

## *Q&A related to the RFI*

### *“Procurement of company and sector analysis on environmental, social and ethical issues, including advisory services”*

#### **General**

1. Could you please direct me to the RFI or questionnaire?

**The RFI is to be found on <http://www.ap4.se/etikradet/Etikradet.aspx?id=677>**

2. Can we bid separately for different services, e.g. if we wish to partner with company X for one service and company Y for another service, how do we do that?

**Yes, you can bid separately for different services.**

3. Compensation for services rendered under the framework agreements: Can you please provide additional information on any fee or compensation to be paid to the selected consultant(s), how such fee or compensation would be calculated (eg, fixed all-inclusive fee or variable fee based on assets managed by the Fund(s) or on the number of issuers screened or sector/theme reports produced), by whom it would be paid (eg, by each Fund or by the Ethical Council), in which currency and whether any pre-approved service-related expenses (such as the design of a dedicated online delivery platform for the Council and/or each of the Funds) would constitute reimbursable expenses?

**The question about compensation is not part of the RFI. It is however important to notice that the signing of a framework agreement does not guarantee any business.**

**In the RFP the Funds will ask applicants to provide information of compensation structure and levels for different kind of services. The structure of compensation may be dependent on if the service is recurring or not, however, the Funds have no a priori preference of structure, currencies, pre- approved service-related expenses etc.**

4. Also, it would appear that the RFI does not request the applicant to submit specific dollar/kronor bid - is that correct?

**It is correct that this RFI does not request applicants to submit specific bids at this stage. This will be required in the next step for providers that have been selected to answer the RFP that will be sent out in late August.**

## Section 2

5. Question: Section 2.3 mentions that ‘there is no need for applicants to tender for all services described under sections 2.1’. Our question is if an applicant who has expertise and capacity to provide regional ESG research solution (i.e. Asia / Pacific) alone could be considered as a candidate for this tender. Or potential candidates should provide research solution with global coverage. We understand that AP funds manage well-diversified global portfolio. Your advice on AP funds’ scope and selection criteria (whether it should be global suppliers or regional suppliers could be considered) would greatly help us.

**The AP funds invest globally. However, a regional ESG research provider can be considered for this tender.**

6. Could you please clarify with regard to the screening of incidents area, whether you are interested to receive expressions of interest that focus on one region only, i.e. Asia Pacific?

**The AP funds invest globally. However, a regional ESG research provider can be considered for this tender.**

7. Systematic screening: With respect to the service described as "Systematic screening of company related incidents that can associate a company to violations of international conventions or to violations of the UN Global Compact," can you please:

(i) provide additional information of the type and geographies of the issuers and companies with respect to which the service would be provided (eg, relevant benchmark indices currently used),

**The AP funds are globally invested and use different indices, e.g. MSCI, FTSE (global), Russel (US), SIX60, SBX (Sweden).**

(ii) confirm that the screening service would apply solely to public issuers (as opposed to private companies and, eg, hedge funds),

**Today, screening services only apply to listed securities. However, screening of unlisted assets could be of interest (however not a requirement).**

(iii) confirm that each Fund would provide the full list of the issuers to be screened (an estimate of the number of companies - from the total universe of 3-4000 indicated in the RFI - would be helpful).

**Yes, the Funds will provide lists (in excel format) of all holdings to be screened. The number of securities to be screened will be close to 4 000 as some of the funds have passive management of larger parts of their global portfolios, ie investing in all securities in relevant benchmark indices.**

8. Sector/theme based analysis: With respect to the service described as "Sector/theme based analysis regarding environmental, social and ethical issues," can you please provide additional information of the type of analysis the Fund(s) may wish to receive (eg, written reports, quantitative data or both, and approximate number of sectors and/or themes which the Fund(s) may require specific analysis on) and the frequency at which such analysis may need to be provided (eg, quarterly, annually, or on request).

**When it comes to Sector/theme based analysis (for example, analysis of ESG issues/best practice in tar sands, or in the mining industry) the funds could both be interested in written reports and quantitative data. However we believe that even collection of quantitative data will require some degree of analysis from the provider.**

**The Funds will require sector and/or theme based analysis on ad hoc basis. Thus, it is not possible to indicate number of sectors or themes that will be requested over the tender period.**

## **Section 4**

9. Do we need to provide five copies of the requested company requested documents, such as certificate of corporate registration and annual report?

**No, one original document will do for questions 4.1, 4.2, 4.3, 4.4. Please indicate clearly which of the submitted copies the original is.**

10. Questions 4.1., 4.2., 4.3.: If they are not available in English or Swedish, could the candidate's certifications be provided in another European language?

**No, we require documents in English or Swedish. If translated, translation have to be formally certified.**

11. Question 4.8. (and then 4.8.1, 4.8.2, 4.8.3, 4.8.4): "Provide information regarding turnover of each different service addressed in the Request for Information" Would it be possible to get more information on what 'turnover' means exactly; do you refer to sustainability analysts's turnover, to the sustainability investment universe's turnover...?

**We do refer to the sustainability analysts' turnover in financial terms for different services, for example if you provide norm based incident screening and company ESG analysis we would be interested in your turnover (please indicate currency).**

12. With regard to the questions 4.11.2 and 4.11.3, what format should the client references take? Do you need the contact details of clients that you may address regarding their experience with our services, or do you need a kind of testimonial from these clients?

**Please provide us with contact details.**