

FP7 - 288028
Framework Programme (FP) 7
ICT -2011.5.3
Patient Guidance Service (PGS), safety and healthcare record information reuse
Combination of CP & CSA



DECIPHERPCP

Frequently Asked Questions



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I. Frequently Asked Questions

1.1 Disclaimer

The Bidders shall take into account that the answers provided by the Procuring Entity will be aimed to ease the understanding of the interpretation of the Tender Documents and solve those Bidders' doubts to the extent possible so that they may properly draft their bids. In any case, these answers under no circumstances may substitute the content of the Tender Documents and hence Bidders will always have to consult the referred to documents and fulfil the requirements set forth thereunder. In case that, due to any error, there would be any discrepancy between the answers provided by the Procuring Entity and the content of these documents, the Bidders, without prejudice to the fact of being able to obtain from the Procuring Entity the relevant clarifications within the timeframe thereto, shall have to fulfil the requirements set forth by the Tender Documents.

1.2 Submitted Questions

Identifier	Date to be published	Question	Answer
1	July 8 th , 2014	1- What is the closing date of the call for tender?	Pursuant to Section 3.1.1.2 (ii) of the document DECIPHER_InvitationToTender , the call for tender corresponding to Phase 0 closes on August 25th at 13:00 hrs. CET or 12:00 hrs. GMT.
2	July 8 th , 2014	2- In the tender it is mentioned "(...) The entities registered to the alert services of the abovementioned platform will be kept informed in relation with the relevant decisions and events that will take place in the DECIPHER PCP Procedure. (...)" But I am not clear how I can register to the alert service?	Once you are at DECIPHER tender announcement of the Public Procurement platform of the Generalitat de Catalunya you can subscribe to the alert service going to the right column of the screen and clicking on the text ' Would you like us so send you information about new developments? ' (CAT: 'Voleu que us informem de les novetats?' / ES: '¿Quiere que le informemos de las novedades?') just below the header 'Submissions' (CAT: 'Subscripcions' / ES: 'Subscripciones'). Once clicked you are prompted to enter your contact details in a specific form. Please fill the form and click on ' Send ' (CAT / ES: 'Enviar').
3	July 8 th , 2014	3- Is there any available electronic system to be used to submit the bids ?	Electronic submission of the bids for Phase 0 is not allowed.
4	July 8 th , 2014	4- It is my first time taking part to a procedure like this and I wonder whether there	The Section 3.1.1.2 of the document DECIPHER_InvitationToTender describes the full requirements of the submission. The entities interested in

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		<p>is any specific requirement to take into account when shipping my bid by post</p>	<p>participating in the DECIPHER PCP shall submit a bid in one physical container (e.g.: envelope, box, ...) very well closed and containing:</p> <ol style="list-style-type: none"> 1- Three separate and independent envelopes (A, B and C), in a way that allows ensuring the secrecy of the content of each one until their formal opening. 2- A memory stick or a DVD (one for each envelope) of their full content recorded in one PDF document (i.e. a PDF document for envelope A recorded in a memory stick or DVD and shipped inside envelope A, another PDF document for envelope B recorded in a memory stick or DVD and shipped inside envelope B and another PDF document for envelope C recorded in a memory stick or DVD shipped inside envelope C). <p>The container will be addressed to:</p> <p>Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS) Oficina de Contractació Roc Boronat, 81-95 ES-08005 Barcelona (SPAIN)</p> <p>The container will be delivered:</p> <ul style="list-style-type: none"> - EITHER by hand at the Official Registry office of the Procuring Entity - OR by registered post services with notification of reception: in that case the same day the Bidder should inform to the Procuring Entity of the dispatch of the bid by email (DECIPHER.AQuAS@gencat.cat), fax (+34 93 5517510) or telegram, attaching a proof that the shipment took place before August 25th at 13:00 hrs. CET or 12:00 hrs. GMT.
5	July 8 th , 2014	5- Once shipped, is there any deadline for the bids to arrive	Bids should arrive at the Procuring Entity within seven (7) calendar days after August 25 th that is September 1 st , being excluded in

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		to the Contracting Authority?	other case.
6	July 8 th , 2014	6- In case I do have questions , how can I submit them? Which is the last day am I able to submit any question?	<p>Pursuant to Section 2.3.1.2 of the document DECIPHER_InvitationToTender, clarifications related to any issue related to the DECIPHER PCP Procedure can be requested by the Bidders writing an e-mail to DECIPHER.AQuAS@gencat.cat.</p> <p>All questions or requests for clarification related to the DECIPHER PCP Procedure must have been received by the contact point no later than ten (10) calendar days prior the deadline for Bid submission. Since August 15th is a non-business day in Barcelona, the last day to submit questions will be August 16th</p>
7	July 8 th , 2014	<p>7- What is the goal of the entities list available from the 'Partners finding page' at the DECIPHER web site (http://www.decipherpcp.eu/call-tender/companies-interested-participation)?</p> <p>Will this list be used to select the organizations to be awarded with a contract?</p>	<p>Interested parties can submit their bid to DECIPHER procurement procedure either by their own or in consortium. The 'Partners finding page' available from DECIPHER web page is there to support the entities willing to bid in consortium to be found by and to find potential partners.</p> <p>Making part of this list is not a prerequisite for the participation to the DECIPHER pre-commercial procurement procedure and does not give advantage to any supplier. Bidders' selection and awarding is open to all the entities that submit their bids in compliance with what specified the Invitation To Tender (<i>DECIPHER_InvitationToTender</i>).</p>
8	July 8 th , 2014	8- Is there any way to ask for the suitability of my organization to put a proposal in?	<p>There is no mechanism in place to evaluate the suitability of an organization prior to the submission of the proposals.</p> <p>We recommend each of the interested entity to SELF-ASSESS THE SUITABILITY going through the requirements stated in the document DECIPHER_InvitationToTender (hyperlink updated on July 29th and according to the amendment published on July 22nd), especially those related to the Envelope A content (section 3.1.1.5), subcontracting limits (section 2.2.2) and geographical requirements (section 4.3). Bidders shall demonstrate:</p>

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			<ol style="list-style-type: none"> 1- their legal capacity filling in the FORM A-1 (available in document <u>DECIPHER_InvitationToTender_Annex2Phase0Forms</u>) 2- the non disqualification from contracting with the public sector filling in the FORM A-2 declaring not being included in any of the disqualification causes under article 60 of TRLCSP (TRLCSP states for the 'Compilation Text of the Law on Public Sector Contracts, approved by Royal Legislative-Decree 3/2011, of November 14') (or, if existing, under similar regulations in the country in which it is established). 3- the technical ability (section 3.1.1.5 of the document <u>DECIPHER_InvitationToTender</u> (hyperlink updated on July 29th and according to the amendment published on July 22nd)) 4- The economic or financial capacity (section 3.1.1.5 of the document <u>DECIPHER_InvitationToTender</u> (hyperlink updated on July 29th and according to the amendment published on July 22nd)) 5- Subcontracting is permitted in each Phase of the DECIPHER PCP Procedure, provided the portion of the work to be subcontracted does not exceed 49% of the overall services to be performed. (section 2.2.2 of the document <u>DECIPHER_InvitationToTender</u> (hyperlink updated on July 29th and according to the amendment published on July 22nd)) 6- For each Phase at least 60% of the R&D services need to be performed within the EU Member States, or a country that is associated to the Seventh Framework Programme (FP7) and the Horizon 2020. (section 4.3 of the document <u>DECIPHER_InvitationToTender</u> (hyperlink updated on July 29th and according to the amendment published on July 22nd))
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<p>9</p>	<p>July 8th, 2014</p>	<p>9- Should I use any specific form to submit my bid?</p>	<p>All Bidders are expected to use 3 different envelopes A, B and C. They must refer to the Public Procurement platform (hyperlink updated on July 29th and according to the amendment published on July 22nd) to access the corresponding Forms, described below:</p> <p>The content of Envelope A is described in <i>Section 3.1.1.5 of the document DECIPHER InvitationToTender</i> (hyperlink updated on July 29th and according to the amendment published on July 22nd) and will consist of the forms Form 0-1, Form 0-2, Form A-1, Form A-2, Form A-3, Form A-4, Form A-5 available in DECIPHER InvitationToTender Annex2P hase0Forms (hyperlink updated on July 29th and according to the amendment published on July 22nd) and diligently filled in.</p> <p>The content of Envelope B will consist of one document (one per each bid) described in <i>Section 3.1.1.6 of the document DECIPHER InvitationToTender</i> (hyperlink updated on July 29th and according to the amendment published on July 22nd).</p> <p>The content of Envelope C is described in <i>Section 3.1.1.7 of the document DECIPHER InvitationToTender</i> (hyperlink updated on July 29th and according to the amendment published on July 22nd) and will consist of the FORM C available in DECIPHER InvitationToTender Annex2P hase0Forms (hyperlink updated on July 29th and according to the amendment published on July 22nd) diligently filled in. There will be one and only one financial proposal for each of the bids</p>
<p>10</p>	<p>July 8th, 2014</p>	<p>10- Envelope A will contain several forms. Am I expected to use all of them?</p>	<ul style="list-style-type: none"> - Form 0-1: is to be filled in only if the Bidder is submitting the documentation in either Catalan or Spanish together with its English translation - Form 0-2: is to be filled in only if the Bidder is submitting the documentation in either Catalan or Spanish without its English translation - Form A-1: is to be filled in by all individual Bidders, by all consortia members if the Bidder is a consortium and by all subcontractors subcontracted by the

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			<p>Bidders</p> <ul style="list-style-type: none"> - Form A-2: is to be filled in by all individual Bidders, by all consortia members if the Bidder is a consortium and by all subcontractors subcontracted by the Bidders - Form A-3: is to be filled in only if the Bidder is a consortium - Form A-4: is to be filled in only if Bidders will subcontract subcontractors and by all consortia subcontracting members if the Bidder is a consortium. In addition, part of this Form must also be filled in by the relevant subcontractor/s. - Form A-5: is to be filled in by all individual Bidders and by all consortia members if the Bidder is a consortium
11	July 8 th , 2014	11- Is it possible that the documentation published on June 25th - when the call was issued - gets amended ?	<p>During the tendering period it can happen that the tender announcement and documents get amended. You can go through all the changes implemented clicking on the buttons ‘Initial publication’ and then ‘Correction 1’, ‘Correction 2’ and so on up to ‘Most recent correction’. When you click on ‘Most recent correction’ the latest and greatest version of the tendering documents are made available.</p> <p>At the ‘Notices board’ it is possible to read any communication from the Contracting Authority (as the documents amendments).</p> <p>Please subscribe to the Alert Services to get automatically informed when the tender announcement and documents get amended or an update is communicated.</p>
12	July 15 th , 2014	12- Is it possible to submit a proposal covering one part of DECIPHER Challenge Brief ?	<p>As specified in the tender announcement information there are no lots and as mentioned in the Section 3.1.1.6 of the document <u>DECIPHER InvitationToTender</u> (hyperlink updated on July 29th and according to the amendment published on July 22nd) ‘The technical offer shall meet the needs set out by the DECIPHER PCP’. The submitted proposal will need to cover all the Basic and Design functions defined in the Challenge Brief. In case a bidder realizes that with its research & development will be possible to address</p>

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			part of DECIPHER challenge, the bidder is invited to bid in consortium looking for partners at the Finding Partner page (please refer to the answer of the question 7)
13	July 15 th , 2014	13- In the Section 3.1.1.2 of the document DECIPHER_Invitation ToTender it is said that if the proposal is shipped by registered post services with notification of reception the Bidder should inform to the Procuring Entity of the dispatch of the bid by email or by fax or telegram. What is the fax number of the Procuring Entity ?	The Procuring entity contact details are: Fax: +34 93 5517510 e-mail: DECIPHER.AQuAS@gencat.cat Address: Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS) Oficina de Contractació Roc Boronat, 81-95 ES-08005 Barcelona (SPAIN)
14	July 15 th , 2014	14- In Section 3.1.1.6 of the document DECIPHER_Invitation ToTender it is specified the content of Envelope B . Is there any template available?	No, there is no template. However, taking into account the numerous requests in this sense, with the exclusive objective to be of support to the bidders when putting together their proposals, the Procuring Entity is making available an example of template (DECIPHER_Envelope_B_template_en_cat_es.doc) that could be used for the Technical offer document (Envelope B). Please consider this template just as an example since it is not mandatory to make use of it.
15	July 15 th , 2014	15- In the English version of the document DECIPHER_Invitation ToTender and more specifically in the Section 3.1.1.6 when describing how the Envelope B must be presented it is mentioned that the “Arial” font should be no smaller than 10 point. On the other hand in both the Catalan and the Spanish version of the document it appears that the “Arial” font should be greater than	As specified in the section 6.3.1 of the document DECIPHER_InvitationToTender “The English version of the ITT as well as of any other document of the DECIPHER PCP Procedure shall prevail over any other version of such documents. “ According to this, the Envelope B must be presented in “Arial” font no smaller than 10 point, that is in “Arial” font of at least 10 point or bigger . The translation of the referred sentence can be improved as follow: <i>CAT:</i> El document s’ha de presentar en fulls din-a-4 a una cara, amb font Arial igual o superior a 10 punts, interlineat simple i amb els marges de 2,5 cm. <i>ES:</i> El documento debe presentarse en hojas DIN A4 a una cara, con fuente Arial igual o

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		10 point, could you please clarify what "Arial" font point is allowed to use?	superior a 10 puntos, interlineado simple y márgenes de 2,5 cm.
16	July 15 th , 2014	16- In the Section 3.1.1.6 of the document DECIPHER_InvitationToTender it is stated: 'The abovementioned descriptions required under this Section 3.1.1.6 (vii) shall not contain any reference to absolute values. These descriptions shall be broken down in percentages. Any reference to absolute values shall provoke the exclusion of the Bidder from this PCP. ' The Section 3.1.1.6 (vii) refers to the Financial Feasibility, but in the description of the content of the Envelope B there is no specific section dedicated to the Financial Feasibility. Could you please clarify when the above statement applies?	The Financial Feasibility consists of the 'Description of the analysis of the research and development costs structure of the proposed solution, comparing the allocations of the different types of expenditures and investments (...) Description of the financing plan of the proposed solution (if any)' (Section 3.1.1.6 of DECIPHER_InvitationToTender.). The relevant Envelope B chapters, where no reference to absolute values shall be made, are the chapter 4 - Implementation described in the Section 3.1.1.6 (vii) and the Attachment described in the last paragraph of this same Section and that could be considered an Annex of the Technical Offer (Envelope B).
17	July 22 nd , 2014	17- How and where will it be possible to have the detailed requirements of the procurers in order to have a more suitable solution during Phase 1? In particular the CB speaks about the integration of at least three different EU systems (Italia, Spain and UK). Who will be in charge to provide the details about these	Please refer to the Sections 1.8.3.1 and 1.8.3.4 of DECIPHER_Challenge Brief and to the Section 1.3 of DECIPHER_InvitationToTender. Procuring authorities' interoperability implementations (Catalonia, Tuscany and Manchester) are not disclosed from the very beginning since DECIPHER challenge wants to promote the development of innovative technologies addressing future procuring authorities needs and it is not looking to address short term interoperability and authentication issues. The Challenge Brief may be updated for each Phase and Bidders will be provided

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		systems in order to enable the integration?	with a test environment and a description of the interoperability requirements, based on a common data set coming from the existing and the evolution of the 3 PA-PHR-S. The detailed interface specifications to be supported will be decided based on the solutions proposed by the bidders and taking into account the capabilities of the PHR systems available in the procuring countries.
18	July 22nd, 2014	18- Reading all the tender documents it is not clear who will be in charge to select the real users during the pre-operations of the phase 3	DECIPHER Procuring Authorities together with the Procuring Entity will take care of it. On the other hand bidders can have already in place clinical links into existing PHR/EHR systems and that could make part of their proposals
19	July 22nd, 2014	19- Regarding the submission of ANNEX II Phase 0 forms to be included in Envelope A, as all forms are included in a PDF document (DECIPHER_InvitationToTender_Annex2Phase0Forms), they cannot be easily extracted, distributed among the consortium members and then assembled in one scanned pdf. Moreover should we print out this pdf (no matter if some forms are split over two pages) and fill it up manually using pencil?	With the exclusive objective to be of support to the bidders when putting together their proposal and in order to let bidders enter the required information using a text editor and, if bidding in consortia, distribute the forms among the partners, the whole document DECIPHER_InvitationToTender_Annex2Phase0Forms is now made available in .doc format .
20	July 22nd, 2014	20- Regarding form A-1, is it really necessary to list all the mentioned roles in the company (all board members + technical managers partners and investors)? Shall we limit the list as in the template? What is the exact definition of 'technical managers' (since in a large	When Section 3.1.1.5 (i) of the ITT mentions that it is required that bidders list in Form A-1 "all technical managers", it actually means that that bidders must mention all technical managers expected to be involved in the DECIPHER Project. In any case, in order to clarify this point, the ITT has been amended. In addition, bidders have to take into account that the spaces provided in Form A-1 for listing the names of the persons who Section 3.1.1.5. (i) is referred to are shown as an example and do not limit the space bidders may use for this purpose. This

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		company you can have hundreds of them)?	means that, bidders must list all the names they consider necessary according to the instructions for Form A-1. In order to let bidders broaden spaces in Form A-1, there are versions of this Form in .doc format at their disposal.
21	July 22nd, 2014	21 - Where can I find the document DECIPHER_Envelope_B_template_en_cat_es.doc?	It has been made available at the answer to the question 14
22	July 29th, 2014	22- Is there a limit of characters for questions submitted through the Public Contracts Platform website of the Government of Catalonia (https://contractaciopublica.gencat.cat)?	According to the Section 2.3.1.2 of DECIPHER_InvitationToTender the clarifications related to any issue related to the DECIPHER PCP Procedure can be requested by the Bidders addressing in writing the following contact point e-mail address, specifically available for that purpose: DECIPHER.AQuAS@gencat.cat . In any case if a bidder wishes to submit a question through the Public Contracts Platform website of the Government of Catalonia needs to take into account that the text of questions is limited to 255 characters.
23	July 29th, 2014	23 - Does the external physical container (containing the envelopes A, B and C) need to be signed by the bidder and identify the tender in agreement with the instructions for the envelopes A, B and C?	As described in the Section 3.1.1 of DECIPHER_InvitationToTender all the envelopes should 'be signed by the Bidder or its duly accredited representative, stating the full name (or company name) of both and identifying the tender, a telephone number and an email address for contact'. Regarding the physical container of the three envelopes, we kindly ask the Bidders to identify in the container the same information indicated in the paragraph above and to sign it.
24	July 29th, 2014	24- Should all the envelopes contain the paper version of the forms or is only the electronic version enough?	As described in the Section 3.1.1.2 of DECIPHER_InvitationToTender each of the envelopes should 'contain an electronic copy of their full content. This electronic copy shall be solely presented in DVD or memory stick (any other digital media will not be allowed) and shall be recorded exclusively in one PDF document'. The electronic version is a copy of the content, this means that the tender proposal should be submitted by paper being the electronic version a copy of

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			what submitted by paper.
25	July 29th, 2014	25- Should the forms come with the letterhead of the company name or is the Annex2 format mandatory?	It is mandatory to make use of the forms made available in the document DECIPHER_InvitationToTender_Annex2P hase0Forms_en_cat_es as they are provided (Form 0-1, Form 0-2, Form A-1, Form A-2, Form A-3, Form A-4, Form A-5 and Form C). However, small changes of the forms that do not imply amendments of the content, could be exceptionally allowed (depending on the assessment of the Tendering Board).
26	July 29th, 2014	26- What do you mean by registered post services with notification of reception? Are you referring to express couriers (like TNT, DHL etc) or public postal services?	When in Section 3.1.1.2 of DECIPHER_InvitationToTender it is mentioned that the envelopes should be delivered by 'registered post services with notification of reception' it means that the physical container should be shipped by a postal service that demonstrates the successful delivery by means of a signature of an authorized person of the addressee and that provides the sender with the information about who received the package, the date and the time. There is no requirement on whether the postal service should be public, private or an express courier.
27	July 29th, 2014	27- Should we leave unfilled the forms we don't use (e.g. form A-3 as we are not a consortium)? And should we include them anyway in the final proposal document?	Bidders should not fill in the forms that do not apply to their bids. As explained in the answers to questions 9 and 10: only Forms A-1, A-2, A-5 (Envelope A) and Form C (Envelope C) should be filled in by all Bidders, while Forms 0-1, 0-2, A-3 and A-4 will be filled in depending on the cases. The unfilled forms can be left out from the final proposal, although no Bidder will be excluded if the unfilled forms are left in.
28	July 29th, 2014	28 –In the Section 3.1.1.5 of DECIPHER_Invitation ToTender when referring to the Technical Abilities of the bidders we understand we can satisfy this requirement	There is no specific suggestion regarding the CV template to be used. Bidders will need to make sure to use a template covering and highlighting the needed information described in the Section 3.1.1.5 of DECIPHER_InvitationToTender 'indication of the team involved, their educational and professional qualifications, as well as their previous experience, in particular their R&D

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		adding the CVs of the staff assigned to DECIPHER. What kind of CVs is expected? short CVs or standard CVs compliant with the EU Template?	experience in the relevant field, which shall exceed 3 years at least in 3 of the team members (...) In addition, fluent spoken and written communication in English must be guaranteed in, at least, 3 of the team members. ‘
29	July 29th, 2014	29-Regarding the whole section of the Technical Abilities: is there any template to use and is there any page limit for this section?	There is no specific template and no page limit for the Technical Ability.
30	July 29th, 2014	30 - Concerning the Form A-5-Other Public financing sources statement, the company I belong to participate in a lot of initiatives co-funded by EU and National public bodies in the area of healthcare. I am assuming we have to fill the Section 2 and, in this respect, I am wondering if in the "Concept" column you want to know what my organization specifically does in the specific project or what the overall project does or both.	The Form A-5 is used to declare ‘The Bidder does not receive any financing aids in areas of work related to the scope of the DECIPHER-PCP Procedure from any form of public bodies/sources of any Member State of the European Union nor from the European Union itself.’ In the ‘Concept’ column the Bidder is expected to enter the description of the R&D carried out during the project to highlight that such R&D is different from the one that will be carried out in DECIPHER. Depending on the case it could be relevant to enter the overall objective of the project without forgetting that the most critical information is the one related exclusively to the Bidder.
31	July 29th, 2014	31 - In DECIPHER_Challenge Brief at page 112 it is mentioned the deliverable DECIPHER: PHR Platforms and Interfaces State-Of-The-Art-Report. And in the same document at page 120 it is mentioned the report DECIPHER State-Of-The-Art report (D5.1). Are any of these documents available? Where can I find them?	Both mentions refer to the same document available from DECIPHER web page, and more precisely from the Relevant Documents and Information: http://www.decipherpcp.eu/news-and-events/relevant-documents-and-information The document is called DECIPHER_phr_platforms_and_interfaces_state_of_the_art_report_en and the direct link to the document is as follow: http://decipherpcp.eu/sites/default/files/attachments/decipher_phr_platforms_and_interfaces_state_of_the_art_report_en.pdf

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<p>32</p>	<p>July 29th, 2014</p>	<p>32 - To what extent and in what manner should the solution DECIPHER, to be developed, refer to what has already been developed by epSOS? Which must be the relationship in technical terms between them? Will it be necessary to access epSOS system to gain useful data?</p>	<p>Please refer to the Sections 1.8, 1.8.3.5 and 1.8.3.6 of DECIPHER_ChallengeBrief. DECIPHER Service shall:</p> <ol style="list-style-type: none"> 1- 'generate (...) epSOS compatible reports regarding patient's health data' 2- support access to PHR via country-specific Patient Access Services and optional translation of structured personal health information as referred by epSOS (...) UC.PAC.1 (...) In cases when a Patient Access Service in a particular country does not expose an API (...) to retrieve data in structured form, the DECIPHER Service shall include or embed a browser window to support viewing of data provided by the Patient Access Service. (...)The bidder shall take into account in the design that (...) DECIPHER Service shall support a combination of different PAC interfaces. 3- provide semantic services to automatic translate Patient Summary Records making use of epSOS available libraries and propose alternative solutions when PAC is not available
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