

### **Registration to the Open List of Experts**

How to proceed for:

1. Fill in the Main data form;
2. Fill in the Application Form;
3. Send all the following documents duly signed:
  - Identity card
  - CV
  - Mini portfolio (.pdf – 15 MB maximum)
  - Main data Form
  - Application Form

to the following address: [eprocurement@matera-basilicata2019.it](mailto:eprocurement@matera-basilicata2019.it)

Relevant documents:

1. Public Call for the establishment of an open list of experts
2. Annex 1 – Specialization areas and income ranges
3. Main data form
4. Application Form

**CALL FOR THE CREATION OF AN OPEN LIST OF EXPERTS  
(Abstract)**

FONDAZIONEMATERA-BASILICATA2019

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#### **Art. 1 Object**

Matera-Basilicata 2019 Foundation (hereinafter Foundation) intends to **establish an Open List of Experts** (hereinafter *List*) in accordance with the Italian legislation on Public Procurements (Legislative Decree 50/2016, art. 36), as to the Board of Directors resolution no. 8/2017.

The present Call specifies the requirements the applicants must fulfill to be registered in the List and defines criteria and procedures for the selection of Experts that will possibly work with the Foundation.

The List is open and will be updated on a monthly basis on the 17th day. It will be published on this Foundation's web address: [https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp\\_international.wp](https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp_international.wp)

The List is used by the Foundation to select experts according to traditional and electronic procedures, as detailed in the following article n.8.

The creation of the List does not imply a selection procedure; the List does not foresee any merit ranking of those registered nor does it imply the assumption of any specific obligations by the Foundation; it does not bind the Foundation to contract with the Experts registered therein, nor does it grant any rights or expectations to the applicant, in respect of an eventual appointment.

#### **Art. 2 Eligible Applicants**

*(omissis)*

Experts who meet the following general requirements:

- have the capacity to exercise civil and political rights;
- have not had their right to vote revoked;
- have no criminal convictions or criminal proceedings or been banned from public office;
- not to be the spouse/partner as if married, or a relative by blood or marriage within the second degree of consanguinity or affinity with any of the employees of the Foundation or any other person within the same Foundation with a managerial, supervisory or administrator position;
- have at least the following qualification: upper secondary school diploma;
- have a significant knowledge of the English language, as well as a decent knowledge of the Italian language.

#### **Art. 3 Specialization areas and income ranges**

The List comprises different specialization areas and income ranges as set out in Annex 1, "Specialization areas and income ranges".

Each eligible applicant may choose one or more relevant specialization areas within the same application if he/she has at least 3 years of experience in each area as proved in his/her CV.

#### **Art. 4 Criteria for the selection**

*(omissis)*

For each specialisation area, the applicant must have a proven experience of at least 3 (three) years.

In addition, the applicant must select the income range relevant to the specialization area for the three years preceding the date of registration to the List (according to the classes of table 1).

#### **Art. 5 How to apply**

*(omissis)*

It is possible to register to the list exclusively following the procedure available at the link [https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp\\_international.wp](https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp_international.wp).

Applicants must fill in all the forms available in the section “Attachments” (Main data form and Application form) and send them back along with the following documents: CV duly signed on all the pages, copy of a valid identity document, mini portfolio or links to their on-line portfolio.

Applicants will receive confirmation via email upon the submission of the documents.

The List of approved Experts will be published at the following link: ([https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp\\_international.wp](https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp_international.wp))

The Foundation reserves the right to carry out spot checks at any time to verify the veracity of the declarations (as foreseen in the relevant Italian Law to art. 71 of Presidential Decree 445/2 00).

#### **Art. 6 List duration, update and registration renewal**

The list is open and will be updated on a monthly basis.

Registrations received after the deadline indicated in this Call will be taken into consideration for the next update of the list and will be placed in the register progressively after those already present.

Eligible Applicants are required to update their personal/professional information file regarding any changes to the specialization areas and/or income ranges for which they are, releasing the Foundation of any liability relating to the failure to call for a tender procedure for reasons that are not attributable to it.

The registration is valid for two years; the Foundation will communicate the need for renewal 15 days prior to the last valid date of inclusion in the List.

