

NOTICE OF CALL FOR PROPOSALS

with a view to obtaining grants in the field of rail transport, in particular

Telematics Applications for Passengers' services (TAP)

DG MOVE/D2/SUB/446-2011

1. POLICY FRAMEWORK AND OBJECTIVE

The European Commission intends to award grants to promote the development and deployment of telematics applications for rail passenger services.

The technical harmonisation in the rail sector requires the development of a set of Technical Specifications for Interoperability (TSIs) covering the various subsystems of the rail system as provided for in Directive 2008/57/EC, including the subsystem telematics for passengers services (TAP TSI).

TAP TSI will allow the harmonisation/standardisation of procedures, data and messages to be exchanged between the computer systems of the railway companies, of the infrastructure managers and of the tickets vendors in order to provide reliable information to passengers and to issue tickets for a journey on the European Union railway network, in accordance with Regulation n°1371/2007 on rail passengers rights and obligations.

TAP TSI is expected to be adopted through comitology in March 2011.

After the adoption of the TAP TSI three phases of work are required for its implementation:

- the design of the target computer-based system, governance and master plan (phase one)
- the development of the target computer-based system (phase two) and
- its deployment (phase three).

The objective of this call for proposals concerns studies contributing to the implementation of phase one.

The draft TAP TSI in the process of being adopted is attached. In Chapter 7.2 of its annex the activities to be carried out during phase one and its expected deliverables are described.

Phase one has three objectives:

- (1) To define the data exchange system consisting of common components and of the interconnection of information and communication systems of stakeholders able to fulfil the requirements of TAP TSI.
- (2) To confirm such a system from the viewpoint of technical and economic feasibility.
- (3) To draw up a roadmap of the activities deemed necessary in order to implement the system, including appropriate milestones for the monitoring of the progress of

its implementation by the Commission, the European Railway Agency, the Member States and the stakeholders concerned.

The expected results are described in section '7.2.3 Deliverables' of annex to the draft TAP TSI and are copied hereafter to ease the understanding of the call for proposals.

"The detailed IT specifications shall describe the system and shall indicate in a clear and unambiguous manner how the system fulfils the requirements of the TAP TSI. The development of such specifications requires a systematic analysis of the relevant technical, operational, economic and institutional issues that underpin the process of implementing the TAP TSI. Therefore, deliverables shall include, but shall not be limited to, the following:

1. *Functional, technical and performance specifications, the associated data, the interface requirements, the security and the quality requirements.*
2. *The outline of the global architecture of the system. It shall describe how the requisite components interact and fit together. This shall be based on the analysis of the system configurations capable of integrating the legacy IT facilities, while delivering the required functionality and performance.*

The master plan shall include:

1. *The identification of the activities necessary to achieve the implementation of the system.*
2. *A migration plan which includes a set of phases that is conducive to intermediate and verifiable tangible results, from the current framework of stakeholders' information and communication systems to the system itself.*
3. *A detailed milestone plan.*
4. *A risk assessment of the crucial phases of the master plan.*
5. *An assessment of the total lifecycle costs (LCC) associated with the deployment and operation of the system, together with a subsequent investment plan and the relevant cost-benefit analysis.*

The governance shall include the identification of the appropriate governance structures, methods and procedures to support the development and validation of the system and subsequently its deployment and its field operation and management throughout its lifetime (including dispute management between the parties involved under the provisions of this TSI).

2. ELIGIBILITY AND EXCLUSION CRITERIA

2.1. Eligibility criteria

Applications submitted in writing by legal persons who are established in a Member State of the European Union are eligible.

Applicants must show that they exist as a legal person by providing a certified true copy of their articles of association or equivalent.

2.2. Grounds for exclusion

2.2.1. *Grants may not be awarded to applicants who are, at the time of a grant award procedure, in one of the following situations:*

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the authorising service can justify;
- (d) they have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation¹ for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorising officer as a condition of participation in the grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget;
- (g) they are subject to a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required by the Commission or have failed to supply this information;
- (i) they have been excluded from the contracts and grants financed by the Union budget, in accordance with Article 96(2)(a) of the Financial Regulation.

The cases referred to in point (e) cover:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995²;
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997³;
- (c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council⁴;
- (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC⁵.

Applicants must certify that they are not in one of the situations listed above.

Applicants for grants and, where they are legal persons, persons with powers of representation, decision-making or control over them, are informed that, if they are in one of the situations referred to in:

- the Commission Decision of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17 December 2008 on the central exclusion database (CEDB) (OJ L 344, 20.12.2008, p. 12),

Their details (family name/company name, given name if a natural person, address/head office, legal form and family name and given name of the persons with powers of representation, decision-making or control if a legal person) may be entered just in the EWS or in both the EWS and the CEDB and notified to the persons and bodies listed in the above Decision and Regulation, with regard to the award or carrying out of a procurement contract or a grant agreement or decision.

2.2.2. *Avoiding double financing of projects*

No Union financial support will be granted for parts of projects receiving financing from other sources of Union funding.

Applicants must declare that they are not receiving financing from other sources of Union funding.

2.3. Administrative and financial penalties

Without prejudice to the application of penalties laid down in the contract, applicants and beneficiaries

- who are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement

procedure or by the authorising officer as a condition of participation in the grant award procedure,

- who have failed to supply this information or

- who have been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget

may be subject to administrative or financial penalties, in accordance with Article 96(1) of the Financial Regulation.

