

RESTRICTED PROCUREMENT PROCEDURE

No ECHA/2014/86

Title: Provision of IT services for IT Applications of the European Chemicals Agency (ECHA), including C&L Inventory, C&L Platform, Dissemination, eChemPortal, Portal Dashboard, and other related IT systems

Specifications

Phase 1 – Selection of Candidates

CONTENTS

INTRODUCTION TO ECHA	7
1. INFORMATION CONCERNING THE PROCUREMENT PROCEDURE	9
1.1. BACKGROUND	9
1.2. NATURE OF THE CONTRACT	9
1.3. STARTING DATE OF THE CONTRACT AND DURATION OF THE TASKS	10
1.4. INFORMATION ABOUT THE RESTRICTED PROCEDURE	10
1.4.1. <i>Restricted Procedure</i>	10
1.4.2. <i>Availability of documents</i>	10
1.4.3. <i>Languages</i>	11
1.5. GENERAL TERMS AND CONDITIONS FOR SUBMITTING A REQUEST TO PARTICIPATE	11
1.6. PERIOD OF VALIDITY OF THE REQUEST TO PARTICIPATE	11
1.7. OPENING OF THE REQUESTS TO PARTICIPATE	12
1.8. CONTACTS BETWEEN THE CANDIDATES AND THE ECHA	12
1.9. NO OBLIGATION TO AWARD THE CONTRACT	14
1.10. TAX EXEMPTION.....	14
2. FORM AND CONTENT OF REQUESTS TO PARTICIPATE	15
2.1. GENERAL.....	15
2.2. HOW TO SUBMIT A REQUEST TO PARTICIPATE	15
2.3. STRUCTURE OF THE REQUEST TO PARTICIPATE.....	16
2.3.1. <i>Content of Section 1 – Administrative information</i>	17
2.3.2. <i>Content of Section 2 – Exclusion Criteria</i>	20
2.3.3. <i>Content of Section 3 - Selection Criteria</i>	21
3. ASSESSMENT OF THE CANDIDATES	26
3.1 STAGE 1 – APPLICATION OF EXCLUSION CRITERIA AND EXCLUSION OF CANDIDATES.....	26
3.2 STAGE 2 – APPLICATION OF SELECTION CRITERIA - SELECTION OF CANDIDATES.....	27
3.3. INFORMATION FOR CANDIDATES	28
4. BACKGROUND INFORMATION	29
4.1. PROJECTS	29
4.2. DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICE	31
4.3. APPLICATION MANAGEMENT SERVICES	32
4.4. SOFTWARE TOOLS AND TECHNOLOGIES TO BE USED BY THE CONTRACTOR FOR DELIVERING SERVICES UNDER THIS FWC	34
4.5. VOLUME OF PROFILES	36
4.6. PROFILES.....	37
4.6.1 <i>Service Manager</i>	38
4.6.2 <i>Project Manager (Senior and Junior)</i>	38
4.6.3 <i>Security Consultant</i>	41
4.6.4 <i>Analyst</i>	42
4.6.5 <i>Developer (Senior and Junior)</i>	42
4.6.6 <i>Information System Test Lead</i>	43
4.6.7 <i>Information System Test Specialist</i>	44
4.6.8 <i>Architect</i>	45
4.6.9 <i>Web Designer-Developer</i>	46
4.6.10 <i>Technical Writer</i>	46
4.6.11 <i>Information System Trainer</i>	47
4.6.12 <i>DB Developer</i>	47
4.6.13 <i>Application Administrator</i>	48
4.7. PERFORMING SENSITIVE ACTIVITIES.....	50
4.8. TABLE FOR ENGLISH LANGUAGE COMPETENCE	51

5. ANNEXES.....	52
5.1. <i>Check-list of documents to be submitted</i>	52
5.2. <i>Candidate Administrative Data Form</i>	54
5.3. <i>Power of Attorney Document</i>	54
5.4. <i>Letter of intent</i>	54
5.5. <i>Exclusion criteria form</i>	54
5.6. <i>Financial and Economic Capacity Overview Form</i>	54
5.7. <i>Evidence for selection criterion 2.1 (Staff Capacity)</i>	54
5.8. <i>Evidence for selection criterion 2.2 (Project & Services Capacity: Development, Maintenance and Support of Software)</i>	54
5.9. <i>Evidence for selection criterion 2.3 (Project & Services Capacity: Application Management)</i>	54
5.10. <i>Evidence for selection criterion 2.4 (Security)</i>	54
5.11. <i>Evidence for selection criterion 2.5 (Organisational Capacity)</i>	54

Disclaimer

Whenever the Specifications mention a specific product name or trademark such mention should be understood as referring to that product or its equivalent.

