

Appendix J

to Tender Specifications

Template for the bidder

# Introduction

This Template document should be used by the Bidders of the IMS Tender EMSA/OPEN/19/2015 to provide the required information on the following Criteria:

Selection Criteria

* Economic and Financial Capacity
* Technical and Professional capacity
  + An overview of the company departments mentioning the currently allocated number of staff and levels
  + Description of the relationship of this company and those of the group if relevant,
  + Description of the quality assurance procedures.
  + Past/Ongoing Relevant Projects
  + Proposed team and CVs and adequacy of team

Award Criteria

* Price of the bid:
  + Total cost for Module 1;
  + Annual cost for Module 2;
  + Cost of “PScenario” for Module 3;
* Quality:
  + Project Management
  + Technical Proposal for Module 1
  + Compliance Matrix

The Economic and Financial Capacity of the Selection criteria and the price in the award criteria are NOT included in this template. For these please follow instructions indicated in the Tender specifications.

Bidders are requested to complete all the chapters of this template and carefully follow the specific instructions.

Main rules:

* Fill all sections
* **Do not use more pages** than indicated at the top of each section
* Be specific and provide only relevant information for the assessment of your Bid
* Use a Font of 10 (or larger) and a standard Line Spacing (1.0).

**Important Note**

Lack of compliance with these instructions has **a negative impact** **on the final score** of your Bid.

# Templates

The following chapters contain the Templates to be used by the Bidder and the instructions on how to fill them in.

## Selection Criteria – Technical and Professional Capacity:

## Past/Ongoing Relevant Projects

List at least three (3) projects that your Company executed in the last 5 years and that are an evidence of the quality of your work and which are relevant to the GUI design and implementation projects.

**Important Note**

- List a **maximum of 10** projects

- Use maximum **1 page for each project**.

**Template#1 - Relevant Projects**

|  |  |
| --- | --- |
| Project Name |  |
| Customer |  |
| Description of project |  |
| Duration |  |
| Total Budget (EUR) |  |
| Role of your company | \_\_\_ Prime Contractor  \_\_\_ Sub-Contractor |
| Details of technical capabilities required for the project |  |
| Brief description of your Work Packages |  |
| Lesson Learned |  |
| Customer testimonials (if available) |  |

## Proposed team and CVs

Fill Template#2 with the relevant information on **the key-persons of the Team** that will execute the work described in the Tender Specifications. In addition to this table put the CVs in **Europass format** (see Appendix K) included in your bid.

**Important Note**

- List **a minimum of 7 key-persons**

- Includeat least **1 Project Manager, 1 Web Designer Ergonomist, 1 Senior Analyst, 2 Senior Programmers and 2 Programmers**

**Template#2 - Team Members AVAILABLE for this contract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Member Name** | **Profile**  **(Project Manager, Senior Programmer, etc.) and responsibilities** | **Years of RELEVANT experience** | **Years in company** | **Summary of key skills (incl. professional certificates)** | **Link to roles and projects that are relevant** |
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## Award Criteria – Quality Criteria:

## Project Management

Describe your project plan in Template below.

**Important Note**

- Fill all Sections

**Template# 3 –Project Plan**

|  |
| --- |
| Project Plan  **(Maximum 30 pages)** |
| Work Breakdown Structure (WBS) and Work Package Descriptions (WPD)  *Include a WBS diagram and Work Packages Descriptions as well as milestones, deliverables and who would be leading and working on them.* |
| Schedule  *Indicate the duration and schedule of the main activities. Include the Milestones of the project.* |
| Effort  *Indicate for each Role the total number of person-days necessary to complete Module 1.*  ***This estimate will not be used to evaluate the rates/price that you offer.***  *Do not indicate any price (money value) here.*   |  |  | | --- | --- | | **Team Roles** | Total Effort  (person-days) | | **Senior specialists require at least 5 years of work experience** | | | Project Manager |  | | Senior Analyst |  | | Senior Programmer |  | | Quality Assurance officer |  | | **Junior specialists with less than 5 years of work experience** | | | Programmer |  | | Web designer ergonomist |  | |
| Risk Assessment  **Include the major and minor risks and how you would mitigate them.** |
| Quality Assurance Plan  **Indicate the quality procedures to be used and how the quality of the deliverables will be assured. This should include the approach to ensure the software quality.** |

## Technical Proposal

Propose your technical solution for the GUI in Template #3 and show your understanding of the technical requirements described in the Tender Specifications by filling the template below.

**Important Note**

- Fill all Sections

- Use maximum **40 pages for the technical proposal**

**Template# 4 –Technical Proposal**

|  |
| --- |
| Technical Proposal for Module 1 |
| Proposed Technical Solution and Understanding of the Requirements  *Describe your technical solution showing that you have a high understanding of the functional and technical requirments for the SEG/GUI to be developed.*  **(Maximum 15 pages)** |
| ‘Look and feel’ and responsiveness of GUI  *Describe the look and feel of the GUI and how it would address performance requirements of the presentation layer and take into account the wireframes provided in the tender specifications.*  **(Maximum 5 pages)** |
| Modularity /Extensability  *Describe how you will address:*   * + *a new display panel may be added and customised*   + *a new geo object may be added and associated to the search capability*   + *range of symbolizers and how they are updated*   + *a new layer can be added*   + *which tools will be provided to support this customisation of operational software.*   **(Maximum 10 pages)** |
| Integration issues  *Describe your expected approach to interface with the EMSA integration layers (OSB) and underlying business services and how your proposed technical solution is compliant with the EMSA technical landscape. Please also address authentication and authorisation and especially:*   * + *how you will implement authentication of the GUI*   + *which GUI resources will be exposed for authorisation and how this will be exposed to an external authorisation service.*   **(Maximum 10 pages)** |

**Compliance Matrix**

Please fill Appendix L (Functional and Technical Compliance Matrix).

## Price

**Template# 5 –Price table**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Price in Euros (€) | | Unit |
| Module 1 – Design, development and deployment | | | |
| Preparation of project and technical documentation and implementation, installation and testing of releases version 0.1 and 0.2 (up to and including SAT). |  | | Fixed Price |
| Implementation, installation and testing of releases version 0.3 and 0.4 (up to and including SAT). |  | | Fixed Price |
| Full user and operational documentation |  | | Fixed Price |
| Training |  | | Fixed Price |
|  | Subtotal-1: | | |
| Module 2 – Help desk and corrective maintenance | | | |
| Corrective maintenance including helpdesk for application incident management (after completion of Module 1). |  | | Fixed price per year |
|  | Subtotal-2: | | |
| Module 3 – Enhancements Scenario | | | |
| Upgrading and further design and development of the SafeSeaNet Ecosystem Graphical User Interface and new GUI developments | Price offered / Day / Profile in the bid (A) | Person days for the price evaluation (B) | Total (A x B) |
| Project Manager PM |  | 50 |  |
| Senior Analyst PA |  | 50 |  |
| Web Designer Ergonomist PERGO |  | 75 |  |
| Senior Programmer PSP |  | 100 |  |
| Programmer PP |  | 150 |  |
| Quality Assurance Officer PQA |  | 10 |  |
|  |  |  |  |
| Total for scenario PScenario =Σ(AxB) | Subtotal-3: | | |
| Total | | | |
| **Subtotal-1+ Subtotal-2+ Subtotal-3** | Total: | | |

|  |  |
| --- | --- |
| ***Travel and subsistence cost (PTravel) - One person for a one day meeting in EMSA, at Lisbon*** |  |
| ***The cost (PAdd) of an additional day of meeting per person in EMSA, at Lisbon*** |  |