

**Attachment 5**

**LOT 3  
Case Study 2**

**REQUEST FORM**

**Request type: Fixed Price (FP)**

**Title:** Optimisation of electronic data handling

**Request Form ID** ECHA/2009/39/3-2  
**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 European Chemicals Agency is organized in four distinct Directorates that rely on a large knowledge base. This is currently scattered in several IT systems ranging from ad-hoc databases used across several units, shared network drives, an MS Exchange based e-mail system and a basic form of internal collaboration system (intranet) based on Microsoft SharePoint.

In order to achieve a consistent and coherent handling of data and information, the Agency wishes to harmonise the process of handling and managing information in electronic format.

## **2. DESCRIPTION OF DELIVERABLES**

- After 2 months: Analysis of the system with use case model and design model,
- After 4 months: Functional prototype of the system,
- After 9 months: First release of the system with its technical documentation,
- After 11 months: Final delivery of the system.

## **3. WORK ENVIRONMENT/CONDITIONS**

The following technologies can be used for the system:

- Oracle 9i
- WebLogic 8.1
- Apache Web Server 3.1
- Internet Explorer 6

Developments will be made in Java with PL/SQL stored procedures

An UML tool will be used for design and modelling.

All documents must be provided in MS Word and PDF file formats

The following meetings have to be foreseen at the Agency's premises:

- A project kick-off meeting
- Monthly progress meetings

A monthly progress report has to be provided to the Agency by the Contractor.

## **4. CONTENTS OF THE OFFER**

**The offer must include a project plan, the roles, profiles and structure of the project team, the proposed workload of each member of the team.**

**The methodology that will be used for the project has to be described.**

**A technical proposal should as well been included in the offer.**

An offer should be produced so that the following aspects are clarified:

- 1) what are the architectural challenges in this project,
- 2) what are to be considered the most important project deliverables,
- 3) what are the resources and skills considered necessary,
- 4) how the roadmap of the project could be structured.