



REQUEST FOR PROPOSALS

Reference number: BPD_01_FS212_2019

I. CONTRACTING AUTHORITY:

Medical University of Warsaw ul. Księcia Trojdena 2a 02-109 Warsaw REGON: 000288917 NIP: 525-00-05-828	Contact Person for Economic Operators (Contractors): Kamila Wołosz telephone (+48) 22 57 20 235 email: kamila.wolosz@wum.edu.pl ul. Księcia Trojdena 2a, 02-109 Warsaw
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This contract will be awarded as part of the project "**DUO OTM – dual second-cycle (MSc) programme in Health Technology Assessment**" under the Knowledge Education Development 2014-2020 Operational Programme, co-financed from the European Social Fund.

CPV code – 80320000-3 – Medical education services

II. DESCRIPTION OF THE SUBJECT MATTER OF THE CONTRACT:

This request for proposals is for the provision of expert reviews of the 2-year (4 semesters) MSc degree programme with a practical profile – DUO OTM under the project "**DUO OTM – dual second-cycle (MSc) programme in Health Technology Assessment.**"

The Contracting Authority intends to procure:

Package A

- up to five reviews written by foreign experts, i.e. individuals with experience as:
 - 1) employers of individuals hired for tasks in the field of health technology assessment (an expert-employer means a person with at least 4 years of practical professional experience in the use of health technology assessment, including at least 2 years in a managerial position – see IV. Conditions for participation in the procedure);or
 - 2) academic teachers in the field of health technology assessment (an expert-educator means an academic teacher with at least a doctoral degree and at least 4 years of experience in teaching courses applicable in health technology assessment – see IV. Conditions for participation in the procedure).

and

Package B

- up to four reviews written by Polish experts, i.e. individuals with experience as:



- 1) employers of individuals hired for tasks in the field of health technology assessment (an expert-employer means a person with at least 4 years of practical professional experience in the use of health technology assessment, including at least 2 years in a managerial position – see IV. Conditions for participation in the procedure);

or

- 2) academic teachers in the field of health technology assessment (an expert-educator means an academic teacher with at least a doctoral degree and at least 4 years of experience in teaching courses applicable in health technology assessment – see IV. Conditions for participation in the procedure).

The Contracting Authority expects the prospective Contractor to submit a proposal for one review. The Contractor will be hired under a civil law contract.

The number of reviewers selected by the Contracting Authority is subject to the project's budgetary constraints.

Contractor's (both foreign and Polish) responsibilities include:

The provision of an expert review of the 2-year (4 semesters) MSc degree programme with a practical profile – DUO OTM. The materials for review will be provided in the form of a description of the curricular objectives, including: a candidate profile and a summary of expected learning outcomes; a list of courses with the number of hours allocated for each course and the scope of each course's contents; a description of the scope of tasks to be carried out and learning outcomes to be achieved during internships and traineeships, and a description of other activities provided for in the DUO OTM curriculum; a total of approx. 55 standard typescript pages (1800 characters/page).

In addition, the reviewer will be asked to attend a meeting or teleconference in order to participate in the debate on the DUO OTM curriculum with the curriculum authors, lecturers and reviewers. Expected date of the meeting/teleconference: between October 1 and October 5, 2019. Possible costs of participation in the meeting in Warsaw will be covered by the Medical University of Warsaw.

The expected review should be at least 5 standard typescript pages long (1800 characters each) and contain, among others, answers to the following questions:

- Have the expected learning outcomes been selected properly? What learning outcomes are missing? Do the expected learning outcomes satisfy the needs of future graduates' employers? Which of them are the most important for the future employer?
- In your opinion, does the teaching curriculum guarantee the achievement of the expected learning outcomes? What indicators should be checked in the assessment of learning outcomes?
- Do the courses cover a sufficient range of skills for a person being prepared to take up an HTA-related job? Do you think the curriculum has been well-structured in terms of teaching? Are the syllabi (thematic scopes) of individual courses comprehensive?
- Is the number of practical classes (classes, "practical vocational training" courses) adequate? Is the number of theoretical classes (lectures) adequate? Is the proportion between practical and theoretical classes appropriate? Do you think any practical skills are missing from the curriculum?
- As an employer, would you look for DUO OTM graduates? Would you be willing to give them extra points during recruitment?