Summary

Contracting authority	The European Chemicals Agency (ECHA) in Helsinki.
Procedure	Restricted Procurement Procedure with publication of a Contract Notice in the Official Journal of the EU.
Purpose	Selection of a service provider for the signature of a framework contract for the provision of IT services for IT Applications of the European Chemicals Agency, as well as for new IT systems (according to the needs of the ECHA) related to those listed in the Specifications of this procurement procedure and based on similar technology.
Scope of services	<p>The scope covers services for selected existing IT systems, the majority of which are JEE applications custom-built for ECHA¹, as follows:</p> <ul style="list-style-type: none"> • Development, maintenance and support services; • Building, configuring and managing environments (typically ECHA test, pre-production and production environments) running on ECHA ICT infrastructure; • Deploying applications into target environments, including production environment; • Managing applications and their environments running on ICT infrastructure provided by ECHA (referred to as 'Application Management Services') <p>Many of the above systems are built on top of the Liferay platform, and use web services to communicate with external components.</p> <p>The scope also allows for the creation of new, as of yet non-existing software systems.</p>
Duration of framework contract	The initial duration of the framework contract shall be 2 years. The framework contract may be renewed twice for a period of 1 year each time.
Submission of offers	Each tenderer can only submit one offer. Tenderers must be in a position to provide all services requested.
Volume (indicative)	<p>The maximum total value of the framework contract is estimated at 5 200 000 €.</p> <p>It should be stressed that framework contracts involve no direct commitment and, in particular, do not constitute orders per se.</p> <p>Instead, they lay down the legal, financial, technical and administrative provisions governing the relationship between the European Chemicals Agency and the contractor during their period of validity.</p> <p>The indicated budget is a contractual budgetary ceiling. It is the potential maximum value of the framework contract over the whole duration of the contract.</p> <p>The estimate given above is purely indicative and does not bind</p>

¹ C&L Inventory, C&L Platform, Dissemination, eChemPortal and Portal Dashboard

	<p>ECHA in any way. The figure may be subject to revision.</p> <p>ECHA may exercise the option to increase the estimated market amount at a later stage via negotiated procedure with the successful Tenderer, in accordance with Article 134(1)(f) of the Rules of Application of the Financial Regulation².</p>
Contracts	The European Chemicals Agency will sign a single framework service contract with the successful Tenderer offering best value for money.
Places of delivery	The place of performance of the services shall be ECHA's premises and/or the Contractor's premises, and/or any other place, as agreed in the specific contracts depending on the nature of the tasks.
Variants	Not permitted.
Joint offers	Permitted as described in the current document.
Subcontracting	Permitted as described in the current document.

2 COMMISSION DELEGATED REGULATION (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

INTRODUCTION TO ECHA

The European Chemicals Agency (ECHA) is an agency of the European Union set up to coordinate the enforcement of some of the EU chemicals legislation for the benefit of human health and the environment, as well as to promote innovation and competitiveness. ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

ECHA was established in Helsinki, Finland, on 1 June 2007, entered into operation in June 2008 and has currently around 600 staff. ECHA's activities are documented e.g. in the Multi-Annual Work Programme, Annual Work Programme and General Report³.

ECHA has regulatory tasks related to four pieces of EU legislation⁴: Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH); Classification, Labelling and Packaging of substances and mixtures (CLP); Biocidal Products Regulation (BPR); and the Prior Informed Consent (PIC).

The purpose of REACH is to ensure a high level of protection of human health and of the environment; to promote alternative methods to animal testing to assess the hazards of chemicals; to facilitate the free circulation of substances within the single market; and to enhance competitiveness and innovation.

The purpose of CLP is to ensure a high level of protection of human health and of the environment, as well as the free movement of substances, mixtures and certain articles, by harmonising the criteria for the classification of substances and mixtures, and the rules on labelling and packaging.

