



Polish Air Navigation Services Agency

REQUEST FOR INFORMATION

ROM PRICE ENQUIRY

**„Consultancy and support services during the implementation of
Research and Development tasks”**

for

Polish Air Navigation Services Agency

Warszawa, March 2020



I. General information

1. Enquirer: Polish Air Navigation Services Agency (PANSO)
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Phone no: +48 22 574 65 04
2. Person in charge: Krzysztof Kalaman, email: krzysztof.kalaman@pansa.pl
3. Aim of the enquiry: The need to plan funding due to the announcement of public contract known as:
„Consultancy and support services during the implementation of Research and Development tasks”
4. Reply date: **no later than: April 10th, 2020**
The answer to the query is prepared for the sole expense of the answering party.
The following query is not a public tender procedure announcement, according to the Civil Code or the Public Procurement Law. The answer for the following question shall not constitute an offer within the meaning of the art. 66 of the Civil Code.
Copying and distribution of this document, in whole or in part, in any form, is prohibited without the prior written consent of PANSO.
The information contained below may be used only for their intended purpose, i.e. to prepare a response to the Request for information about the price.
PANSO reserves the right not to respond to questions that go beyond the scope of this query.



II. The subject of the query

Polish Air Navigation Services Agency is a state entity responsible for Air Navigation Services (ANS) in Polish airspace. As a part of PANSA services, Agency is performs Research and Development tasks related to the ANS.

In the recent years PANSA has developed a portfolio of R&D projects that are related to its strategic development areas. These projects are funded or co-funded by development programmes (e.g. Horizon 2020). During execution, PANSA usually supports individual projects with its know-how and experience, while some of the tasks are foreseen to be performed with use of external support.

The subject of the query is to estimate price of the following subcontracting services:

- Part 1 – Human Factor.

Support to the Human Factor / Human Performance processes, including preparation of the human aspects related questionnaires / activities supported by adequate methods applicable to the ATS/CNS personnel, analysis and elaboration of documents /deliverables (e.g. Human Performance Assessment Plan, Logs, Human Performance Assessment Report).

- Part 2 – Safety.

Methodical support, including analysis and elaboration of documents /deliverables (e.g. Safety Assessment Plan and/or Report).

- Part 3 – Performance and Cost Analysis.

Methodical support, including cost – benefit modelling, analysis and elaboration of documents /deliverables (e.g. Cost Benefit Analysis and/or Report (CBA); Performance Assessment Report (PAR)).

- Part 4 – General consultancy and outsourcing services.

These services are related to the following tasks:

- support to the management tasks (preparation of reports, presentations, meeting notes, management of tasks) – paid on the man-day basis through accumulation of individual support hours;
- expert support in the Air Traffic Management - paid on the man-day basis through accumulation of individual support hours. The Expert rate shall be expressed for an expert (minimum 3 years of experience) and a senior expert (minimum 7 years of experience) in the following fields:
 - process modelling related to the Air Traffic Management (European ATM Master Plan / Airspace Architecture Study);
 - technical service modelling;
 - ATM operational environment & services;
 - ATM systems testing and approval;
 - Regulatory and standardization in ATM.

The Contractor may submit an offer to one or more parts, but each part must be priced separately. It is assumed that each part will be contracted as a separate agreement.



For part of the work to be performed under the contract(s) the future Contractor(s) might be considered as a subcontractor according to art 13 of Model Grant Agreement Horizon 2020.

Therefore the future Contractor(s) will have to accept the provision of art. 22 of MGA, regarding the rights of Commission/Agency, The European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) to carry out checks, reviews, audits and investigations on the future contractor(s), and art. 23 of MGA, regarding the rights of The Commission carry out evaluations of the impact of the action.

According to MGA some other obligations will be extended to future Contractor(s):

- Avoiding conflicts of interest (see Article 35 of MGA)
- Maintaining confidentiality (see Article 36 of MGA)
- Promoting the action and give visibility to the EU funding (see Article 38 of MGA)
- Liability for damages (see Article 46 of MGA).