- Can you name other curricula in the field of health technology assessment, Polish and foreign, at level 7 of the Polish (European) Qualification Framework (P(E)QF/MSc)? If they are fee-paying, could you state the tuition fee?
- If the DUO OTM MSc degree programme was fee-paying, how much do you think the tuition fee should be (for a 2-year programme at level 7 P(E)QF/MSc)? Please substantiate your proposal.

III. CONTRACT COMPLETION DATE

The Contracting Authority expects the service to be completed within 3 weeks from the date on which the materials are provided for review. The materials for review will be provided between 05.09.2019 and 09.09.2019.

IV. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND DESCRIPTION OF THE COMPLIANCE ASSESSMENT METHOD

Eligible tenderers are **Polish and foreign** economic operators, whether natural persons or business entities, that meet all the conditions regarding the subject matter of the contract:

- 1) They meet the criteria of being recognised as expert-employers or expert-educators, where:
 - an expert-employer means a person with the competencies of an HTA expert, with at least 4 years of practical professional experience in the use of HTA, including at least 2 years in a managerial position (please describe your professional experience in Annex 2 – List of persons)
 - an expert-educator means an academic teacher with at least a doctoral degree and at least 4 years of experience in teaching courses applicable in HTA (please describe your teaching experience in Annex 2 – List of persons)

V. CRITERIA AND METHOD OF PROPOSAL EVALUATION

1. Proposal evaluation criteria and their relative weights:

a. Price 100%,

The most advantageous proposal in the PRICE criterion (with the lowest price) will receive 100 points; each other proposal will receive a proportionally smaller number of points, calculated according to the formula:

$$\text{Number of points awarded to the proposal} = X_A = \frac{\text{price}_{\min}}{\text{price}_{\text{proposal}}} \times 100 \text{ pts.}$$

X_A - number of points awarded to the proposal in the **price** criterion
 price_{\min} - the lowest price among valid proposals
 $\text{price}_{\text{proposal}}$ - the price of an individual valid proposal

2. The most advantageous proposal will be the proposal with the highest total number of points in the criterion: PRICE



3. If the most advantageous proposal cannot be selected because two proposals have been submitted with the same price, the Contracting Authority will request the Economic Operators who have submitted these proposals to submit additional proposals within the time limit specified by the Contracting Authority. The Economic Operators submitting additional proposals may not offer higher prices than those stated in their original proposals.
4. Due to the project's budgetary constraints, the Contracting Authority intends to select the best proposals as long as the funds allocated for the procurement of the service are available, but no more than 5 proposals from foreign reviewers and no more than 4 proposals from Polish reviewers.

VI. PROPOSAL VALIDITY PERIOD

1. The proposal validity period is 30 days. This period commences on the expiry of the deadline for proposal submission.
2. A submitted proposal ceases to be binding when another proposal is selected or the procedure is closed without selecting a contractor.

VII. DELIVERY PLACE of goods/of service which is the subject of the request for proposals:

Medical University of Warsaw
ul. Księcia Trojdena 2a
02-109 Warsaw

VIII. LIST OF STATEMENTS AND DOCUMENTS REQUIRED TO CONFIRM COMPLIANCE WITH THE CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. The proposal must include confirmation of compliance with the conditions for participation in the procedure as described under IV.
2. List of persons (Annex 2) who will participate in the delivery of the contract, in particular those responsible for the provision of services, including information on their experience, as well as the scope of their activities as employers or as educators, confirming their ability to deliver the contract, and a declaration of the legal basis for the Economic Operator's right to have these persons at their disposal, constituting Annex 2 to the Request for Proposals.

IX. PROPOSAL PREPARATION METHOD:

1. An Economic Operator may submit one proposal.
2. The proposal should be drawn up in accordance with the provisions of this request.
3. The proposal should be drawn up in Polish or in English.
4. The proposal should be written legibly, as per the template provided in **Annex 1** to the Request for Proposals.
5. The proposal should be signed by authorised persons, and a letter of authorisation to sign the proposal should be appended to the proposal, unless such authorisation is evident from other documents appended to the proposal or from generally available documents.
6. Information constituting trade secrets as defined in the Unfair Competition Act of April 16, 1993 (Journal of Laws of 2003, no. 153, item 1503, as amended) must be clearly designated as such by the Economic Operator. Furthermore, the Economic Operator must state the factual and legal grounds for keeping such information confidential. The absence of a confidentiality clause will be deemed consent to disclose all the documents. Please note that the following may not be considered trade secrets: name



(company name) or name and surname, registered office or place of residence and address of the Economic Operator, price and delivery date.