BPR aims to harmonise the European market for biocidal products and their active substances while providing a high level of protection for humans, animals and the environment. PIC sets requirements for the import and export of certain hazardous chemicals. The regulation implements the Rotterdam Convention at EU level.

Some organisations with whom ECHA collaborate

The following list is not exhaustive. These organisations are listed because they are particularly pertinent to some of the software applications which are within scope of this Framework Contract. More information about eChemPortal and Portal Dashboard applications can be found in the section entitled 'Background Information'.

Organisation for Economic Cooperation and Development (OECD): One of ECHA's main platforms for international cooperation is the OECD. ECHA will further develop the OECD **eChemPortal**, in close collaboration with the OECD Steering group, by adding new information on chemicals coming from ECHA, especially biocides, as well as from the OECD member countries and by improving access to the data.

Member State Competent Authorities (MSCA): ECHA works closely with the European Union Member States and the European Economic Area (EEA) countries Norway, Iceland and Liechtenstein. The Member State Competent Authorities cooperate with ECHA in its different processes. ECHA provides up to date information to MSCAs via an ECHA hosted online tool called **Portal Dashboard**.

3 See on ECHA website at <http://echa.europa.eu/about-us/the-way-we-work/plans-and-reports>

4 On the ECHA website, the REACH, CLP, BPR and PIC Regulations are located at <http://echa.europa.eu/regulations>

National Enforcement Authorities (NEA): Enforcement of REACH and CLP is a national responsibility, therefore each EU Member State, Norway, Iceland and Liechtenstein must ensure that there is an official system of controls and lay down legislation specifying penalties for non-compliance with the provisions of REACH. ECHA has no enforcement responsibilities, since it is a Union-level body. However, ECHA does host the Forum for Exchange for Information on Enforcement (Forum), as well as provide appropriate information to Enforcement Authorities to allow them to perform their duties efficiently. ECHA provides up to date information to NEA's via an online tool called 'Ripe'. It is planned that during 2015, this tool will be decommissioned and replaced by new features inside the **Portal Dashboard** tool.

These Specifications follow the publication of a contract notice in OJ EU of 2014/S 230-405184

1. INFORMATION CONCERNING THE PROCUREMENT PROCEDURE

1.1. Background

The present Restricted Procedure is governed by ECHA Financial Regulation (MB/WP/O3/2014) of 28 February 2014⁵, which for procurement procedures of the Agency refers to the Financial Regulation (EU, EURATOM) No 966/2012 of the European Parliament and the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (hereinafter referred to as the Financial Regulation), and repealing Council Regulation (EC, Euratom) No 1605/2002; as well as by the Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the Rules of Application of the Financial Regulation No 966/2012 (hereinafter referred to as the Rules of Application).

In submitting his Request to Participate, the Candidate accepts in full and without restriction the requirements of these Specifications as the sole basis of this procedure. Candidates are expected to examine carefully and comply with all instructions, forms and specifications contained in this dossier. Failure to submit a Request to Participate containing all the required information and documentation may lead to its rejection.

1.2. Nature of the Contract

- Title of the contract: Provision of IT services for IT Applications of the European Chemicals Agency (ECHA), including C&L Inventory, C&L Platform, Dissemination, eChem Portal, Portal Dashboard, and other related IT systems ("The Contract").
- Short description of the contract:
This intended service provision aims at the creation, enhancement, maintenance, support and application management⁶ of the IT systems mentioned below:
 - C&L Inventory
 - C&L Platform
 - Dissemination
 - ECHA website (application management only)
 - eChem Portal
 - Portal Dashboard
 - Other related IT systems (according to the needs of ECHA and based on similar technologies)
- Type of contract: ECHA aims to conclude the Contract in the form of a framework service contract with a single contractor.

A framework contract places obligations on the contracting parties with regard to those elements which are unalterably and unequivocally established when the contract is concluded; it lays down the essential terms such as price, subject, basic performance conditions, quantities envisaged and duration.

5 <http://echa.europa.eu/web/guest/about-us/the-way-we-work/financial-management-and-budgetary-reporting>

6 Application Management in the context of this procedure is defined in Chapter 4, section 4.3 of these Specifications.

The services will be provided following the signature of specific contracts in accordance with the terms and conditions of the framework contract throughout its validity. The number and content of specific contracts will depend on the needs of ECHA.

