

Interreg Alpine Space programme

Tender Document

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Support in drafting the Interreg Alpine Space Programme 2021-2027

European Territorial Cooperation | Status: 9.4.2019





I. Context

The Interreg Alpine Space Programme strives for cooperation in and between the Alpine regions and supports transnational projects in the Alpine area fostering territorial development and cohesion. These projects bring key actors of the cooperation area together to develop joint actions for shared solutions on specific Alpine issues. The co-operation area covers the territory of seven states: the EU-Member States Austria, France, Germany, Italy and Slovenia and the Non-Member States Liechtenstein and Switzerland. To learn more about this transnational cooperation programme, please consult the website www.alpine-space.eu.

The Land Salzburg (Austria), department for economy, tourism and municipalities, sub-department regional development and EU regional policy, as managing authority (MA) bears the overall responsibility for the implementation of the programme. Amongst others it carries out procurements of external services needed to support programme implementation. The MA and the partner states of the programme are supported by a joint secretariat (JS) which is located in Munich.

The programme partner states have started to prepare the successor programme Interreg Alpine Space 2021-2027. For this purpose, an external expert shall be contracted to support the MA and partner states in developing and drafting the new programme. The present award procedure is direct contracting with prior publication according to § 47 of the Austrian procurement law (BundesvergabeGesetz 2018).

II. Specification of services

1. Tasks to be carried out by the successful bidder

Article 17 of the draft Interreg-regulation for the period 2021-2027 sets out the elements that a future Interreg programme shall contain.



The successful bidder is expected to carry out the following tasks:

- Analyse the EC draft regulations for the period 2021-2027,
- Analyse various documents and studies relevant for the cooperation area (see below); identify the future main challenges and needs for transnational cooperation and propose innovative ideas on how a future programme could be designed,
- Elaborate of short input papers that shall steer and stimulate discussion in the programming task force (see subchapter 3 below),
- Prepare, steer and post-process several meetings of the programming task force and take part in several meetings of the project team,
- Elaborate text proposals for the single chapters of the future programme,
- Take part in ca. 5 workshops or events organised by the programme or other stakeholders (like EUSALP) to present the status of the programming work, collect input and integrate the feedback in the further versions of the programme,
- Analyse the feedback given in the course of the stakeholder consultations organised by the programme,
- Coordinate work with the expert that will be contracted for carrying out the strategic environmental assessment of the future programme as well as with the managing authority as contracting authority and the project team.

2. Relevant documents to be taken into account by the successful bidder

The contractor is expected to take into account the following regulations and documents:

- EC draft proposals for the future regulatory framework 2021-2027, see https://ec.europa.eu/commission/publications/regional-development-and-cohesion_en
- The following programme related documents, which can be downloaded at <https://www.alpine-space.eu/about/the-programme/main-programme-publications>:
 - the current programme Interreg Alpine Space 2014-2020,
 - the two evaluations which have been carried out as regards this programme



- the final report of the strategy development project which has served as basis for drafting the current programme
- The projects that are co-funded by the programme, see: <https://www.alpine-space.eu/project-results/project-overview/overview>
- The input paper “Interreg Alpine Space Programme - identification of emerging trends and topics for the 4th call” elaborated by the expert Helen Lückge (climonomics)
- The results of the ESPON project “Alps2050 – Common Spatial Perspectives for the Alpine Area. Towards a Common Vision”, available for download at: <https://www.espon.eu/Alps2050>
- documents set up in the course of the EU Strategy for the Alpine Region, available at: <https://www.alpine-region.eu/official-documents-guidelines>
- the country reports issued by the EC in the course of the European semester, available at: https://ec.europa.eu/info/publications/2019-european-semester-country-reports_en
- the study “Strategic assets and integration for a competitive and sustainable EUSALP macro-area”, elaborated by Politecnico Milano

Please note that the list above is not exhaustive and might change throughout the duration of the contract. The relevance of further documents will be discussed and decided by project team and if needed by the task force. Documents which are not available on the internet will be provided to the successful bidder by the MA.

