.eu/en/efsajournal/pub/4131>

EFSA (European Food Safety Authority), 2013. Scientific Opinion on Rift Valley fever. EFSA Journal 2013; 11(4):3180, 48 pp. doi:10.2903/j.efsa.2013.3180 <http://www.efsa.europa.eu/en/efsajournal/pub/3180>

⁵ EFSA Scientific Committee, 2016. Guidance on Uncertainty in EFSA Scientific Assessment. Revised Draft for Internal Testing.

<https://www.efsa.europa.eu/sites/default/files/160321DraftGDUncertaintyInScientificAssessment.pdf>

⁶ EFSA (European Food Safety Authority), 2015. Principles and process for dealing with data and evidence in scientific assessments. EFSA Journal 2015; 13(5):4121, 36 pp. doi:10.2903/j.efsa.2015.4121
<http://www.efsa.europa.eu/en/efsajournal/pub/4121>

⁷ http://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp1719.pdf

1.2 OBJECTIVES

The aim of this procurement procedure is to conclude a multiple framework contract with cascade for four years with up to three contractors. The framework contract will be implemented through specific contracts or order forms. Each time the framework contractor responds to a call under the framework contract, a specific contract or order form will have to be concluded between EFSA and the framework contractor. The specific contract or order form will set out the specific conditions for performing the individual assignment. A system of priority would be established whereby specific contracts or order forms would be placed with the first priority contractor. If the services are unavailable from the first priority contractor, the specific contract or order forms would then be placed with the second priority contractor and so on.

EFSA has identified a recurrent need for EKE services to support the work of EFSA's panels and working groups in preparation/ facilitation and/or expert knowledge elicitation exercises in specific EFSA areas like chemical risk assessment; microbial risk assessment; environmental risk assessment; human nutrition; animal health and welfare risk assessment; plant health risk assessment.

Specific objectives:

The objectives of the contract resulting from the present procurement procedure are as follows:

The contractor should be able to provide support services for **all** the phases of expert elicitation listed below as input into EFSA outputs using several elicitation methods including the Sheffield, Delphi and Cooke's method, but also any other EKE method with a defined protocol, depending on the specific request, the type of question, the available resources (e.g. time, staff involvement etc.) and number of experts.

General content of the EKE phases/ services which may be requested:

1) Initiation phase

Supporting EFSA working groups/panels in

- **Service 1:** Identification of parameters and priorities and defining the elicitation conditions and questions for EKE based on Terms of Reference from EFSA mandates and other requests for scientific advice.

2) Pre-elicitation phase

Supporting EFSA steering groups in

- **Service 2:** Framing the elicitation questions.
- **Service 3:** Preparation of protocols for EKE.
- **Service 4:** Definition of expert profiles, identification of possible experts in a long list, and selection of experts for a short list using appropriate instruments, like questionnaire results etc.
- **Service 5:** Compilation of evidence dossiers of relevant evidence to support EKE processes.

3) Elicitation phase

Supporting or being an EFSA elicitation group as described in EFSA's EKE guidance:

- **Service 6:** Review and revision of elicitation protocols. Further discussion may be requested by the steering group.
- **Service 7:** Contacting and performing all communication with the experts, including the acquisition and motivation of experts.
- **Service 8:** Execution of the Expert Knowledge Elicitation session, including all logistics during the session (e.g. preparation of material, computer/software infrastructure, administration of the expert group etc.)
 - **Sub-Service 8.1:** Training of the members of the expert group on probabilistic judgements.
 - **Sub-Service 8.2:** Organisation of sessions presenting background knowledge for the expert group or distribution of the evidence dossier for the group of experts.
 - **Sub-Service 8.3:** Especially for EKE with behavioural aggregation (e.g. the Sheffield method):
 - Facilitation/moderation of the face-to-face EKE session respecting group dynamics and psychological biases.
 - Feedback and computation (e.g. fitting of distributions) of individual and group judgements.
 - **Sub-Service 8.4:** Especially for EKE with mathematical aggregation (e.g. Cooke's method):
 - Development and testing of suitable seed questions prior to the EKE.
 - Organisation and facilitation of teleconference / physical meetings with each of the selected experts.
 - Analysis of the results (including selection of weighting methods, robustness analysis).
 - **Sub-Service 8.5:** Especially for EKE with mixed aggregation (e.g. quantitative Delphi method):
 - Development of survey instruments and their pilot testing.
 - Execution of Delphi rounds including contacting of the expert, motivation/reminding of the experts, collection of answers.
 - Analysis of the results and preparation of the feedback.
 - Management of the iteration process and refinement of survey for each iteration.
 - Final data collection and analysis.
- **Service 9:** All administrative procedures for the arrangements of travel of the experts, including payment of their travel and accommodation costs.
- **Service 10:** Provision of rooms and facilities for EKE sessions in a main city in Europe.
- **Service 11:** Conducting the Expert Knowledge Elicitation session, including all handling of the experts (e.g. registration, information package etc.).

4) Post elicitation phase

Supporting EFSA in:

- **Service 12:** Documentation of EKE process by preparing different kinds of documents:

- **Sub-Service 12.1:** The result protocol for answering the elicitation questions.
 - **Sub-Service 12.2:** The technical documentation to allow a scientific review of the elicitation.
 - **Sub-Service 12.3:** The feedback documents to provide individual feedback to the members of the expert group.
- **Service 13:** Presentation and discussion of the results of the EKE process to EFSA working groups/panels, other committees/bodies involved in the risk assessment, scientific networks or conferences.

5) Ad hoc consultancy on EKE

- **Service 14:** Advise EFSA in planning Expert Knowledge Elicitation tasks.

1.3 TASKS, DELIVERABLES, TIMELINE AND PAYMENTS

No	Possible type of Tasks/Deliverables	Can be subcontracted ?	Deadline for finalisation
1	Service 1: Identification of parameters and priorities	Yes	To be defined in each specific contract/order form
2	Service 2: Framing the elicitation questions	Yes	To be defined in each specific contract/order form
3	Service 3: Preparation of protocols for EKE	Yes	To be defined in each specific contract/order form
4	Service 4: Definition of expert profiles, identification of possible experts in a long list, and selection of experts for a short list	Yes	To be defined in each specific contract/order form
5	Service 5: Compilation of evidence dossiers	Yes	To be defined in each specific contract/order form
6	Service 6: Reviewing and revision of elicitation protocols	Yes	To be defined in each specific contract/order form
7	Service 7: Contacting and performing all communication with the group of experts	Yes	To be defined in each specific contract/order form
8	Service 8: Execution of the Expert Elicitation Session using the specified method, including training on probabilistic judgements and a organising sessions presenting the background knowledge	Yes	To be defined in each specific contract/order form
9	Service 9: All administrative procedures for the arrangements of the travel of the experts	Yes	To be defined in each specific contract/order form
10	Service 10: Provision of rooms and facilities for EKE sessions	Yes	To be defined in each specific contract/order form
11	Service 11: Conducting the EKE session, including all handling of experts	Yes	To be defined in each specific contract/order form
12	Service 12: Full documentation of the EKE process	Yes	To be defined in each specific contract/order form

13	Service 13: Presentation and discussion of the results of the EKE process	Yes	To be defined in each specific contract/order form
14	Service 14: Advise of EFSA on planning EKE	Yes	To be defined in each specific contract/order form

Meetings:

No	Meetings	Deadline for finalisation
1	<p>Kick-Off meeting to prepare the specific project: A preparatory meeting to be held with EFSA the project leader, and project partner responsible for main work packages (e.g. the facilitator of EKE sessions). This meeting will have following objectives:</p> <ul style="list-style-type: none"> • <i>Clarifications on open points regarding the project.</i> • <i>Discussion and agreement on the detailed project plan.</i> • <i>Agreement on responsibilities, facilities, communication plan, and interactions.</i> <p>The meeting may be either be a web-conference, or physical meeting EFSA premises, or, if requested by EFSA, in any other EU city.</p>	To be defined in each specific contract/order form
2	<p>Participation in working group or panel meetings in Parma or in a location specified by EFSA in any other EU city. Tasks of this meeting could be one or more of the following :</p> <ul style="list-style-type: none"> • <i>Problem definition and Pre-elicitation phase. Framing parameters for expert elicitation according to the TOR of the EFSA mandate and in discussion with the panel/working group.</i> • <i>Presentation of an expert knowledge elicitation protocol to address a TOR.</i> • <i>Presentation of results for an EKE.</i> 	To be defined in each specific contract/order form
3	<p>EKE session in Parma or in a location specified by EFSA in any other EU city. The task of this meeting is to execute an Expert Knowledge Elicitation with a group of experts following a specific protocol.</p>	To be defined in each specific contract/order form
4	<i>Ad hoc teleconferences</i> between EFSA and the contractor.	Throughout the duration of the FWC, upon EFSA request
No	Payments	Linked to approval by EFSA of deliverable No
NA	The payment modalities applicable to each order form are detailed in the draft framework contract	NA

The working language for the contract implementation: Execution of tasks, meetings and deliverables shall be English. All reports shall be delivered to EFSA in in MS WORD and as print version in pdf format. All other deliverable shall be provided in electronic format as specified above. All deliverable and supporting documentation should be uploaded into the Document Management System of EFSA.

1.4 INFORMATION ON THE CONTRACT

Type of contract: framework contract (FWC)

Type of FWC: multiple FWC in cascade

Maximum number of possible framework contractors: 3

Nature of expense: services

Duration of FWC: one year + automatic renewal up to 3 times for an overall maximum duration of four consecutive years.

Budget information: The financial ceiling available for specific contracts/order forms under the framework contract during an overall maximum period of 4 consecutive years is 400.000 €. A contingency of 10% and possible price indexations are already included in this ceiling.

Price indexations Indexation will be applicable to consultancy services daily rates: the daily rates proposed in the offer of the winning tenderer will be allowed for indexation as of the second contract year following the rules stipulated in the draft FWC.

Possible increase of FWC envelope By virtue of article 134 (1)(e) and article 134 (4) of the Rules of Application of the Financial Regulation, EFSA reserves the option to launch further negotiated procedure, with the contractor chosen as a result of the present call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original contract. The increase will not go beyond 50% of the original envelope of 400.000 €.

As regards the mechanism of implementation of the FWC please refer to the [EFSA Guidance for tenderers](#) available at EFSA website.

1.5 OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

SPECIFIC INFORMATION ON INTELLECTUAL PROPERTY RIGHTS:

As regards any product or delivery commissioned by EFSA and developed by the contractor in the context of the contract resulting from this call for tenders as well as source codes of IT applications and models developed for EFSA, the intellectual property rights will be owned by EFSA only, in its capacity as financial source of the contract. The contractor cannot file a trademark, patent, copyright or other IPR protection scheme in relation to any of the results or rights obtained by EFSA in performance of the contract, unless the contractor requests EFSA ex-ante authorisation and obtains from EFSA a written consent in this regard.

In addition, the contractor selected as a result of the present procurement procedure shall be solely responsible and liable for the following:

- To ensure that terms and conditions asserted by any copyright holder of publications or information referred to in the final deliverable for EFSA are fully satisfied;
- To make the necessary arrangements enabling EFSA to reproduce and make non-commercial use of publications and information referred to in the final deliverable it commissioned. As needed, the contractor shall consult with copyright licensing authorities (i.e. at national level) for guidance on purchasing copyright licenses to reproduce any publications provided to EFSA. The contractor remains solely responsible and liable for obtaining all necessary authorizations and rights to use, reproduce and share the publications provided to EFSA

PARTS OF RESULTS PRE-EXISTING THE CONTRACT

If the results are not fully created for the purpose of the contract this should be clearly pointed out in the tender. Information should be provided about the scope of pre-existing materials, their source and when and how the rights to these materials have been or will be acquired.

EFSA does not acquire ownership or any license of pre-existing rights not incorporated in the deliverables. The full ownership is limited to the deliverables, which might include licensed pre-existing rights on excerpts, parts, texts etc., if fully or partially incorporated in the final deliverables.

The draft contract attached in **Annex 3** contains further provisions on ownership of intellectual property rights. All quotations or information the tenderer provides in the technical and financial offer for EFSA which originates from other sources to which third parties may claim rights, have to be clearly marked in the offer in a way allowing easy identification (source publications, including date & place, creator, number, full title etc.). The tenderer shall take account of the above specification on ownership and copyrights in their technical and financial offer.

PART 2 EVALUATION - HOW WILL YOUR OFFER BE ASSESSED?

In case you apply as a group of economic operators in a joint offer or if your offer envisages the use of subcontractors, please also refer to the [EFSA Guidance for tenderers](#).

2.1 OPENING OF OFFERS

The main aim of the public opening session is to check whether the offer received was dispatched within the closing date for tender receipt⁸ and that the tenders are electronically protected until the official opening.

2.2 ORDER OF EVALUATION

Tenderers should note that the content of their offers will be assessed in the following pre-defined order: Exclusion criteria (Access to EU Market); Selection criteria (Technical & Professional capacity); Compliance with tender specifications; Award Criteria (Quality and Price).

Following the above assessment and identification of the winning tender, the following will be assessed only for the tenderer proposed for contract award: Selection criteria (Professional Conflict of Interest – Institutional Declarations of Interest); Exclusion criteria (Declaration on Honour on exclusion criteria); Selection criteria (Declaration on Honour on selection criteria).

2.3 GROUNDS FOR EXCLUSION

The offers declared admissible during the opening session will be further verified against the eligibility and the exclusion criteria.

As regards the eligibility of the tenderers to submit an offer following this call please refer to the [EFSA Guidance for tenderers](#) available at EFSA website. Only offers from tenderers established in eligible countries will be allowed to the next step of the evaluation – exclusion criteria verification.

Tenderers must not be in one of the exclusion situations listed in the [EFSA Guidance for tenderers](#) available at EFSA website.

Evidence requested in the offer:

- Tenderers must declare that they are not in one of the exclusion situations by providing a signed and dated Declaration on Honour on exclusion criteria, available in **Annex 4**. In case of a joint offer from a group of economic operators, such declaration should be submitted for each member of the group. Evidence may be requested in support of this declaration to the successful tenderer.

For info: EFSA will request further supporting evidence, from the awarded tenderers, prior to the signature of the framework contract. Such requested evidence will be specified in the award letter and will have to be provided to EFSA before the framework contract is signed.

⁸ **Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.**

2.4 SELECTION CRITERIA

The offers from tenderers declared eligible and not in one of the exclusion situations will be further verified against the selection criteria.

A) ECONOMIC AND FINANCIAL CAPACITY:

The tenderer must have the following economic and financial capacity to perform the contract, in particular the tenderer must have generated an overall annual turnover of at least 100.000 € in each of the last 2 closed financial years (2016 and 2015).

Evidence requested in the offer:

Tenderers must declare that they fulfil the economic and financial criteria indicated above by providing a signed and dated Declaration on Honour on selection criteria, available in **Annex 5**. In case of a joint offer from a group of economic operators, such declaration should be completed by the leading partner.

EFSA will request further supporting evidence (proof of annual turnover), from the awarded tenderer, prior to the signature of the framework contract. Such requested evidence will be specified in the award letter and will have to be provided to EFSA before the framework contract is signed.

B) TECHNICAL AND PROFESSIONAL CAPACITY:

The tenderer must have the technical and professional capacity to perform the contract in accordance with the specifications below. In accordance with article 148(6) RAP, if EFSA, based on the assessment of the technical and professional capacity evidence, concludes that the tenderer has a professional conflicting interest and therefore does not possess the professional capacity to perform the contract to an appropriate quality standard, the tenderer may be rejected.

The tenderer must have the following **minimum professional capacity** to perform the contract:

- a) Ability to provide a multidisciplinary team of experts (at least 4) compliant with the below specific expertise requirements. One person may cover more than one type of expertise:
 - 1 **senior project manager** with at least:
 - 3 years of demonstrable experience in project management in an international and multidisciplinary environment. AND
 - 3 years of demonstrable experience in project reporting, including technical reports and related scientific publications.
 - 1 **senior elicitor generalist** for consulting services to EFSA WGs as defined in service 1 and 14 with at least:
 - 5 years of demonstrable experience on methodological work of all expert knowledge elicitation methods/protocols (if one senior elicitor does not cover all EKE methods, additional senior elicitors have to be provided to cover all EKE methods/protocols) referred in sub-services 8.3, 8.4 and 8.5 defined in section 1.2 of the tender specifications;
 - This (these) senior elicitor(s) should have together experiences on minimum 5 topics in EFSA's remit

gathered through the work with minimum 3 different EFSA panels⁹ (including contaminants, regulated products, and plant/animal health and welfare) (if one senior elicitor does not cover topics/panels, additional senior elicitors have to be provided to cover the minimum required topics/ panels) to perform service 5

- 1 **elicitation specialist** with at least:
 - 3 years of demonstrable experience in applied Expert Knowledge Elicitations on quantitative questions applying all appropriate methods/protocols (if one elicitation specialist does not cover all EKE methods, additional elicitation specialists have to be provided to cover all EKE methods/protocols) referred in sub-services 8.1, 8.2, 8.3, 8.4 and 8.5 of section 1.2 of the tender specifications; AND
 - 3 years of demonstrable experience in chairing/moderating group of experts
- 1 **assistant** for administration purposes with at least:
 - 3 years of demonstrable experience in organising expert exchange for smaller working groups etc., including handling of experts, organisation of physical or virtual meetings as defined in services 7, 9, 10 and 11.

In addition to the multi-disciplinary team of experts requested above, the contractor, during the implementation of the contract, will have to provide **project analysts** to assist with the tasks of the senior project manager and **elicitation assistant(s)** (reporter(s)) who assists the elicitation process, and **secretaries** for assisting in the administrative tasks. Daily prices for these profiles will also be requested in the financial offer.

- b) The team of experts must have overall/each expert individually an excellent level of spoken and written standard UK English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a C1 level OR at least 3 years of work in an English-speaking environment etc. and /or

Specific Evidence requested for professional and technical capacity:

⁹ <http://www.efsa.europa.eu/en/science/scientific-committee-and-panels>

<p><u>For requirements a) and b):</u></p>	<p>A statement confirming that the team members proposed for the assignment meet the minimum expertise requirements detailed above. The statement should be accompanied by the table in Annex 7a which should be completed to show the named individual team member proposed as meeting each of the minimum expertise requirements.</p>
<p><u>For requirements a):</u></p>	<ul style="list-style-type: none"> • A list of main international/multidisciplinary projects managed by the senior project manager in the last five years. • A list of main project reports and related scientific publications coordinated by the senior project manager in the last five years. • A publication list of methodological work on expert knowledge elicitation protocols covering all expert knowledge elicitation methods /protocols performed by the senior elicitation generalist • A list of experiences on topics acquired through the work for EFSA panels by the senior elicitation generalist. • A list of main applied expert knowledge elicitation on quantitative parameters including a clear description of the used method, performed by the senior elicitor generalist and elicitation specialist in the last five years. • A list of main expert group meetings chaired/moderated by the senior elicitor generalist and elicitation specialist in the last five years. • A list of main working group exchanges organised by the administrative assistant in the last five years. <p>The list of projects to be filled in the table found in Annex 7b.</p>
	<p>Institutional declaration of interests available here</p> <p><i>In case of a group of economic operators and/or in case of subcontracting, such declaration should be completed separately and submitted for each partner and for each identified subcontractor.</i></p>
<p>For info only:</p>	<p>During the framework contract implementation, EFSA reserves the right to request the submission of individual declarations of interest, for each member of the proposed team. This will be clearly indicated, if required in the request for offer before concluding any specific contract/order form. The submission of individual declarations of interest is not required for this call for tenders. For your information, the Individual declarations of interests are available here</p>

With the exception of declarations of interest, evidence must be included in the offer for partners in a joint offer and/or subcontractors only if the capacity of those entities is necessary to satisfy the minimum technical and professional capacity requirements.

GENERIC EVIDENCE COMMON FOR ALL SELECTION CRITERIA:

1	Declaration on Honour on selection criteria available in
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	<p>Annex 5</p> <p><i>To be completed by the tenderer or by the leading partner in case of a joint offer.</i></p>
2	<p>Confirmatory statement of resources</p> <p><i>In case of a joint offer from a group of economic operators and/or in case of subcontracting, the tenderer must provide a statement confirming that they will have at their disposal the resources necessary for performance of the contract by producing a commitment on the part of those entities (i.e. each partner in a joint offer and/or each subcontractor).</i></p>
3	<p>Allocation of tasks between the partners/subcontractors</p> <p><i>In case of a joint offer from a group of economic operators or in case of subcontracting, the tenderer should provide a statement clearly defining the allocation of tasks between the entities.</i></p>

Please note that you do not

have to submit any of the above-mentioned evidence if already submitted to EFSA in response to any previous EFSA call, provided the evidence is exactly the same as requested in these tender specifications. If you avail yourself of this possibility, you have to specify the reference of the EFSA call for tenders under which you have already submitted the evidence to EFSA.

EFSA has the right, during the evaluation process, to request further evidence on the tenderer's compliance with the economic, financial, technical and professional capacity requirements.

2.5 COMPLIANCE WITH TENDER SPECIFICATION AND MINIMUM REQUIREMENTS

Your offer will be assessed for compliance with the tender specifications before its assessment against the award criteria.

Tenders are considered not to comply with the tender specifications and are therefore to be rejected if they:

- do not comply with minimum requirements laid down in the tender specifications (non-compliance);
- propose a solution different from the one that is imposed;
- propose a price above the fixed maximum set in the specifications;
- are submitted as variants, when the specifications do not authorise them;
- do not comply with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU¹⁰.

In all these cases, the grounds for rejection are not linked to the award criteria so there is no evaluation as such. The tenderer will be informed of the ground for rejection without being given feedback on the content of the tender other than on the non-compliant elements.

2.6 AWARD CRITERIA

¹⁰ OJ L 94 of 28.03.2014, p. 65

Tenders will be evaluated against the below defined award criteria. The award criteria serve to identify the **most economically advantageous offer**.

A) QUALITY AWARD CRITERIA

1. METHODOLOGY PROPOSED FOR A SUPPORT SERVICE ON EKE (max. 70 points - minimum threshold 50%)

This is to assess the degree to which the methodology proposed shows the capacity to resolve the questions underlying the tender in a realistic and well-structured way as well as to whether the methods proposed are in conformity with the needs of EFSA and the technical specifications:

1.1 Quality and level of details in the description of **service 1** in the description of the **initiation phase**. (max. 5 points)

1.2 Quality and level of details in the description of services in the description of the **pre-elicitation phase**.

The applicant is asked to sketch a protocol applying the Cooke method to evaluate the future risk of newly appearing salmonella strains in the food chain. Special emphasis should be given to the selection of seed questions.