The draft framework contract as well as the draft specific contracts will be provided to the selected candidates in the Tender Specifications of the second phase of the Restricted Procedure.

1.3. Starting date of the Contract and duration of the tasks

It is expected that the Framework Contract will be signed in May 2015.

The Framework Contract will initially be signed for a period of two (2) years and shall be renewed automatically up to 2 times, each time for a period of one (1) year, under the same conditions. Each contracting party reserves the right not to renew the Contract by sending a written notification (letter) to the other party. The letter shall be received by the other party no later than four (4) months before the expiry of the framework contract. The potential maximum duration of the Framework Contract shall be forty-eight (48) months, from the signature of the contract.

The performance of tasks may not start before a specific contract implementing the framework contract has been signed by both parties.

Specific contracts must end at the latest 6 months after the expiry of the Framework Contract.

1.4. Information about the Restricted Procedure

1.4.1. Restricted Procedure

This is a Restricted Procedure after publication of a Contract Notice in accordance with Article 104 (1) (b) of the Financial Regulation and Article 127 (2) of the Rules of Application.

The Restricted Procedure is composed of two distinct phases:

- The first phase concerns the assessment of the submitted Requests to Participate, against the exclusion and selection criteria, in order to select the candidates who will be invited to submit a tender;

- The second phase concerns the evaluation against the award criteria of the tenders submitted by the candidates selected in the first phase.

This document contains only the Specifications of Phase 1 – Selection of Candidates.

1.4.2. Availability of documents

The first phase of the Restricted Procedure is launched with the publication of a Contract Notice in the Official Journal of the EU describing the characteristics of the Contract and indicating the criteria which will be used for selecting the Candidates. The Contract Notice

and the administrative documents for the first phase can be downloaded from ECHA website:

http://echa.europa.eu/opportunities/procurement_en.asp.

The second phase of the Restricted Procedure is launched when the candidates selected in the first phase, only, will simultaneously receive the invitation to submit a tender, together with the Tender Specifications giving full details about the administrative procedure, the subject of the procurement and related technical information, the award criteria, as well as the contractual terms and conditions. The Tender Specifications of Phase 2 will not be available on ECHA website.

The Agency plans to organise in Phase 2 of the Restricted Procedure an information session at ECHA premises with the Candidates selected in Phase 1. The indicative timing of the onsite session is February 2015.

1.4.3. Languages

Interested economic operators may submit their Request to Participate in any of the official languages of the European Union. Please note, however, that Candidates are invited to submit the Request to Participate in English. The spoken and written language of all communications with the successful Tenderer during the implementation of the Contract shall be in English.

During the execution of the Framework Contract, all deliverables, reports, draft and other documents must be delivered in English, unless otherwise agreed. Meetings will be conducted in English.

1.5. General terms and conditions for submitting a Request to Participate

Submission of a Request to Participate in the Restricted Procedure launched by ECHA implies that the Candidate accepts all the terms and conditions set out in these Specifications including the Annexes hereto, and waives all other terms of business.

The Candidates selected in the first phase are under no obligation to submit a tender in phase two of the Restricted Procedure.

Once ECHA has accepted the Request to Participate, it shall become the property of ECHA and shall be treated confidentially.

ECHA shall not reimburse expenses incurred by the Candidates in the preparation and submission of the Requests to Participate.

1.6. Period of validity of the Request to Participate

The Request to Participate must remain valid for a period of six (6) months following the final date for submission of the Request. During this period, candidates must maintain all the terms of their Request to Participate.

1.7. Opening of the Requests to Participate

In the first phase the opening of the Requests to Participate will not be public. However, all Candidates will be informed of the decision regarding their Request to Participate as soon as the selection is completed.

1.8. Contacts between the Candidates and the ECHA

In principle, no contact related to this Restricted Procedure is permitted between ECHA and the Candidates during the first phase, other than the submission of the Request to Participate.

However, **in exceptional circumstances**, contact may be made on the Candidates' initiative before the final date for the submission of the Requests to Participate in order (and only for this reason) to request further information aimed at clarifying the content of the present Specifications.