3. Organisation of work

The elaboration of the draft programme and proposals for structures and procedures of a future programme will be taken over by a small and efficient project team. This team shall be composed of 1-2 representatives of MA and JS, 1-2 members of the TF and the expert that shall be



contracted with the present procurement procedure. The project team will work in close coordination with the expert that will be contracted for the strategic environmental assessment of the programme.

The programming process will be steered and monitored by the programming task force (TF). Relevant decisions and co-ordination with national and regional positions and processes will be taken and carried out by the representatives of the partner states in the TF. Each partner state has nominated 1-3 representatives for this task force. Representatives of the European Commission, the EUSALP Executive Board and the Alpine Convention take part in the TF in an advisory capacity.

The expert shall be available for several meetings of the project team and the task force which will take place in Salzburg, Munich or other convenient meeting places in the alpine area. It is also expected that the expert takes part in about 5 transnational workshops organized by the programme or other stakeholders in the alpine area in 2019 and 2020 (e.g. at annual forum of EUSALP).

The partner states intend to have a final version of the programme document that can be submitted to the EC by December 2020. In the negotiation process with the EC some revisions of the programme draft might be necessary for which the expert shall provide support.

The Managing Authority has developed a project proposal, taking into account experience made in prior programming process and actual framework conditions. The work breakdown structure as set out in the attachment to this specification of services shall serve as orientation to the bidders interested in the contract when elaborating their offer.

Please note that a kick off meeting between Task Force and the successful bidder as well as the expert that will be contracted for the SEA shall take place in Salzburg from 14th May 1 pm to 15th May 2 pm 2019. In the course of this kick off meeting the time schedule and workshare as proposed by the MA shall be fine-tuned by experts and TF. For the case that some time will be available at the meeting the expert should be prepared to give already a short input as regards an update of the analysis of the co-operation area so that first discussions on content



could be started in the TF (please see the analysis contained on page 7 of the current programme for orientation). And the successful bidder is also required to set up a short document with a revised time schedule and work plan according to the agreements made with the TF, if relevant.

Please note that at present only drafts of the future ESIF-regulations are available that might undergo considerable changes until they enter into force. Furthermore, no final agreement has been reached so far on the multiannual financial framework. These circumstances might lead to a notable delay in drafting the programme and/or considerable changes in the programming process. Thus, the interested bidders should be aware that the range of services to be delivered might change (increase or decrease to a certain extent) or that the MA as contracting authority even might have to withdraw from the contract (in the latter case all services delivered so far will be compensated).

Working language of the programme is English, thus all documents have to be set up and all communication shall be done in this language.

The bidder shall also be made aware that the partner states attach high importance to an adequate involvement of relevant stakeholders. A close coordination with relevant players and instruments such as EUSALP, Alpine Convention, Arge Alp or other ESIF-programmes in the cooperation area is needed more than ever. Special formats might e.g. be useful to involve the EUSALP executive board and action groups in the programming process. Thus, the bidder is asked to provide a proposal on how this could be ensured in the programming process in its offer. Finetuning of this process will be agreed with the task force.

Please note that the programme expects the successful bidder to commence work as soon as possible after the contract has been awarded. Thus, companies interested in the present tender are expected to allocate respective necessary resources.



III. General Terms of the Procurement Procedure

1. Awarding and contracting authority

This procurement procedure is conducted by the Land of Salzburg as managing authority of the Interreg Alpine Space programme, department for economy, tourism and municipalities, sub-department regional development and EU-regional policy, Südtirolerplatz 11, Postfach 527, 5010 Salzburg that will conclude the service contract with the successful tenderer.

2. Object and process of the procurement procedure

The selected procurement procedure is a direct award procedure with prior announcement according to § 47 of the Austrian procurement law (Bundesvergabegesetz 2018).

3. Competent authority in the review procedure

Competent authority for the review procedure regarding the present procurement is the "Landesverwaltungsgericht des Landes Salzburg", Wasserfeldstraße 30, 5020 Salzburg, according to the provisions of the law of Salzburg regarding the review of procurement procedures, Salzburger Vergabekontrollgesetz 2007, LGBl Nr. 28/2007 in its current version. The language of the review procedure is German.