3. SELECTION CRITERIA

3.1. criterion 1: Financial capacity of applicants

Applicants must be able to employ four full-time-equivalent persons for project management and project assistance during one year. They must show that they have stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

Applicants must demonstrate their financial capacity to complete the action to be supported by means of the following documents and information:

- (a) their balance sheet or extract from balance sheet for the last financial year for which the accounts have been closed. This provision does not apply to public bodies and international organisations;
- (b) evidence for availability of the financing resources needed, apart from the co-financing of the EU required, in particular as far as own resources of the applicants and his partners, public funding and bank loans are concerned;
- (c) financial indicators given under section 2.1 of the Annex 2.

3.2. criterion 2: Technical capacity of applicants

Applicants must have the technical capacity and operational capability to carry out the action to be supported

Regarding the composition of the project team responsible for the implementation of the action, at least two members of the team must have 5 years of project management, at least two members of the team must have 3 years of experience (studies, projects or activities) in telematics applications for passenger's services and at least one member must be a representative of ticket vendors.

Moreover, the project director must be a senior project manager with at least 5 years in (project) management and must have 3 years of experience in a multi-national/multi-actors environment.

They must provide the following documents:

- (a) a document describing in a nutshell the technical capacity and operational capability to carry out the action to be supported,
- (b) a document describing the multi-actors project team responsible for the implementation of the action and identifying the heads of the main sub-working groups, including curriculum vitae,
- (c) the curriculum vitae of the project director, demonstrating in a nutshell his/her managerial capabilities for a pan-EU and multi-actors project and its ability to ensure that the expertise of all actors is duly taken into account,

- (d) a description of relevant studies, projects and activities undertaken during the last three years by the project team members, and more particularly those related to information provision and ticketing.

4. AWARD CRITERIA

The Commission will base the choice of actions and the rate of Union co-financing on the following criteria:

4.1. Criterion 1 Quality of the action (70%)

A. The Commission will assess the **European dimension of the project**. It will also assess how the proposal brings together all stakeholders. In this context, local, regional or purely national initiatives and initiatives that do not include important actors are excluded. **(30%)**

B. The Commission will assess **the innovative character of the project**, in terms of new approaches presented and new practices developed **(10%)**.

C. **Cost-effectiveness ratio:** the Commission will assess the cost-effectiveness ratio of the action and will, to that end, evaluate the expected results in the light of the grant requested. The budget, organized by expenses categories should demonstrate the cost-effectiveness of the action **(20%)**.

D. **Visibility and communication:** the Commission will assess the means by which the visibility of the action on a European Union level and the communication will be assured, e.g. through publications, organisation of events, Internet sites. **(10%)**.

4.2. Criterion 2: Presentation of the application (30%):

The Commission will assess the organisation and proposed execution of the action, and will assess the detail of the proposal with regard to the following aspects:

A. **Clarity and completeness** of the proposal (10%)

B. The **work plan**, including a clear and full description of the means to achieve the goals of the actions, with a detailed financing plan, person-months attributed to specific tasks, and a meaningful and realistic timetable (10%).

B. **Methodology:** The proposers have to present an evaluation method for their project with result indicators for the proposed objectives (10%).

Only applications with a total score of 70% or higher and of at least 60% for each individual criterion will be taken into consideration for Union funding.

5. ARRANGEMENTS FOR UNION FINANCING

The selected proposals will be financed from the budget headings 'Support activities to the European transport policy and passenger rights'

The estimated total amount for this call is €420 000.

The amount granted will be between 10% and 50% of the total eligible costs of the action.

The Commission is prepared to support multiannual actions of a maximum duration of **36 months**. Eligible costs can be incurred only after signature of the grant agreement by all the parties, save in exceptional cases, and under no circumstances before submission of the application for a grant.

6. PRACTICAL INFORMATION ON THE SUBMISSION OF PROPOSALS AND THEIR EVALUATION

6.1. Submission of a valid grant application

Applications must be made **only** using the **application form** available at the Internet address: http://ec.europa.eu/transport/grants/index_en.htm.

For each application, **one signed original and five copies** must be supplied by the applicants. Partners must fill in the parts B and C of the application form.

Applicants must also fill in the **form relating to legal entities**, available from the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm.

Applicants must also fill in the **financial identification form**, available from the following website: http://ec.europa.eu/budget/info_contract/ftiers_en.htm?submenuheader=0

Any unsigned applications will be rejected when the proposals are opened.

6.2. Closing date for submission of applications for a grant

6.2.1. *Grant applications can be sent in two ways:*

(a) **By registered mail or by private courier**

The proposal must be sent by registered mail or by private courier, dispatched not later than **21/03/2011**, the postmark or the date on the slip issued by the courier service are equally valid as proof of deposit.

By **registered mail**, to the following address:

European Commission

Directorate-General for Mobility and Transport

MOVE-D2

DM 28 - 0/110 – Mail/Archives

B-1049 Brussels

Belgium

By **private courier**, to the following address:

European Commission

Directorate-General for Mobility and Transport – MOVE-D2 - DM 28 - 0/110

Avenue du Bourget 1

B-1140 Brussels (Evere)

(b) Or by hand delivery

Proposals must be delivered by hand to the **European Commission's central mail department by 16:00** (Brussels time) **on 21/03/2011** at the following address:

European Commission

Directorate-General for Mobility and Transport – MOVE-D2 - DM 28 - 0/110

Avenue du Bourget 1

B-1140 Brussels (Evere)

Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

6.2.2. *Practical arrangements:*

Proposals must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

**Call for proposals
MOVE/D2/SUB/446-2011**

**Not to be opened by the internal
mail department**

DM 28 0/110 Mail/Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

6.3. Indicative timetable

Receipt of proposals: see above

Evaluation: April 2011

Award decision and start-up of the action: May 2011

6.4. Remark - FAQ

Please note that for your questions concerning this call for proposals a document 'FAQ'- Frequently Asked Questions will be available on the Europa website.

For questions that are not addressed in this document please contact:

MOVE-RAIL@ec.europa.eu