# Tenderer‘s Checklist

EMSA/OP/31/2015  
THETIS Enhancement and Maintenance

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | | Reference in the Offer | Check |
| For the proposed methods, approach and supporting tools to implement the contract requirements to perform the tasks | | | |
| Project approach overview | |  |  |
| Project management methodology and supporting tools | |  |  |
| Plan to acquire knowledge about the system | |  |  |
| Strategy to improve the quality of the system | |  |  |
| Design methodology and supporting tools | |  |  |
| Software development methodology and supporting tools | |  |  |
| Testing methodology and supporting tools | |  |  |
| Service Level Agreement, including: | |  |  |
|  | Proposed service levels |  |  |
| Proposed service levels for the reaction times |  |  |
| Method for Change Management |  |  |
| Method for Release Management & Planning |  |  |
| Method for Service Desk Management |  |  |
| Method for Incident Management |  |  |
| Method for Problem Management |  |  |
| Method for Service Level Management |  |  |
| For the suggested plan for the implementation of scenario 1 as enhancement project | | | |
| Project charter | |  |  |
| Project plan | |  |  |
| Gantt chart | |  |  |
| Project duration | |  |  |
| Work breakdown of the effort in person days per profile | |  |  |
| Detailed description of the proposed solution | |  |  |
| Test plan | |  |  |
| Impacted use cases and proposed modifications | |  |  |
| Proposed XSD (if necessary) | |  |  |
| Impact on the user interface (if necessary) | |  |  |
| Impacted software modules | |  |  |
| Overview of the architecture changes (if necessary) | |  |  |
| Impact at database tier, business tier, presentation tier and integration tier (if necessary) | |  |  |
| Chapters to be updated in the Operations and Maintenance Manual | |  |  |
| Chapters to be updated in the Software Architecture Document | |  |  |
| For the suggested plan for the implementation of scenario 2 as enhancement project | | | |
| Project charter | |  |  |
| Project plan | |  |  |
| Gantt chart | |  |  |
| Project duration | |  |  |
| Work breakdown of the effort in person days per profile | |  |  |
| Detailed description of the proposed solution | |  |  |
| Test plan | |  |  |
| Impacted use cases and proposed modifications | |  |  |
| Proposed XSD (if necessary) | |  |  |
| Impact on the user interface (if necessary) | |  |  |
| Impacted software modules | |  |  |
| Overview of the architecture changes (if necessary) | |  |  |
| Impact at database tier, business tier, presentation tier and integration tier (if necessary) | |  |  |
| Chapters to be updated in the Operations and Maintenance Manual | |  |  |
| Chapters to be updated in the Software Architecture Document | |  |  |
| For the completion of scenario 3 | | | |
| Inspection report | |  |  |
| Description of challenges encountered (if applicable) | |  |  |
| For the merits of the team and distribution of responsibilities for the performance of the services | | | |
| Project team overview and composition | |  |  |
| Roles and responsibilities | |  |  |
| For the price of the bid | | | |
| Fixed price for one year maintenance | |  |  |
| Fixed price for each of the profiles for enhancement | |  |  |
| Documentary evidence of expertise, knowledge and experience in the following areas with a list of comparable, relevant projects and systems in which the tenderer has participated and worked. This must include a description of the services with indication of the objectives, contracting parties, duration and budget. For: | | | |
| Information systems and products based on Web technologies: architecture, development, operation and maintenance | |  |  |
| Software modules/Frameworks: WebLogic Server, WebLogic Integrator, Liferay Portal, Oracle RAC Database, Oracle Service Bus, Adobe Air, Jaspersoft BI, JasperAnalysis Professional, Jaspersoft ETL, jQueryJS, Sencha ExtJS | |  |  |
| Use of quality systems: software quality assurance, software quality management and software testing | |  |  |
| Detailed curriculum vitae of each of the following profiles assigned to the project and their possible substitute | | | |
| Project Manager | |  |  |
| Technical Manager | |  |  |
| Business Analyst | |  |  |
| System Architect | |  |  |
| Business Intelligence Specialist | |  |  |
| Software Architect | |  |  |
| Designer | |  |  |
| Senior Developer | |  |  |
| Developer | |  |  |
| Test Manager | |  |  |
| Tester | |  |  |
| Others | | | |
| Signed Cover Letter | |  |  |
| Legal Entity Form (LEF) | |  |  |
| Financial Identification (BAF) | |  |  |
| Declaration on Honour | |  |  |
| Balance sheets or extracts from balance sheets and profit and loss accounts for the last three financial years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the tenderer is established | |  |  |
| A statement of overall turnover and turnover relating to the relevant services for the last three financial years | |  |  |
| Statement of Subcontracting/Joint Offer (if applicable) | |  |  |

The Tenderer’s Checklist and above mentioned documents should be duly signed by the authorised representative.

Date:

Signature:

Name, title: