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Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

**IO/20/OT/10019321/EBT
for**

ITER ACADEMY SERVICE CONTRACT

Abstract

The purpose of this summary is to provide prior notification of the IOs intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organization, the technical scope for this tender, and details of the tender process for the provision of services for the ITER Academy.

1 Introduction

This Prior Indicative Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

The Domestic Agencies are invited to publish this information in advance of the forth-coming tender giving companies, institutions or other entities that are capable of providing these services prior notice of the tender details.

2 Background

The ITER Project is an international research and development project jointly funded by its seven Members i.e. the European Union (represented by EURATOM), the People's Republic of China, India, Japan, the Republic of Korea, the Russian Federation and the USA. Each Member established a Domestic Agency (DA) and ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

3 Scope of Work

In order to enhance the competencies and behaviours of IO and DA personnel, the IO in its role as the overall integrator of the ITER Project has set up an ITER Academy (IA).

The present tender process aims at procuring the services by means of a service contract to: 1) develop the training material, and 2) support the assessment of the Application Dossiers, in order to recognize the individuals' competences regarded vital for successful ITER Project execution. Both services do not require any permanent presence and regular face-to-face meetings. Instead, frequent telephone or videoconference meetings are preferred.

The resulting service contract will be for a total firm period of 27 months with an expected start of Service 1- training material development in November 2020. An initial 15 subject areas have been identified and each subject area will be ordered through instructions to Proceed (ITP), additional subject areas will be added during the course of the contract. Each ITP will include an indicative duration within which it is to be completed. For Service 2- Project Management Methods Certification (PMMC) assessment support, the start of the service is expected to be in January 2021. The estimated number of the applications will be 10-20 per month in 2021 and 5-10 per month in 2022 on average.

The Contractor shall have sufficient in-house competences in the PM-related areas to develop didactically and pedagogically sound training materials for face-to-face training courses as well as e-learning modules based on the IO's input. In particular, the e-learning modules should be SCORM compatible for use in the SAP SuccessFactors Learning Management System.

The expert(s) for the assessment services shall gain the necessary experience of dealing with the PMMC Application Dossiers and other support work for the first 6 months. Afterward, it is expected that the Contractor shall complete the assessment on average for 45 minutes per each Application Dossier and fully support the defined PMMC procedure.

4 Procurement Process & Objective

The objective is to award a Service Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is called the Open Tender procedure.

The Open Tender procedure is comprised of the following four main steps:

➤ **Step 1- Prior Indicative Notice (PIN) :**

The PIN is the first stage of the Open Tender process. The IO formally invites the DAs to publish information about the forthcoming tender in order to alert companies, institutions or other entities about the tender opportunity in advance. **Interested tenderers are kindly requested to return the expression of interest form (Annex I) by e-mail by the date indicated in the procurement timetable below.**

➤ **Step 2 - Invitation to Tender (ITT) :**

Within 14 days (as an estimate) of the publication of the PIN the ITT will be advertised. This stage allows interested bidders who have seen the PIN to obtain the tender documents and to prepare and submit their proposals in accordance with the tender instructions.

➤ **Step 3 – Tender Evaluation Process :**

Tenderers proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the IO.

➤ **Step 4 – Contract award :**

A service contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the ITT.

5 Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	01 st July 2020
Submission of expression of interest form	08 th July 2020
Invitation to Tender (ITT) advertisement	20 th July 2020
Clarification Questions (if any) and Answers deadline	12 th August 2020
Tender Submission	31 st August 2020
Tender Evaluation & Contract Award	September 2020
Contract Signature	October 2020
Contract Commencement	October 2020

6 Contract Duration

The IO shall award Service Contract in the fourth quarter of 2020. The estimated contract duration is 27 months.

7 Experience

The tenderer shall demonstrate their knowledge, experience and capabilities in:

- developing training modules and e-learning solutions on Project Management-related subjects;
- assessing the Applicants' experience and knowledge in accordance with the PMMC criteria;

- Preparing material for the Certification Competent Authority (CCA) meetings in accordance with the defined PPMC procedure.

The working language of ITER is English, and a fluent professional level is required (spoken and written).

8 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally-established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER IO.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorized to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium lead will explain the composition of the consortium members in a covering letter at the tendering stage. Following this, the Candidate's composition must not be modified without notifying the IO of any changes. Evidence of any such authorization shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorized signatories of all the consortium members.

9 BREXIT Clause

On 31 January 2020, the UK left the EU and Euratom with a transition period from 1st February to 31 December 2020 to be used to determine the conditions of their future relationship. Euratom is the ITER Member and the withdrawal of the UK from Euratom leads to the fact that UK is not anymore party to the ITER Project.

Until 31 December 2020, the current end date of the transition period, UK entities retain the right to participate in IO procurement procedures.