



Dear Company

Dear Costumer

In the hope of being able to support you in the ordinary and extraordinary operations in the market of public contracts and concessions, we submit a brief presentation of our *firm* and the activity we carry out.

**Studio Albonet & Partners** is made up of a group of professionals, administrative and legal experts, specialised in assistance, consultancy and training in the field of public works, supply and services contracts. The *firm has been* active since 1999, but the owner, **Alessandro Boso**, has more than thirty years' experience in the sector (for an examination of his professional curriculum, see [www.boso.it](http://www.boso.it)). Each colleague is subject to continuous legal updating, which is also guaranteed by the daily study of the evolution of legislation and case law and enriched by the constant comparison with economic operators and public bodies in every sector.

For many years we have been assisting leading Italian and foreign companies, as well as public bodies operating in a wide range of sectors (health, construction, water and energy, automotive, transport, publishing, ICT, etc.). To protect your industrial and commercial know-how, we can also guarantee an exclusivity clause for our assistance in specific areas of public *procurement*.

Our primary objective is to assist operators in the day-to-day operational and strategic management of public contracts, also with a view to commercial development and prevention of litigation, both in the phase of organisation of the Tender Office and management of tenders, and in the subsequent phase of contract execution.

We are a national reference point in our field of activity, distinguished by an innovative and highly professional approach, particularly in support of the management of contracts and concessions and in the training of personnel, companies and public administrations, operating in this field. The particular ability to develop new solutions allows us to adapt our proposals to the specific characteristics of the client.

Each of the Firm's offers is studied and customised on the basis of the client's needs and we therefore analyse in advance and free of charge the specificities and activities of your company in order to "tailor" each of our proposals. Consequently, the services described below are just one example of the infinite number of solutions we can design to help you operate profitably in the public contracts market.

We also invite you to follow our ordinary updating activity, not only legal, disseminated through the portals [www.CodiceAppalti.it](http://www.CodiceAppalti.it) and [www.Mepa.it](http://www.Mepa.it) which, thanks to over twenty thousand daily visits and thirty thousand registered users, have become a reference network for all operators in the sector.

Don't hesitate to contact our *office* at tel (+39) **0424 066355**, a consultant is at your disposal for any information or to arrange, without obligation, a video-call with the senior consultants or the owner.

*Alessandro Boso*  
Owner and senior consultant  
Studio Albonet



**CONSULTANCY ON TENDERS AND PUBLIC PROCUREMENTS AND DRAFTING OF DOCUMENTS/REASONED OPINIONS:**

The service provides for the assignment of a dedicated Consultant, trained in case law and with more than ten years' experience in advising on public contracts, to whom the Client may turn, without time limitations, to submit legal and administrative questions on tenders. The Client may also send documents of a few pages in order to better explain the request for clarification. In agreement with the Consultant, it is allowed to use any means (telephone, email, instant messaging, videoconference) to submit requests for assistance in order to ensure maximum speed and effectiveness in the provision of the service, which consists of the answer to the proposed question with an indication of the main legal institutions involved. Where necessary, in agreement with the client, the answers may occasionally take the form of a reasoned opinion with an in-depth examination of the institutes concerned and annexation of relevant legislation and case law, with an assessment of the best extrajudicial and/or procedural strategy. This includes the drafting of warnings and objections, technical-legal questions, pre-litigation requests, requests and objections to access to documents, drafting and/or revision of commercial agreements for the constitution of groupings, availabilities, subcontracts; drafting of administrative appeals and judicial briefs is excluded.

**ENABLING/REVIEWING AND MANAGING ELECTRONIC PLATFORM AUTHORISATIONS:**

Our experts will carry out a free technical analysis of the sectors of activity of interest to the customer in order to identify the most suitable categories in which to qualify the company (if not qualified) or to integrate the qualification with other categories (if already qualified). If catalogue presentation is required, the service also includes assistance in compiling the first line of the catalogue. The service also includes keeping a register of registrations to the Digital Platforms in order to keep the data and requirements for maintaining the authorisations obtained within the expiry date set for each registration constantly updated.

**UNLIMITED SUPPORT AND CONTINUOUS TRAINING ON ELECTRONIC PLATFORMS:**

our experts are available on a daily basis (via email or telephone) to provide clarification on the use and navigation within the *MEPA* and all the centralised regional electronic platforms (e.g. *Sintel*, *Intercent*, *Start*, *Mepat*, *E-AppaltiFVG*, *Empulia*, *SardegnaCAT*, *Stella*, *Sisgap*) and the main national electronic platforms (*PortaleAppalti Maggiori*, *Piattaforma Asmeccomm*, *Tuttogare Studio Amica*, *AlboFornitori Digital*, *Bravosolution*, etc.). The client will have unlimited access to online video-recorded training courses on the use of the platforms and to support guides.

**CONTINUOUS UPDATING OF THE TENDER OFFICE:**

Unlimited access to all legal databases, search engine for judgments and opinions, monthly legal update newsletter published on the *CodiceAppalti.it* portal. Unlimited access to all video-recorded courses dedicated to economic operators equal to n.12 training events (n. 1 per month) of legal update on the news introduced in the previous month in the field of public contracts (new rules, most relevant judgments and opinions, other information of particular interest).

**CREATION OF THE TENDER OFFICE OR TRAINING OF A NEW PROCUREMENT OFFICER:**

**Online training on Tenders:** This consists of a structured training project in an online training path, following a programme defined in agreement with one of our experts, which provides unlimited access to video-recorded online courses dedicated to the management of tenders and the support of one of our *tutors*, an expert in tender management, for a minimum of 2 months (consisting of 8 streaming meetings, one per week, of 1 hour each). During the first month, the tutor will check the level of theoretical learning on the rules of tenders with questions on the courses examined during the week and in the second month he will check the ability to manage correctly and independently the "model tenders" selected by the *tutor*. At the same time, it is advisable to activate the service of "Continuous consultancy on tenders" to support the resource to be trained also during the ordinary activity at the company's Tender Office. It is also advisable to activate, at least in the first period, the service of "Study and Complete Assistance in Tender Management" to verify the correct structuring of the Tender Office and/or to support the newly trained resources during the entire process of managing the first tenders.

**Online training on the MEPA and other platforms:** the training project is developed in the same way as the "Online training on tenders" but for a shorter period (1 month, including 4 meetings of 1 hour each) if limited to the *MEPA*; another month may be added if training on other regional platforms is also required. At the same time, it is advisable to activate the "Continuous Assistance on Electronic Platforms" service in order to support the resource to be trained also during the ordinary activity at the corporate Tender Office.

**COMPREHENSIVE STUDY AND ASSISTANCE IN THE MANAGEMENT OF TENDERING AND CONTRACTING PROCEDURES:**

Analysis and performance of the entire preliminary procedure for participation in tenders reported by the Client (including telematic tenders) and consultancy extended also to the management phase of the awarded contract. Unless otherwise specified in the Offer, the service includes:

**"Pre-Tender" activities:** includes all the activities necessary to organise the Company's Tender Office in the best possible way, such as, for example statistical processing of public tenders in the Client's sectors of activity; definition of the most effective technical parameters for the selection of tenders; identification, monitoring and document collection of the general and special requirements for admission to tenders; activation (on request) of the special internal procedure for the constant verification of the absence of company and personal (top management) causes of exclusion; registration on institutional platforms to speed up the fulfilments required in tenders (*avcpass*, *passoe*, *anac* contribution, etc.); assistance for the activation of banking/insurance contracts for the preparation of tenders.; assistance for the activation of bank/insurance contracts for the issue of guarantees for participation and execution of contracts; activation of the procedure for monitoring the guarantees issued; creation of a complete master file for contracts; elaboration of standard declaration models for participation in tenders, final check lists for the verification, monitoring and maintenance of pre-tender activities.

**"In-Tender" activities:** includes all the activities necessary to participate in the tender procedure such as, for example study of the administrative acts for participation in the tender; preparation of the "tender dossier" consisting of a summary of the clauses of the call for tenders and the contract and subsequent preparation of the timetable for the tender in the event of authorisation to participate; examination of the general and special admission requirements; definition of the necessary formalities for participation assigned to the client (drafting of the technical/economic offer) and falling within the competence of our firm (registration in the electronic platform, creation of the *step*, request for guarantees, booking of inspections, management of sending samples, etc.); identification of the documents proving the requirements; preparation of the administrative documentation for participation; management of the telematic tender.); identification of the documents proving the requirements; preparation of the administrative documentation for participation; management of the telematic tender and online uploading of data/documents; drafting of questions and requests for clarification; assistance in responding in the event of preliminary assistance; assistance in the event of exclusion and verification of the grounds for dispute; post-award assistance up to conclusion of the contract.

