

Helsinki, 10 -06- 2015

Ex-ante publicity notice in negotiated procurement procedure

Subject: ECHA/2015/218 Implementation of the enterprise wiki Confluence from Atlassian for knowledge management in a public administration

Description of the contract:

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a service contract for a strategy proposal and its partial implementation for the management of knowledge generated in decision making processes in a Regulatory Agency using the enterprise wiki Confluence from Atlassian; (<https://www.atlassian.com/software/confluence>).

Description of the services:

The purpose of the contract is to obtain a strategy proposal for the most effective implementation to compile and manage the large amounts of information generated during one of the decision making processes in a Regulatory Agency and the transformation of this information to form a knowledge base. The implementation of the strategy would make this knowledge available in one single searchable content repository for effective re-use.

The requested services will have two workpackages. The first workpackage of the contract will involve an analysis of (1) what information is needed to take a decision; (2) what tools are currently used to retrieve this information; (3) how the rationale for decisions taken is currently documented. On the basis of this analysis, the contractor will then make a proposal on how current use of Confluence could be optimised to collect this information, keep it up to date and integrate it in the decision making process. The proposed strategy will also address how to best use Confluence for project documentation, reduction of emails and learning. It is foreseen that this phase will involve extensive discussions with users both remotely and on-site. The deliverable from this first work package will have the form of a report and a presentation.

For the second workpackage, the contractor will work with the Agency on the optimal use of Confluence based on the proposal. This will include assistance on template, blueprint and workflow features. The outcome of the analysis, the proposed strategy for optimal Confluence use, the implementation project plan and documentation resulting from this contract will be presented to the user community at the end of the project.

The first workpackage is expected to finalize by end of November 2015, the second in Q1 2016.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60 000 Euros with a minimum of 3 candidates, through which the Agency may award the above-mentioned contract. The purpose of this notice is to support the Agency in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that offers submitted in the subsequent negotiated procedure with a value above 60 000 EUR will be rejected.

All economic operators interested in providing the services described above should send a declaration of interest before **08/07/2015, 17h00 Helsinki time**, by e-mail to procurement@echa.europa.eu with the same subject reference as indicated above.

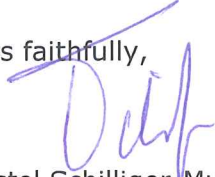
In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed by the Agency in order to select suitable candidates. All interested economic operators will be informed of the decision of the Agency.

The Request for Offers and related documents will be provided by e-mail only to the selected candidates.

Please note that the Agency reserves the right not to launch the negotiated procedure. If that were the case, all interested economic operators would be informed of this decision.

We look forward to receiving your declaration of interest.

Yours faithfully,



Christel Schilliger-Musset
Director of Registration