

**Attachment 3**

**LOT 2  
Case Study 1**

**REQUEST FORM**

**Request type: Time and Means (TM)**

**Title:** Production of functional and quality tests

**Request Form ID** ECHA/2009/39/2-1  
**Framework Contract N°** ECHA/2009/39

**To**

Contractor: Your company  
Contact person: You  
Phone n°: Your phone  
FAX n°: your FAX

*Description of required service*

**Specifications:** see below.

**Expected start date:** 1/8/2009

**Delay for delivery** (e.g. in months) : 8 months maximum

**Place of delivery:** Helsinki

**Y/N date :** 15/06/2009

**Expected offer date (optional) :** 30/06/2009

**From the Agency**

## 1. CONTEXT/INTRODUCTION

The work covered by the present Specific Contract is divided into various sub-tasks according to the detailed description provided in Section 2 below.

The European Chemicals Agency intends to ask the Contractor to produce functional and quality tests for applications developed by other Contractors.

## 2. DESCRIPTION OF TASKS

Main task: establish test plans and test specifications, execute the tests and establish reports

(a) Task N°1: Test plan and test specifications

A request for a specific sub-task will be addressed to the Contractor to establish a test plan and test lists for a release of an application.

(b) Task N°2: Tests execution

A request for a specific sub-task will be addressed to the Contractor to execute specified tests and give the results.

(c) Task N°3: Test report

A request for a specific sub-task will be addressed to the Contractor to produce a detailed test report evaluating the conformance of the application with the specifications and its quality.

## 3. WORK ENVIRONMENT/CONDITIONS

For each application the Agency will provide the functional specifications, the technical documentation and user documentation, and when needed a remote access to a specific instance of the application (not in production).

All documentation will be provided in English in a PDF format.

For each sub-task two meetings are planned at the Agency's premises:

- One meeting at the start to explain the application to the Contractor and give him the documentation or provide the test environment.
- One at the end to communicate to the Agency the results of the sub-task.

#### **4. DESCRIPTION OF THE METHOD FOR ACCEPTING EACH SUB-TASK WORKING DAYS ESTIMATE**

Since the work will be divided into various sub-tasks (or "Quoted Time & Means"), the Agency will provide the Contractor with a detailed description of each requested sub-task. The Contractor will then send the Agency an estimate of the number of days needed to perform the sub-task and the expected delivery date.

Once the estimate has been accepted by the Agency, only the number of days indicated in the estimate will be chargeable. The invoicing, approved by the Agency, will be carried out on the basis of each "subtask" accepted and signed for by the Agency using the defined form.

#### **5. CONTENTS OF THE OFFER**

The tasks are foreseen to be performed by staff with the two following profiles:

- Senior Analyst-Programmer
- Analyst-Programmer

In total 120 days are requested for a period of 8 months.

The Contractor has to detail the roles, responsibilities and tasks that he will attribute to each profile and the total number of days per profile.

The Contractor must as well give its proposed methodology and a technical proposal, including the tools that he proposes to use.