4. Requests for further information

All questions essential for setting up the offer shall be formulated in written and transmitted via e-mail to the following address by April 23rd 2019 at the latest: alpine.space@salzburg.gv.at. They shall be formulated in English language and marked with the note „request related to the procurement of expert support in drafting the programme Interreg Alpine Space 2021-2027“. The potentially necessary clarifications will be published on the following website by April 25th 2019, i.e. before the deadline for the offer, and the bidders shall take note of them when elaborating their offers:

<http://www.alpine-space.eu/news-events/procurement-procedures-job-vacancies/procurement-procedures>

It is incumbent to the bidder to point, without delay, to possible contradictions, incompleteness or any other objections against the specification of services so that the contracting authority is, if



necessary, enabled to react and to amend the tender documents early enough. In the event of non-compliance with that obligation, the bidder will be liable for the consequences. In particular, he will not be entitled to any claims against the contracting authority due to an incorrect tender.

5. Admissibility of subcontractors

The transmission of the whole assignment to subcontractors is not allowed. Parts of the services may only be commissioned to subcontractors if these have the licences, the general professional reliability, the technical, financial and economic capacity necessary for the part of the service that they shall take over. In the bid the candidate shall indicate the names of the companies that are intended to be commissioned with parts of the services respectively have already been commissioned. If a change of a subcontractor or an assignment of parts of the services to subcontractors not already set out in the application shall take place during the period of performance prior written approval of the contracting authority shall be requested.

The bidder shall indicate all subcontractors in the application whose capacities are used for reasons related to licences and capacities. The name of the subcontractor, the part of the services which the subcontractor shall take over and the value of it in percent of the overall contract value as well as the licenses and capacities of the subcontractor used by the bidder shall be set out. Upon request the bidder shall furnish proof that the respective subcontractor will make available to the bidder the necessary means to perform the service (in case of substitution of technical capacity) respectively that the subcontractor will be liable solidly united with the bidder to the contracting authority (in case of substitution of financial and economic capacity).

6. Consortium of bidders

Setting up a consortium of bidders is admissible. The members of the consortium have to provide for a legally binding declaration in the offer that:

- indicates all members of the consortium as well as an authorised representative of the consortium,
- contains the declaration that this authorised representative will represent the members of the consortium in a legally binding way vis-à-vis the contracting authority, and
- contains the declaration that in case of the award of the contract the consortium will deliver the services as consortium and that each member of the consortium shall be jointly and



severally liable to the contracting authority together with the other members of the consortium for the delivery of the service.

Multiple participation of a bidder, be it as bidder and member of a consortium of bidders or as member of several consortia for the present contract award related to expert support in drafting the new programme is not admissible and will lead to the exclusion of this bidder and all consortia which it was part of from the procurement procedure.

Any change in the composition of the consortium after the contract award requires the consent of the contracting authority.

7. Observance of the provisions of the labour and social legislation

Herewith it is expressly set out that the elaboration of an offer for services to be performed on the territory of Austria has to be done in observance of the respective labour and social legislation effective in Austria. When submitting the offer the bidder has to oblige itself to respect all obligations resulting from these provisions (see § 93 BVerG 2018).

8. Compensation for the elaboration of the offer

No reimbursement of costs arising from the elaboration and submission of the offer will take place.

9. Minimum requirements and grounds for exclusion

9.1. Grounds of Exclusion from the Procurement Procedure

§ 78 BVerG 2018 states grounds for the exclusion of candidates from the procurement procedure (e.g. the candidate has been convicted of an offence concerning professional conduct, the contractor has been found guilty of grave professional misconduct, the contractor is bankrupt, is being wound up or has suspended business activities, the contractor has not fulfilled obligations relating to the payment of social security contributions or taxes).

Thus, bidders have to set out their licences, general professional reliability, technical and financial and economic capacity. Bidders that do not fulfil these requirements or cannot provide evidence will be excluded from the participation in the present procurement procedure. In the following it is



set out which documents are requested by the contracting authority as proof of the above-mentioned requirements.