**"Post-tender" activities:** this includes all the activities necessary for the correct management of the contract, such as, for example: definition and assistance in fulfilling the obligations and formalities required to sign the contract (drafting of declarations, issue of guarantees, payment of taxes and other contributions, verification of the contract outline); assistance in drafting partnership agreements (e.g. subcontracts, grouping regulations, collaboration agreements, etc.); consultancy in all the subsequent phases of management of the order (variations, suspensions, reservations and disputes, testing, payments, invoicing, etc.). If requested, we will also take steps to collect and archive references accrued at the end of the contract.

**MARKETING-PA:**

It consists of an innovative project of direct communication with Contracting Authorities to promote your business at Public Administration Offices that manage tenders. We provide you with the most complete multi-channel promotion solution, both in terms of web-marketing and web-mailing, to promote your business at the offices that have awarded at least one contract in recent years. Using your e-mail address or creating a new dedicated one, we can send your request to the PA to solicit direct invitations. We can create advertising campaigns on Google and Microsoft search engines specifically designed for the public procurement sector. We can publish advertising banners on the web portals managed exclusively by our firm, *CodiceAppalti.it* (over 300 thousand visits per month) and *Mepa.it*. We can promote your activities with email campaigns on more than 30 thousand registered users on our portals dedicated to the public procurement sector.

# UfficioGare Professional

## Formiamo il tuo Ufficio Gare

### Perché acquistare questo servizio?

**Servizio in outsourcing** che permette di affidare ai consulenti esperti del nostro Studio la gestione dell'intero ciclo di partecipazione alle gare d'appalto, **senza la necessità di assumere nuove risorse**. Un'opportunità per mitigare i rischi di gestione, sostenendo costi relativamente inferiori e acquisendo le migliori competenze possibili sul mercato.

### Cosa comprende Ufficio Gare Professional

A

#### Attività pre gara

Tutte le attività necessarie per organizzare al meglio l'Ufficio Gare dell'Azienda.

A titolo esemplificativo:

- elaborazione statistica degli affidamenti pubblici nei settori di attività del Cliente e definizione dei più efficaci parametri tecnici di selezione delle gare d'appalto
- individuazione, monitoraggio e raccolta documentale dei requisiti generali e speciali per l'ammissione delle gare
- attivazione (su richiesta) della speciale procedura interna di verifica costante dell'assenza di cause di esclusione di tipo aziendale e di tipo personale (soggetti apicali)
- registrazione alle piattaforme istituzionali per accelerare gli adempimenti richiesti in gara
- abilitazione (o revisione se già abilitato) alla piattaforma nazionale del MEPA e a quella regionale centrale dove ha sede il Cliente
- assistenza per l'attivazione degli affidamenti bancari/assicurativi per il rilascio di garanzie di partecipazione ed esecuzione
- attivazione procedura di monitoraggio delle garanzie rilasciate
- creazione archivio anagrafico completo per gli appalti, compresi tutti i dati di accesso alle piattaforme elettroniche
- elaborazione di modelli dichiarativi standard per concorrere alle gare
- check list di controllo finale per la verifica, il monitoraggio e il mantenimento delle attività pre-gara

B

#### Attività in gara

Tutte le attività necessarie per concorrere alla procedura di gara.