X. TIMEFRAME AND PROCEDURE FOR PROPOSAL SUBMISSION

1. Proposals must be submitted no later than **26.08.2019**
2. Proposals may be submitted:
 - a. On paper, to the following address:
Warszawski Uniwersytet Medyczny, Biuro Projektów Dydaktycznych – pok. 215
ul. Księcia Trojdena 2a, 02-109 Warsaw
Please put the reference number on the envelope: **BPD_01_FS212_2019**
The date of receipt of the proposal is binding.
 - b. By email in an edit-protected file, e.g. pdf to the following address:
kamila.wolosz@wum.edu.pl
Please put the reference number in the email subject: **BPD_01_FS212_2019**
3. If the Economic Operator chooses the form of delivery described in X. 2b, the Contracting Authority may request the delivery of the original copy of the proposal no later than by the date of delivery.
4. Proposals submitted as hard copies after the deadline will be immediately returned to the Contractor. Proposals submitted in an electronic version after the deadline will not be evaluated.
5. Before the proposal submission deadline, the Economic Operator has the right to:
 - 1) withdraw the proposal by submitting a notification in writing, with the envelope labelled with a note reading: “WYCOFANIE” (“WITHDRAWAL”)
 - 2) amend the proposal – in which case the notification of amendments must be submitted in accordance with the same provisions as the submitted proposal, properly labelled with a note reading: “ZAMIANA” (“SWAP”). Envelopes must be labelled with a note reading: “ZAMIANA” (“SWAP”).

XI. METHOD FOR CALCULATING THE PROPOSAL PRICE

1. For the purposes of this procedure, the Contractor is required to provide the gross price for one review on the Proposal Form, constituting **Annex 1** to the Request for Proposals.
2. The Contractor must include in the proposal price all expected costs related to the delivery of the contract, including VAT calculated in accordance with applicable regulations, income taxes, compulsory insurance costs and any other costs arising from the provisions of this Request.
3. Prices should be given in Polish zlotys to two decimal places.
4. The Contracting Party will not accept billing in foreign currencies.
5. The proposal price should be given as the gross price. Proposals will be compared on a gross-price basis.
6. In order to determine whether the proposal contains an abnormally low price in relation to the subject of the contract, the Contracting Authority shall ask the Contractor to provide, within a specified period, explanations regarding the sections of the proposal affecting the price.
7. The Contracting Authority will reject the proposal of the Economic Operator who did not submit explanations, or if the assessment of explanations confirms that the proposal contains an abnormally low price in relation to the subject of the contract.

XII. SELECTION OF THE CONTRACTOR AND ANNOUNCEMENT PROCEDURE

1. The Contracting Authority will select the most advantageous of the submitted proposals satisfying the conditions for participation in the public procurement procedure on the basis of the evaluation criteria set out in the Request for Proposals.
2. The Contracting Authority will correct obvious typing and calculation errors in the proposal which do



not cause significant changes in its contents, as well as other errors making the proposal incompatible with the contents of the Request for Proposals

3. The Contracting Authority will notify the Contractors of the selection of the most advantageous proposal by posting an announcement on its website: www.wum.edu.pl.

XIII. FINAL PROVISIONS

1. The Contracting Authority reserves the right to cancel or close the contract award procedure at any stage without providing the reason.
2. All matters not regulated herein shall be settled in accordance with the provisions of the Civil Code of April 23, 1964 (Journal of Laws of 1964, No. 16, item 93, as amended) and the Code of Civil Procedure of November 17, 1964 (Journal of Laws of 2005 No. 178, item 1478).
3. All expenses related to the preparation of the proposal shall be borne by the Economic Operator.
4. A proposal submitted in the procedure ceases to be binding if another proposal is selected or the procedure is terminated without selecting a contractor.

STAROZY SPECJALISTA
Biuro Projektów Dydaktycznych
mgr Kamila Wołosz

Drawn up by

KIEROWNIK
Biura Projektów Dydaktycznych
mgr Anna Serzysko-Dąbrowska

Approved by



GDPR information clause

The information is addressed to natural persons disclosed directly in connection with the contract award procedure.

The contracting authority advises you that in the case of:

natural persons; the self-employed; a natural person acting as the Contractor's legal representative; a member of the managing body of the Contractor, who is a natural person; a natural person authorised to prepare and carry out this proceeding - the Contracting Authority will process personal data obtained directly in the course of the procedure. In connection with the above, pursuant to Article 13(1)(2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free flow of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 04.05.2016, p. 1), hereinafter referred to as "GDPR", the Contracting Authority advises you that:

1. The controller of your personal data is the MEDICAL UNIVERSITY OF WARSAW, ul. Żwirki i Wigury 61, 02-091 Warsaw, represented by the Rector of the Medical University of Warsaw;

2. The controller has appointed a Personal Data Protection Inspector, who can be contacted by: email: iod@wum.edu.pl, or phone: +48 22 57 20 320;

3. Your personal data will be processed pursuant to Article 6(1)(b) of the GDPR in order to receive commercial information necessary to evaluate the subject of the contract, in accordance with the provisions of the Public Procurement Act, or to conclude the contract in line with the award procedure set out herein;

4. Your personal data will be processed pursuant to Article 6(1)(c) of the GDPR for the purpose of satisfying legal obligations, including those necessary to establish, pursue or defend claims, as well as those arising from the obligation to archive pursuant to applicable regulations;

5. Your personal data will be processed pursuant to Article 6(1)(f) of the GDPR for purposes resulting from legitimate interests pursued by the Controller or by a third party, in particular by conducting analytical and statistical activities promoting the Controller's activities;

6. The recipients of your personal data will be persons or entities to whom the documentation of the procedure will be made available on the basis of internal regulations, provisions of the Public Procurement Act, guidelines of national and regional operational programmes, as well as provisions of concluded co-financing agreements.

7. Your personal data will be stored for a period of 4 years from the date of completion of this procedure or a specific procurement procedure; and if the duration of the contract or the rules and guidelines for storing and archiving project documentation exceeds 4 years, the storage period will span the entire duration of the contract or the period indicated in the documents of national and regional operational programmes as well as in the concluded co-financing agreements;

8. Your obligation to provide personal data directly regarding you is a formal requirement related to the participation in the contract award procedure;

9. Decisions concerning your personal data shall not be taken in an automated manner pursuant to Article 22 of the GDPR;

10. You are entitled to:

1) pursuant to Article 15 of the GDPR: access personal data related to you;

2) pursuant to Article 16 of the GDPR: rectify your personal data, but exercising the right to rectification may not result in a change in the outcome of the contract award procedure or a change in the provisions of the contract and may not violate the integrity of the protocol and its annexes;

3) pursuant to Article 18 of the GDPR: restrict the processing of personal data by the Controller, except for the cases provided for in Article 18 of the GDPR; however, the right to restrict the processing shall not apply in relation to storing, to ensuring the exercise of legal remedies or to protection of the rights of another natural or legal person, or in relation to important grounds of public interest of the European Union or a Member State;

4) file a complaint to the President of the Office for Personal Data Protection, if you believe that the processing of your personal data violates the provisions of the GDPR;

11. You are not entitled to the following:

1) pursuant to Articles 17(3)(b), (d) or (e) of the GDPR, the right to delete personal data;

2) the right to transfer personal data pursuant to Article 20 of the GDPR;

3) pursuant to Article 21 of the GDPR, the right to object to the processing of personal data, since the legal grounds for processing your personal data are provided under Articles 6(1)(b) and (c) of the GDPR.

The Contracting Authority further advises you that when applying for the award of this contract, the Economic Operator is obliged to satisfy the information obligation provided for in Article 13 or 14 of the GDPR regarding natural persons whose personal data the Economic Operator has obtained directly or indirectly and whose data he will provide to the Contracting Authority, unless at least one of the exclusions referred to in Article 14(5) of the GDPR applies or, pursuant to Article 13(4) of the GDPR, the natural person to whom the data relates has the information referred to at the beginning.

