

Appendix I

to Tender Specifications

Template for the bidder

# Introduction

This Template document should be used by the Bidders of the Tender EMSA/OPEN/21/2015 to provide the required information on the following Criteria:

Selection Criteria

* Technical and Professional capacity – Relevant projects, proposed team and CVs

Award Criteria

* Quality Criterion 1: Technical proposal for Module 1
* Quality Criterion 2: Project Management
* Quality Criterion 3: Compliance with requirements
* Price of the bid

The Economic and Financial Capacity of the Selection criteria, and the suitability of the tenderer’s organisational structure to supply the services covered by the Framework contract (within the Technical and professional capacity – Selection 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:

## Relevant Projects

Provide the description of at least three relevant Authorization system design and implementation projects, within the last 5 years.

**Important Note**

- List a **maximum of 10** projects

- Use maximum **3 pages 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 |  |
| High level architecture diagram of the technical solution |  |
| Used Commercial Off-The Shelf (COTS) products |  |
| Brief description of Work Packages |  |
| Lesson Learned |  |
| Customer testimonials (if available) |  |
| Links to visualise the results of the projects (if possible) |  |

## Selection Criteria – Technical and Professional Capacity: Proposed team and CVs

Fill Template#2 with the relevant information on **the key technical and management persons** who will be delivering the service under the proposed contract. In addition to this table provide the CVs in **Europass format** (see Appendix J of the Tender Specifications).

**Important Note**

- Includeat least **1 Project Manager, 1 Senior Analyst, 2 Senior Programmers, 2 Programmers, 1 Test Manager**

**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 Criterion 1: Technical proposal for Module 1

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

**Important Note**

- Fill all Sections

- Use maximum **40 pages** overall

**Template#3 –Technical Proposal for Module 1**

|  |
| --- |
| Technical overview |
| **Technologies and products to be used** |
| **System architecture** |
| **Software architecture (conceptual and components)** |
| **Hardware architecture (conceptual and physical)** |
| **Proposed solution of the reference scenarios** |
| **Load and stress tests approach and supporting tools** |

## Award Criteria – Quality Criterion 2: Project Management

Describe your project plan in Template below.

**Important Note**

- Fill all Sections

- Use maximum **30 pages** overall

**Template# 4 –Project Management**

|  |
| --- |
| Project approach overview and Project Plan |
| Project Plan |
| 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.*** |
| **Project management methodology and supporting tools, preferably PMI (Project Management Institute)** |
| Proposed team structure, roles, tasks and responsibilities of each member of the proposed team |
| Risk assessment and mitigation plan |
| Design methodologies and tools |
| Software development methodology and supporting tools |
| **Testing methodology** |
| Change management methodology |
| Maintenance services |
| Service Desk approach |
| Incident and problem management methodologies |
| Release management methodology |
| Service Level Management, proposed service levels |
| Service Desk approach |
| Service Desk approach |

**Award Criteria – Quality Criterion 3: Compliance with requirements**

Please fill Appendix K of the Tender Specifications – Compiance Matrix.

## Award Criteria – Price of the bid

**Template# 5 –Price table**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Price in Euros (€) | | Unit |
| Module 1 – Design, implementation, test, and delivery of the CARD, and on-site support during integration with the maritime applications of the SSN ecosystem | | | |
| Initiation, design, development and test, deployement, and go-live phases |  | | Fixed Price |
| Integration phase |  | | Fixed Price |
|  | Subtotal-1: | | |
| Module 2 – Corrective maintenance, including helpdesk for application incident management | | | |
| Corrective maintenance including helpdesk for application incident management |  | | Fixed price |
|  | Subtotal-2: | | |
| Module 3 – Enhancements and new developments – standard scenario | | | |
|  | Price offered / Day / Profile in the bid (A) | Person days for the price evaluation (B) | Total (A x B) |
| Project Manager |  | 5 |  |
| Senior Analyst |  | 5 |  |
| Senior Programmer |  | 10 |  |
| Programmer |  | 15 |  |
| Test Manager |  | 10 |  |
| Quality Assurance Officer |  | 2 |  |
|  |  |  |  |
| Total for scenario PScenario =Σ(AxB) | Subtotal-3: | | |
| Total | | | |
| **Subtotal-1+ Subtotal-2+ Subtotal-3** | Total: | | |