Working as a subcontractor the future Contractor becomes responsible for materials, analysis and document elaborated in scope of this Contract(s)

1. Period of service:

- from the day of signing the agreement until 31st March, 2023

2. Required scope of services:

2.1 For Parts 1-3 it is assumed that the service covers:

- In reference to existing project documentation (SESAR 1, SESAR 2020 Wave 1 and Wave 2) review and data analysis,
- Relevant workshops and exercise preparation (objectives, requirements, questionnaires if needed),
- Elaboration of required documents/deliverables in line with E-OCVM methodology and SESAR 2020 templates (initial versions, final reports and integration of relevant results into other documents and deliverables)
- Addressing potential comments from Partners/ Commission to elaborated documents/deliverable
- Estimated effort:

Deliverable name	Estimated man-days per 1 deliverable	Estimated number of deliverables
Human Performance Assessment Plan (HPAP) with HPlog	up to 20	up to 3
Human Performance Assessment Report	up to 20	up to 3
Safety Assessment Plan	up to 20	up to 3
Safety Assessment Report	up to 20	up to 4
Performance Assessment Report	up to 20	up to 3
Cost – Benefit Analysis	up to 20	up to 1

Additional costs e.g. travels, accommodation, meetings, shall be included in price of deliverable elaboration

2.2 For Part 4 the service will cover:

- PANSA long term needs analysis in the scope of expertise (based on a range of projects in PANSA, PANSA's role in each project, the existing strategic and normative documents of the SESAR 2020 programme),
- proposing activities, contents and solutions for to the exercises, validations, and deliverables,
- support for actions of PANSA with respect to scope of work, solutions proposing,
- participation in local and international meetings,
- advisory to the R&D Project Managers and Project Teams at PANSA.
- daily expertise support to PANSA activities (based on: the range if the projects carried out by PANSA, the role of PANSA in each of the projects, the existing strategic and normative documents of the SESAR 2020 programme),
- management of the tasks, contents and solutions in the exercises, validations; drafting the contents of the documents that are within the scope of the Grant Agreement,
- preparation of the content of base / general part of the specified contract deliverables, which PANSA is responsible for.
- Estimated number of working days:
 - SESAR 2020 projects: 400,
 - other projects: 250.

3. Service availability:

- PANSA working days (8 hours daily), (Enquirer reserves, that the travel time is not included in the duration of the task and informs that some of the tasks may require travels in the non-working days).

4. Business trips (international/national):

- total: up to 50 days per year
- travel costs will be covered by PANSA and are the subject to the Polish law,
- availability time includes the working time during travels, with respect to section 3 above and the Polish standards,

5. Other required experience of the Consultants:

- participation in similar actions in SESAR 1 or SESAR 2020 Wave 1,
- creating, for the client, at least one of the following documents: OSED/SPR/INTEROP, VALP, VALR, Exercise Report, ATM process modelling,
- proven knowledge of SESAR deliverables preparation,
- proven knowledge of the strategic direction of the SES initiative,
- proven knowledge of the activities regarding SESAR Joint Undertaking.

6. Payments:

6.1 For Parts 1-3



- Each order (document or deliverable) will be ordered separately. A fixed price will be agreed for each order based on agreed estimated man-days that shall be needed to perform all required tasks within the order.
- The payment for the order will be split as follows:
 - 40% of agreed fixed price will be paid when a draft of deliverable is accepted by the Buyer
 - 40% of agreed fixed price will be paid when a final deliverable is accepted by the Buyer
 - 20% of agreed fixed price will be paid when deliverable is approved by Commission/Granting Authority

6.2 For Part 4

- Payment monthly based on reported work and man-days and/or additional costs (e.g. travels)

III. Response

The response to this RFI shall provide:

- Part 1: price of working day
- Part 2: price of working day
- Part 3: price of working day
- Part 4: price of working day