A titolo esemplificativo:

- studio degli atti amministrativi di partecipazione alla gara ed elaborazione del *dossier di gara* consistente in una sintesi delle clausole del bando, del contratto e della successiva elaborazione del cronoprogramma della gara in caso di nulla osta a partecipare
- disamina dei requisiti di ammissione generali e speciali
- definizione degli adempimenti necessari per concorrere (rimessi al cliente: redazione offerta tecnica/economica) e di competenza del nostro Studio (registrazione nella piattaforma elettronica, gestione, richiesta garanzie, prenotazione sopralluogo, gestione amministrativa per invio campionatura, ...)
- individuazione dei documenti probatori dei requisiti e gestione del "fascicolo virtuale"
- preparazione della documentazione amministrativa di partecipazione
- gestione gara telematica e caricamento online dei dati/documenti
- redazione di quesiti e istanze di chiarimento
- assistenza nella risposta in caso di soccorso istruttorio
- assistenza in caso di esclusione e verifica dei motivi di contestazione
- assistenza post aggiudicazione fino alla conclusione del contratto

C

#### Attività post gara

Tutte le attività necessarie per la corretta gestione dell'appalto.

A titolo esemplificativo:

- definizione e assistenza per adempiere agli obblighi e formalismi richiesti per sottoscrivere il contratto (redazione dichiarazioni, rilascio garanzie, versamento imposte e altri contributi, verifica schema di contratto)
- assistenza nella redazione di accordi di partnership (subappalti, regolamenti di raggruppamento, accordi di collaborazione, ...)
- consulenza in tutte le fasi successive di gestione della commessa (varianti, sospensioni, riserve e contestazioni, collaudo, pagamenti, fatturazione, ...)
- assistenza nella raccolta e archiviazione delle referenze maturate a fine contratto

D

#### Consulenza e Assistenza

Consulente dedicato per quesiti e chiarimenti inerenti le procedure di gara affidate in gestione e la navigazione nelle principali piattaforme telematiche di negoziazione.

# UfficiGare Professional

We form your tender office

## Why you should buy this service

**Outsourcing service** that allows you to entrust the management of the entire cycle of participation in tenders to the expert consultants of our firm, **without the need to hire new experts**.

An opportunity to mitigate management risks, incurring relatively lower costs and acquiring the best possible skills on the market.

## What does the UfficiGare Professional include?



### Pre-tender activities

All the necessary activities to best organize the Company's Tender Office.

As an example:

- statistical processing of public contracts in the Client's sectors of activity and definition of the most effective technical parameters for selecting tenders
- identification, monitoring and documentary collection of the general and special requirements for the admission of tenders
- activation (upon request) of the special internal procedure for constant verification of the absence of corporate and personal reasons for exclusion (top management)
- registration on institutional platforms to speed up the obligations required in the tender
- qualification (or review if already enabled) on the national MEPA platform and on the central regional platform where the Customer is based
- assistance for the activation of bank/insurance credit lines for the issuing of participation and execution guarantees
- activation of the monitoring procedure for the guarantees issued
- creation of a complete database for procurement, including all access data to electronic platforms
- development of standard declaration forms for competing in tenders
- final control checklist for verifying, monitoring and maintaining pre-tender activities



### In-tender activities

All the necessary activities to participate in the tender procedure.

As an example:

- study of the administrative documents for participation in the tender and preparation of the tender dossier consisting of a summary of the clauses of the tender, the contract and the subsequent elaboration of the tender timetable in the event of authorization to participate
- examination of general and special admission requirements
- definition of the obligations necessary to compete (remitted to the customer: drafting of the technical/economic offer) and within the competence of our firm (registration on the electronic platform, management, request for guarantees, booking of an inspection, administrative management for sending samples, ...)
- identification of the documents proving the requirements and management of the "virtual file"
- preparation of the administrative participation documentation
- electronic tender management and online uploading of data/documents
- drafting questions and requests for clarification
- assistance in responding in the event of preliminary relief
- assistance in case of exclusion and verification of the reasons for dispute
- post-award assistance until the conclusion of the contract



### Post-tender activities

All activities necessary for the correct management of the contract.

As an example:

- definition and assistance to fulfil the obligations and formalities required to sign the contract (drafting declarations, issuing guarantees, paying taxes and other contributions, checking the contract outline)
- assistance in drafting partnership agreements (subcontracts, grouping regulations, collaboration agreements, ...)
- consultancy in all subsequent phases of order management (variations, suspensions, reservations and disputes, testing, payments, invoicing, ...)
- assistance in collecting and archiving references accrued at the end of the contract



### Consultancy and Assistance

Dedicated consultant for questions and clarifications relating to the tender procedures entrusted to management and navigation on the main electronic trading platforms.