

## Procurement Notice

### **Company/Agency (legal entity) to support the development of Individual Software Modules of Open Data Portal of the Agency for the Identification Documents, Data Exchange, and Authentication of Bosnia and Herzegovina**

*Reference Number: # 104/2024*

#### **Section 1. Introductory Information**

##### **1.1 Background information on the Regional School of Public Administration (ReSPA)**

The Regional School of Public Administration (ReSPA) is an inter-governmental organization for enhancing regional cooperation, promoting shared learning, and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, and Serbia, while Kosovo<sup>\*1</sup> is a beneficiary. ReSPA's purpose is to help regional governments in developing better public administration, public services, and overall governance systems for their citizens and businesses and prepare for membership in the European Union. Since its inception, ReSPA, as an international organisation and a key regional endeavour in Public Administration Reform, has contributed to capacity-building and networking through regional training, workshops, conferences, seasonal schools, and on-demand support mechanisms, peering and developing regional research materials. ReSPA establishes close cooperation with Ministers, senior public servants and heads of units in its Members. ReSPA also works in partnership with the European Union, specifically the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional actors such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organisations.

The European Commission (EC) provides directly managed funds to support ReSPA activities in line with the EU accession process. Currently, ReSPA is implementing the fifth EC Grant Contract, "Support to the Regional School of Public Administration for implementing PAR Agenda and facilitating EU accession process in the WBs", which is active as of January 2023.

ReSPA works primarily through regional networks that operate at three levels: Ministerial, senior officials, and thematic groups of experts and senior practitioners. More specifically, the Programme Committee is composed of the senior civil servants representing ministries responsible for the Public Administration Reform, institutions in charge of the European Integration process, and four regional thematic groups: (1) Policy planning, better regulation and coordination of Centre of Government, (2) European integration and accession negotiations; (3) Human Resources Management and Professional Development; (4) Service Delivery (digitalisation and quality management).

##### **1.2 ReSPA is seeking a company in digital transformation that would design, develop and deliver the described software to the beneficiary, the IDDEEA. During the**

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<sup>1</sup> \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence

development of the Programme, the company will closely cooperate with nominated public servant (s) from the IDDEEA, whom IDDEEA will select, and whose names and contact details will be shared with the Expert at the very beginning of the assignment.

1.3 Expected deliverables of the assignment are: as per Terms of Reference.

1.4 Tentative timeframe: the assignment is expected to be performed during October 2024 – February 2025.

## **Section 2. Language of the supporting documentation**

2.1 Language of application: The supporting documentation shall be prepared in English.

## **Section 3. Submission of the supporting documentation**

3.1 Interested candidates are invited to submit a proposal consisting of the following documentation:

- The average annual turnover of the company of the last two (2) closed financial years must be at least 40.000 EUR (relevant supporting documentation which includes signed and sealed copy of the balance sheet or other document proving the annual turnover which is used in the economy of the applicant/company);
- Proof (relevant supporting documentation) of successfully completed at least two (2) individual contracts in the field of software development within the four (4) year period prior to the closing date of this public call;
- Proof (relevant supporting documentation) of successfully completed at least one (1) individual contract of at least 15.000 EUR in implementing a similar assignment;
- Proof (relevant supporting documentation) of the company registration;
- The company has at least two (2) experts in the fields related to this tender, **of which at least one is business analyst and one software expert;**

The proposed *business analyst* should have the following minimum qualifications and skills:

- Bachelor's Degree in Computer Science, Information Technology or Engineering;
- At least three (3) years of professional experience working as business analyst on software development projects gathering requirements and writing software requirements specifications;
- Professional experience in at least two (2) projects with similar requirements and successful implementation.

The proposed *software expert* should have the following minimum qualifications and skills

- Bachelor's Degree in Computer Science, Information Technology or Engineering;
  - At least three (3) years of professional experience working as software expert in development and implementation of web-based information systems;
  - Professional experience in at least two (2) projects with similar implementation.
- Statement of Commitment from the experts indicating that the expert agrees to work on this project for that company. If the expert is prevented from working on the project during the implementation, the company must provide expert with similar or better

experience. Any change within the proposed team of experts after award of the contract needs to be approved by ReSPA;

- A short methodology/proposal on how the assignment will be delivered;
- Legal Entity File - attached to this document;
- Financial offer (which shall specify a total sum amount in euros) in a separate document (not part of the CVs or Methodology).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by **7<sup>th</sup> November 2024** before **2 PM CET**. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: Application for activity number 104/2024.**

#### **Selection 4. Evaluation of offers**

4.1 The offer will be evaluated against the required criteria as defined in the Terms of Reference.

4.2 The applicant securing the highest final ranking will be invited to negotiate the contract and the financial offer proposed by ReSPA. If negotiations are successful, the selected applicant will be awarded the contract. Should the negotiations fail; the next ranked applicant will be invited to negotiations.

#### **Section 5. Final Considerations**

5.1 The payment will be done in one instalment following the submission and approval of the deliverables.

5.2 The following document is attached to this Procurement Notice: Terms of Reference

5.3 ReSPA reserves the right to cancel this procurement procedure at any moment without any compensation to the applicants. The cost of preparing a proposal and negotiating a contract, including any related travel, cannot be reimbursed by ReSPA under any circumstances nor can ReSPA be held liable for it, regardless of the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact Ms Bojana Bajic, Public Policies Innovations and Digitalization Officer via e-mail: [b.bajic@respaweb.eu](mailto:b.bajic@respaweb.eu), by **30<sup>th</sup> October 2024** (midnight), at the latest. ReSPA will post the response, including an explanation of the query without identifying the source of inquiry, at its website ([www.respaweb.eu](http://www.respaweb.eu)) by **4<sup>th</sup> November 2024**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.