#### **Art. 7 Use of the List and rotation criteria for Economic Operators**

*(omissis)*

#### **Art. 8 Use of the List for Experts**

The List of Experts is used for:

- contracts of less than € 40,000 under applicable law relating to public contracts and in accordance with the rotation principle, under the conditions and procedures provided for by current legislation;

- for the completion of negotiated procedures under applicable law relating to public contracts, in accordance with the principles of economy, transparency, rotation, competition, equal treatment and non-discrimination.

In the first case, Experts are selected on the basis of comparative procedures involving the experience and skills deemed most relevant in relation to the assignments to be contracted, evaluated on the basis of the curriculum vitae and portfolio, when relevant, as well as through an interview.

The assignment is conferred via a specific contract to provide professional services or coordinated and continuative collaboration, through which the Foundation establishes time and manner of performance. The chosen Expert shall be obliged to accept the task within the time limit set by the Foundation. Any eventual collaboration relationships will in no manner result in subordinate employment relationships, nor will they provide any rights to access the roles of the Foundation, nor of entities participating to it.

In the second case, the Foundation will invite Experts, based on the specialization areas and the corresponding income ranges specific to the assignment, by applying an algorithm that detects them in reverse order compared to: the accumulated invitations for the category of the tender and its procurement value range, to the penalties assigned by the Foundation and the number of accredited virtual invitations upon approved registration to the List. Given the same number of invitations and penalties, Experts are organized based on the order number assigned in the List.

#### **Art. 9 Management of the List: penalties, suspension and cancellation**

The management and maintenance of the List is guaranteed by certain procedures through which the Foundation may assign penalties, suspend and delete registered parties.

##### **> Penalties**

In the event that the registered parties do not promptly update the information contained in their personal/professional information file, regarding any changes to the specialization areas and/or income ranges (as to previous art. 6), a number of 2 (two) penalties will be assigned to them.

##### **> Suspension**

In the event of any false self-declarations and/or any self-declarations that do not conform to the provisions of this Call, the Expert shall be suspended from the List for six (6) months, without prejudice to the provisions contained in art. 5 of this Call.

In the case of non-renewal, the Expert shall be suspended until the submission of the documentation referred to in art. 5 of this Call.

##### **> Cancellation**

The Foundation will proceed with the cancellation of the Expert should any of the following arise:

- a. inability to negotiate with the Public Administration, under current regulations;
- b. loss of minimum requirements for entry to the List;
- c. cessation of operations;
- d. gross negligence or bad faith in the execution of the assigned tasks;
- e. serious error in the exercise of professional activity;

- f. three (3) non-responses to requests for proposals or three (3) non-responses to interview requests, other than those sanctioned by the assignment of the above-mentioned penalties;
- g. failure to submit the documentation concerning the renewal of the registration within three (3) months of the suspension;
- h. omission to notify of changes as per art. 6 of this Call;
- i. all other circumstances provided for by current legislation;
- j. formal request of the Expert.

Cancelled Experts cannot apply for registration again until six months after the assessment has been completed.

The Foundation will declare its final decision adopting, in the case of suspension and cancellation, a specific executive provision. The concerned Economic Operator/Expert shall be notified of said provision, which may be revoked following the documented request by the interested party, should the conditions that led to the suspension or cancellation be no longer valid.

#### **Art. 10 Processing of personal data**

In accordance with art. 13 of Legislative Decree 196/2003, please note that the information provided by Experts will be processed by the Foundation, of which it is the owner, in accordance with current legislation, and solely for the purposes related to the management of the List.

#### **Art. 11 Reference regulations**

For all matters not expressly set forth in this document, please refer to the regulations of Legislative Decree 50/2016, as well as the regulations on public contracts, which are considered as automatically adjusted to any supervening provisions.

#### **Art. 12 Final regulations**

The current Call has been published on the Foundation's profile, [https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp\\_international.wp](https://eprocurement.matera-basilicata2019.it/PortaleAppalti/it/pp_international.wp)

Requests for clarifications can be submitted by sending an email to [eprocurement@matera-basilicata2019.it](mailto:eprocurement@matera-basilicata2019.it)

The person in charge of the List is Giuseppe Romaniello, Administrative and Financial Manager of the Foundation.