



Date: 23 January 2014

ITB/SEC/01/2014
Provision of Oracle Consultancy Services to the OSCE
Clarification Note 1

The Organization for Security and Co-operation in Europe has received requests for clarification from potential bidders with regard to Request for Proposal No. ITB/SEC/01/2014. The OSCE would like to provide the following clarifications:

1. The bid deadline is January 30th and it is said that it is expected to have the assignment to start beginning of February. Do you expect to award this bid within a week? Or should we read beginning of March? Thanks for clarifying the start date and/or the award process?
 - **Yes we expect the award to be made within a week. The evaluation team will review the CVs, shortlist up to 4 candidates for a short (30 min) telephone interview to ensure level of knowledge and experience is as stated in the CVs, then they will be invited to start the following Monday.**
2. The duration assignment is rather short (30 days & 20 days). Can we expect an extension? Or does OSCE only look for a cover period during the year-end closure activity?
 - **An extension cannot be expected, but it is possible. Since our ERP Upgrade Project commenced last summer, we have engaged 8 consultants for periods ranging from 20 days to 8 weeks. Some of those have been extended beyond their original engagement. The work required to do is constantly evolving as the upgrade project progresses and new issues are encountered, so it is impossible to say at this stage whether an extension will be required or not.**
3. One of the tasks of the financial consultant is to “Familiarize with OSCE financial ways of working”. What should be a reasonable timeframe for the consultant to get familiarized with OSCE “ways of working”? Can you detail the specificities of OSCE ways of working with respect to other big international organizations?
 - **The OSCE ways of working shall become apparent on the job within the first couple of days. It is just a reference to the idiosyncrasies of a public funded non-profit organisation and the division of responsibilities into different departments and units, which might not be the same as other organisations or companies.**
4. What does CEMLI mean?
 - **CEMLI means Customisation, Extension, Modification, Localization, and Integration – it is an ERP software extension framework provided in Oracle Applications by Oracle Corporation. CEMLI is Oracle’s published guidelines for developing and implementing custom extensions to Oracle Applications.**
5. In the Price Schedule appears only one line. Should we present a bundle rate for the two consultants or create a new line dedicated for each consultant rate?

- **You are correct; the price schedule should be two lines, one for each consultant.**
6. In order to prepare a compliant and attractive offer we would like to have a one week extension of the bid closing date.
- **Because of the need to engage the consultants ASAP, we cannot extend the deadline. The preparation of the bid should not be too complex, just fill out the company profile forms, the price schedule and attach some CVs.**