**Public Call for Proposals for Introduction and Development of Geographic Information Systems**

**CFP08- 2018**

**Questions and answers**

1. **Q:** Does "Development of specialized applications" also implies the creation of plug-ins for commercial solutions?

**A:** Yes.

2. **Q:** For the purpose of transferring data into plans a Software is required. Does the term "Application” refer also to a specialized programme for automatic transfer of data to GIS?

A: A „specialized application “refers to the development of a specific module or set of data related to a particular topic (e.g. Public lighting, industrial zones, tourism ...).

3. **Q:** Can a GIS administrator be hired on a service contract (for a fixed or indefinite time)?

**A:** Yes. GIS administrator can be paid on the basis of such a contract in case when local self-government does not have a full-time administrator. The attention should be paid to how such a solution reflects on the operational capacity and other criteria of the call.

4. **Q:** Will the programme provide recommendations for IT equipment that will be the subject of procurement during the implementation of the project?

A: No. During the implementation, the programme will only provide advice for the improvement of specifications within the public procurement documentation, under the technical characteristics part.

5. **Q:** Is the co-funding of local governments calculated with VAT or not?

A: The co-funding of local self-government is calculated with VAT.

6. **Q:** Is it permissible to budget for human resources?

**A:** If members of the team are employees within local self-government, their salaries are not eligible costs. If they are employed for the needs of the project under separate contracts, then the costs of such team members are considered justified.

7. **Q:** Is it possible to hire individuals - service providers?

 **A:** Yes.

8. **Q:** Can standalone applications in joint project proposals be of the same type (to deal with the same topic)?

**A:** Yes, but in this case the effect of cooperation is reduced as well the possibility of obtaining points related to creation of additional project value.

9. **Q:** For the development of database which software should be used, the commercial or open source?

**A:** Open source software is only required in the case of GIS software.

10. **Q:** If the data should be migrated from one database to another, can this activity be paid from the project?

**A:** Yes, if it is an integral part of the services for the GIS database setup.

11. **Q:** Does the term "operational capacity" refer to the City Administration?

A: Yes, but in some cases, it is possible to accept the institution of the local self-government, entrusted for GIS administration.

12. **Q:** Does the Grant Manager have to be employed in the City Administration?

**A:** The Grant Manager can also be employed in a public company that is part of a local-self-government.

13. **Q:** Should the equipment have a certificate of origin?

**A:** No.

14. **Q:** Is it necessary to budget ortho-photo?

**A:** Considering the projects will be implemented in the framework of a Programme funded by the European Union, it is possible on the basis of the Grant contract to request free delivery of ortho-photo images for the purpose of GIS development. A purchase of new ortho-photo images for a particular area of ​​interest for the local self-government can be budgeted with proper explanation provided.

15. **Q:** Is the project audit by an authorized audit firm after the implementation required?

**A:** No.

16. **Q:** Does the GIS administrator have to deal exclusively with GIS?

**A:** No.

17. **Q:** Is it possible to budget contingency costs?

**A:** No.

18. **Q:** Who owns the GIS system? Who can access GIS?

**A:** The owner of a GIS is a local self-government, and it can be accessed by institutions – members of GIS and by broader range of users for a limited set of data.

19. **Q:** Can cadastral plots be obtained together with the ortho-photo from RGA?

**A:** This should be checked with the local cadastre office.

20. **Q:** Can commercial services be provided to a third party with the new equipment and software acquired through the project?

**A:** It is possible in case the equipment is entrusted to a public company.

21. **Q:** Can previously donated or purchased equipment and software that is useful for the project, be used for implementation of the project?

**A:** Yes.

22. **Q:** Is the construction of an optical access to the internet considered as equipment or services?

**A:** As equipment.

23. **Q:** If a project is planned as an inter-municipal, who submits a statement on the provision of co-funding? Lead applicant or both applicants?

**A:** The statement is submitted only by the lead applicant.

24. **Q:** Can the project budget for the vocational training - courses, for example for digitization of maps, use of CAD tools for preparing data for GIS, and similar?

**A:** Yes.

25. **Q:** Is it possible to use existing commercial software in the project?

A: Yes.

26. **Q:** Is it necessary to form a working group in the case of a partnership?

**A:** If it is envisaged that the partner/s independently develop GIS, it is necessary for the partner/s as well to form a working group or team.

27. **Q:** Is it possible to obtain a licenses for database within the project?

**A:** Yes.

28. **Q:** Is it possible to engage consultants?

**A:** Yes.

29. **Q:** Is it necessary to elaborate in the application if the funds are also received under the Exchange 5 Programme?

**A:** Yes.

30. **Q:** Is it allowed to specify concrete manufacturers in the application?

**A:** No.

31. **Q:** What happens when a local government already has a software that is not an open source and is it possible to integrate different software solutions?

**A:** Local self-government should also use the existing software during the project. It is possible to integrate various software solutions.

32. **Q:** Is it allowed to record installations that are partially recorded through another current project (e.g. EXCHANGE 5)?

**A:** Yes. In this case, it is necessary to explain which parts are recorded in each project separately.

33. **Q:** Is it required to form a GIS working group during the project?

**A:** Yes. It is required to estimate which model of the working body is appropriate for local self-government in terms of size and composition of the working group and to find the most optimal solution. This may also be a smaller team composed of key institutions of local self-government or be a representatives of all GIS institutions, but it must be formally appointed by the mayor/president of the municipality.

34. **Q:** Are local self-governments the only eligible to apply through the public call?

**A:** Yes.

35. **Q:** If the local self-governments apply in partnership, how much is the co-funding share for individual local governments?

**A:** The Co-funding share is a matter of agreement between partner local self-governments, but the total co-funding must be at least minimum 15% of the total project value.

36. **Q:** If, during implementation, unplanned problems arise, is an extension of 3 months allowed, although the project was planned for a maximum of 18 months?

**A:** The decision to extend the duration of a project depends on the circumstances and justification of the request.

37. **Q:** In case the old decisions and other elements related to the mandatory institutional framework exist, should they be submitted with the application form?

**A:** Yes. For such cases, activities related to specific items doesn’t have to be included in the project.

38. **Q:** Can the Data Exchange Protocol be signed at the beginning of project implementation if the local-self-government knows which data it has or want to obtain?

**A:** Yes.

39. **Q:** Does the use of data from the Republic Geodetic Authority has to be paid or is it free?

**A:** Check with the local Real Estate Cadastre for the conditions for use of specific data sets.

40. **Q:** Is it required to plan the promotional activities in the project budget - the visibility of the project?

**A:** It is not mandatory, but it is desirable. The visibility of the project is another aspect and it implies respecting guidelines for donor and programme visibility during the implementation.

41. **Q:** Are Public Procurement implemented under the law of the Republic of Serbia?

**A:** Yes.

42. **Q:** In which currency are the donor funds transferred, is it necessary to open a foreign currency or RSD account?

**A:** The funds are transferred in dinars according to the United Nations exchange rate for the current month on the RSD account.

43. **Q:** Is it required to submit a CV of the external team member with the application form and can there be more team members from the public company?

**A:** It is not necessary to submit a CV to an external team member, and there may be more members from the public company in the team.

44. **Q:** Do the existing GIS solutions have to be open source?

**A:** No.

45. **Q:** Can the local government make more partnerships and whether in some project applications it can be a leading applicant, and in some co-applicant?

**A:** No. Local self-government can either be a leading applicant or partner in only one project.