

Attachment 2

**LOT 1
Case Study 2**

REQUEST FORM

Request type: Fixed Price (FP)

Title: Development of a scientific IT tool

Request Form ID ECHA/2009/39/1-2
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) : 12 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 objective of this case study is to assess the tenderer's strategy for developing IT tools which are facing specific challenges. It is expected that the tenderer will focus its proposal to this case studies on the specificity of those specific challenges (described in next section), explaining how he would adapt standard project management and working methodology.

2. DESCRIPTION OF THE CASE

One of the missions of the European Chemicals Agency is to provide industry with appropriate support so that they can fulfil their obligations under REACH. Such support can in particular be in the form of IT tools. Developing such IT tools require to face specific challenges:

- There is little experience on appropriate practice under REACH; therefore requirements are usually very vaguely defined. Those requirements are defined by risk assessors based on the best available science.
- Stakeholders' point of view is extremely important as the tools should support industry but also comply with authorities requirements. Therefore communicating the specifications to a large stakeholder community and making use of their feedback is key.

The timelines are most of the time very tight.

3. CONTENTS OF THE OFFER

It is expected that the tender describe how he would get organised to face the challenges described in section 2. In particular the following should be described:

1. How to estimate the resources needed for the project and determine realistic schedules?
2. How to conduct the analysis and ensure the clarification of the requirements for the tool?
3. What communication method to put in place with the Agency and other stakeholders?
4. How to organise the development of such a project to meet tight deadlines?
5. How to evaluate the risks and take appropriate risk mitigation measures?