1.2.1 Proposal for Cooke protocol with definition of seed questions to evaluate the future risk of newly appearing salmonella strains in the food chain as requested for **services 2, 3 and 8.4**. (max. 15 points)

The applicant is asked to sketch a protocol applying the Sheffield method to evaluate welfare aspects of new slaughtering methods for broilers. Special emphasis should be given to the selection of the expert panel.

1.2.2 Proposal for Sheffield protocol with definition of an expert group on new slaughtering methods for broilers as requested for **services 3, 4 and 8.3** (max. 15 points)

1.3 Quality and level of details in the description of services in the description of the **elicitation phase**.

The applicant is asked to review the attached protocol applying the Delphi method to evaluate the future risk of an infection disease. Special emphasis should be given to the development of the first questionnaire.

Critical review of the attached Delphi protocol (**Annex10**) as requested for **service 6** and development of first questionnaire as requested for **service 8.5**. (max. 15 points)

1.4 Quality and level of details in the description of services in the description of the **post-elicitation phase**

The applicant is asked to provide a commented presentation on (fictive) results of quantitative elicitation (topics selected by the applicant) including:
(a) the likelihood of statements e.g. existence vs non-existence of hazards, (b) uncertainty of quantitative risk estimates, and (c) uncertainty of priority settings (risk ranking)

Proposed presentation of quantitative elicitation results for the likelihood of statements, uncertainty of quantitative risk estimates, and uncertainty of priority settings as requested for **service 13** (max. 10 points).

- 1.5 Quality and level of **details in the description** of the structured methodology used in the above Expert Knowledge Elicitations by the tenderer (compared to award criteria 1.2, and 1.3), e.g. the ability to assess unbiased judgements, to evaluate the process and to allow repetition. **(max. 10 points)**

2. PROJECT ORGANISATION (max. 20 points – minimum threshold 50%)

This is to assess the extent to which the team set-up is suitable for the implementation of the assignment, and to assess the mechanisms put in place in order to guarantee availability of contractor for assignment and to meet the agreed deadlines for deliverables. Attention should be drawn to:

- 2.1 Project management methodology** to be used to manage expert groups, workshops, support and reporting. **(max. 5 points)**
- 2.2 Estimation of workload** (number of person days) to perform the services requested in the tender specifications with regard to the different roles of support. **(max. 5 points)**
- 2.3 Project management measures** and communication structures to be used to **ensure that support will be available and project deadlines** are met. **(max. 10 points)**

3. MEASURES TO GUARANTEE QUALITY OF DELIVERABLES (max. 10 points - minimum threshold 50%)

This is to assess the quality assurance mechanisms put in place to guarantee the high quality of deliverables:

- 3.1** Description of the proposed specific **quality assurance system** put in place to ensure high-quality delivery of the requested support services and reports. **(max. 5 points)**
- 3.2** In addition, the identification of **risks and mitigation measures** proposed to overcome/remedy them throughout the implementation of the services requested, esp. availability of facilitators, including back-up persons. **(max. 5 points)**

The sum of all quality award criteria gives a maximum possible total of 100 points.

Tenderer shall elaborate in the technical offer on all points addressed in the technical specifications, bearing also in mind the above indicated award criteria, in order to score as many points against the quality award criteria as possible. The mere repetition of mandatory requirements set out in the technical specifications, without going into detail or without giving any added value in the technical offer, will only result in a very low score.

Offers must score at least 50% for each criterion, and at least 70% of maximum possible total points against the quality award criteria.

Tenders that do not reach these minimum quality thresholds will be eliminated from the subsequent stages of the evaluation process.

B) PRICE AWARD CRITERION:

Tenders which passed the above quality thresholds will be retained for the further assessment of the following:

- I. the price offer is made within the maximum budget for financial offers indicated in the tender specifications and;

PART 3 HOW TO SUBMIT YOUR OFFER – e-SUBMISSION APPLICATION GUIDE

You must submit your tender electronically via the e-Submission application available from the e-Tendering website before the time limit for receipt of tenders.

The e-Submission application allows economic operators to respond to call for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically. The e-Tendering is the starting point for launching the e-Submission application.

Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.

How to Submit your Tender in e-Submission

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specified in the Invitation Letter.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED e-Tendering first. To subscribe, you will need to login with your an [EU Login](#)¹¹. In case you don't have an [EU Login](#), you can [create an account](#) at any moment. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications, including:

- **Signed declaration on Honour(s).** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour(s) using the templates available in Annex 4 and Annex 5,
- **Exclusion criteria.** If requested in the tender specifications, the tenderer and all members of a joint tender including subcontractors – if applicable – must provide the documentary evidence for exclusion criteria,
- **Selection criteria.** If requested in the tender specifications, the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria
- **Technical tender.** It must address all the requirements laid down in the tender specifications
- **Financial tender** The complete financial tender, including the breakdown of the price as provided in the tender specifications

¹¹ Previously called European Commission authentication system (ECAS)

For detailed instructions on how to submit your tender, consult the Quick Reference Guide for Economic Operators available in the [e-Submission help page](#), under the section "Quick Guide", where you will find:

- Technical requirements to use e-Submission
- Step-by-step guide to help you submit your tender
- Important advices and information on how to get technical support

Please make sure all required documents and evidence are submitted with your tender.

Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour(s).** All members of a joint tender, including subcontractors must sign and date the declaration on Exclusion criteria. Only the leader in a joint tender must sign and date the declaration on Selection criteria. The declaration on honour(s) must be converted to PDF format and then signed by the authorised representatives with advanced electronic signature based on qualified certificates or by hand. For technical details on the electronic Signatures, please consult the e-Submission [signature policy](#).
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report.

You **must send** the signed Tender Report to the email address indicated in the paragraph below (Contact), stating the reference to the call for tenders and the Tender ID.

Re-submission or alternative tender

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender.

You must formally notify EFSA that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to the e-mail address indicated in the paragraph below (Contact), stating the reference to the call for tenders and the Tender ID you wish to withdraw.

If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents.

Withdrawal of tenders

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify that you wish to withdraw your submitted Tender(s). This notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to address indicated in the paragraph below (Contact), stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

Deadline for receipt of tenders

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

Please note that you are responsible to ensure that your full tender reaches the destination in due time.

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using. We recommend that you upload the documents the day before the deadline.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link.

For more information or technical support on e-Submission, please visit the [e-Submission help site](#).

CONTACT

- The original hand signed tender report must be scanned and sent by email immediately after submission, to the following address: EFSAProcurement@efsa.europa.eu.
- Notifications for re-submission or withdrawal of tenders must be sent to: EFSAProcurement@efsa.europa.eu

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

- For technical support on e-Submission, please contact support as described in the help page:

https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/spotsHelpPage_en.html

ANNEX 1 - FINANCIAL OFFER TEMPLATE

ANNEX 2 - E-SUBMISSION QUICK REFERENCE GUIDE FOR ECONOMIC OPERATORS

The guide can be viewed [here](#).

ANNEX 3 - DRAFT CONTRACT

Tenderers should note that in the event that their offer is successful, the resulting contract will be based on the model annexed to these tender specifications.

ANNEX 4 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA

ANNEX 5 - DECLARATION ON HONOUR ON SELECTION CRITERIA

ANNEX 6 – ADMINISTRATIVE DATA FORM

ANNEX 7a– SELECTION CRITERIA:

Section 2.4B: Confirmation of named team members meeting selection criteria

ANNEX 7b–SELECTION CRITERIA:

Section 2.4B: Table summarising the list of projects

ANNEX 8 – INSTITUTIONAL DECLARATION OF INTERESTS

ANNEX 9 – INDIVIDUAL DECLARATION OF INTERESTS

ANNEX 10 – CRITICAL REVIEW OF THE DELPHI PROTOCOL

The templates are uploaded in e-Tendering with all other procurement documents.