9.2. Documents to be provided in the application for participation

Bidders may prove their licences, general professional reliability, technical, financial and economic capacity by submitting a declaration in which they declare that they fulfil the minimum requirements relating to general professional reliability, financial, economic and technical capacity as set out in the present tender documents and that they can provide evidence if requested by the contracting authority during the procurement procedure. In such a declaration the licences of the bidder have to be set out. According to § 80 par 5 BVergG 2018 the bidder may furnish proof of licences, reliability and capacity also by providing evidence of registration in a relevant, generally accessible directory maintained by a third party if the documents required by the contracting authority are available therein and can be directly accessed by the contracting authority itself (e.g. entry in the Austrian Auftragnehmerkataster ANKÖ).

According to § 80 par 3 BVergG 2018 the contracting authority reserves its right to request from certain bidders the submission of the documents as set out below. The documents requested below shall not be older than three months.

- evidence of general professional reliability (§ 82 BVergG 2018): the latest account statement of the competent social security institution or the latest debit note of the competent tax authority and a copy of the entry in a professional or trade register or extract of the judicial record or an equivalent document issued by a judicial or administrative entity of the country in which the bidder is established. Failing this a declaration of honour on compliance with the exclusion criteria.
- evidence of licences (§ 81 BVergG 2018): an authorisation which is required in the member state of establishment of the bidder for the performance of the present services shall be submitted or a proof of being member of a particular organisation in order to perform the respective services in its country of origin.
- evidence of financial and economic capacity (§ 84 BVergG 2018): a balance sheet or extracts from balance sheets where publication of the balance sheet is required under the law of the country in which the economic operator is established or a self declaration on the total annual turnover for the last three financial years, a declaration that the subcontractor will be jointly and severally liable to the contracting authority (in case the bidder uses the capacity of a subcontractor to furnish proof of its financial and economic capacity),



- evidence of technical capacity (§ 85 BVerG 2018): information on the average number of staff and staff in leading positions of the company in the last three years, proof that the sub-contractor which the bidder makes use of to provide evidence of the required technical capacity will provide for the necessary re-sources to the bidder in case of assignment, confirmation that the bidder holds the required licences for performing the relevant services and has the required capacities and experience.

10. Award Criteria

The following criteria will be used to select the economically most advantageous offer.

Criterion	Weighting
Qualification of proposed expert or experts, i.e. education, professional experience and knowledge in the elaboration, implementation and assessment of ESIF-programmes and good knowledge of the Alpine Space programme and its cooperation area	45 % = 45 points
Methodology, i.e. plausibility and quality of proposed methodology, i.e. suggested amount of person days, proposed work programme	30 % = 30 points
Price The highest points will be awarded to the bidder with the lowest price, the other bidders get a proportion thereof (=the lowest price offered/the price of the bid under consideration*25).	25 % = 25 points
Total	100 % = 100 points

IV. Offer and next steps

The offer shall be submitted in English language and include:

- A CV of the person(s) that shall deal with the present service, including information as regards the education and professional experience and knowledge in the elaboration, implementation and assessment of ESIF-programmes and good knowledge of the Alpine Space programme and its cooperation area; for the CV the bidder shall use the European format (<https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>).



- A proposal of the methodology that shall be applied when delivering the present service, i.e. work programme and estimated person days; in the offer the bidder shall set out how it intends to deliver the services as suggested in the work breakdown structure provided by the MA or which alternative activities or approaches it proposes ensuring that the planned milestones can be reached in the given timeframe.
- The offered price shall be a lump sum which covers all costs arising from the complete delivery of services described above such as office and material costs, travel and subsistence costs, costs for any subcontracts, overhead costs, taxes, charges. Additional costs will not be reimbursed. VAT is to be indicated separately and prices have to be indicated as fixed prices.

The offer shall be submitted electronically (scanned version of signed bid) to alpine.space@salzburg.gv.at until **Tuesday, April 30th 2019 12.00 noon**.

Next steps: Please note that this is a direct award procedure. Thus, the contract award is planned to take place by Tuesday May 7th 2019.