Such requests for further information must be addressed in writing **to the ECHA functional mailbox**: procurement@echa.europa.eu

ECHA is not bound to reply to requests for additional information made less than five (5) working days before the deadline for submission of the Requests to Participate. In this regard, candidates are advised to pay attention to ECHA Holidays schedule⁷.

Insofar as it has been requested in good time, the questions raised and the additional information provided by ECHA will be published on the website at:

http://echa.europa.eu/opportunities/procurement_en.asp.

All candidates are advised to take note of the fact that no additional information will be sent (neither by post nor by e-mail) regarding new information that has become available. Therefore, all candidates are kindly requested to visit the above-mentioned website frequently prior to submitting their Requests to participate.

Similarly, contact may **in exceptional circumstances** be made on ECHA's initiative:

- before the final date for the submission of the Requests to Participate, in order to inform interested parties of an error, a lack of precision, an omission or any other material shortcoming in the drawing up of the documents of the Specifications. In case ECHA deems it appropriate to provide additional information it will be published on the website mentioned above;

or

- after the opening of the Requests to Participate, where ECHA requires the supply of additional material or the clarification of the supporting documents submitted in the Request to Participate in connection with the exclusion and selection criteria, as provided for

⁷ ECHA holidays are published on the Agency's website here: <http://echa.europa.eu/en/contact/opening-hours>

in Art. 158.3 of the Rules of Application of the EU Financial Regulation. Such contacts may not result in the modification of the terms of the Request to Participate.

1.9. No obligation to award the Contract

The procurement procedure shall not impose on ECHA any obligation to proceed to the second phase of the Restricted Procedure, or to award the Contract.

Up to the point of Contract signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. ECHA will notify the decision and its reasons to the candidates or tenderers.

1.10. Tax exemption

The Protocol on the Privileges and Immunities of the European Union shall apply to this Restricted Procurement Procedure.

The European Union is exempt from all such duties and taxes in accordance with the provisions of Articles 3 and 4 of the *Protocol on the Privileges and Immunities of the European Union* annexed to the Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community, signed at Lisbon, 13 December 2007, and to Article 15 paragraph 10 of the Sixth Council Directive 77/388/EEC of 17 May 1977 on the harmonisation of the laws of the Member States relating to turnover taxes, as amended.

The Governments of the Member States grant exemption to the Institutions and Agencies either through refunds upon presentation of documentary evidence or by immediate exemption. ECHA will give the successful Tenderer in the second phase instructions concerning this point.

2. FORM AND CONTENT OF REQUESTS TO PARTICIPATE

2.1. General

Requests to Participate must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled.). Since candidates will be judged on the content of their Requests to Participate, the content must make it clear that they are able to meet the requirements of the Specifications.

Requests to Participate must be written in one of the official languages of the European Union, preferably in English (see above section 1.4.3).

Requests to Participate must include the following:

- all the information and documents required by ECHA in order to evaluate the Request to Participate, drawn up in accordance with the templates and forms of the Specifications available on ECHA's website. The documents must be perfectly legible in order to rule out any doubt whatsoever concerning the words or figures, and must not contain ambiguous or contradictory information;
- a cover letter signed by a duly authorised representative of the Candidate confirming the validity of the Request to Participate (preferably in blue ink);
- the name of a contact person in relation to the Request to Participate must also be mentioned in the cover letter.

If all the above information is not included, the Request to Participate may be excluded from the procedure for the selection of Candidates.

2.2. How to submit a Request to Participate

The Requests to Participate must:

- be submitted in paper form (one original);
- a copy shall also be submitted in electronic format on CD or DVD;
- be submitted under double sealed cover.
- The outer envelope should bear the address as mentioned below.
- The inner envelope should be addressed to the Finance Unit indicated in below and marked:

Restricted Procedure No ECHA/2014/86
Not to be opened

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Candidates shall observe precisely the below indications in order that Requests to Participate can reach their precise destination in due time.

Candidates shall submit the Request to Participate:

- a) either by post or by courier no later than **05/01/2015** in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
- b) or delivered by hand no later than [16:00] (EET) on **05/01/2015** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the security guard at ECHA's reception who took delivery.

ECHA's business hours are from Monday to Friday 9:00 - 18:00 local time (EET). ECHA is closed on Saturdays, Sundays and ECHA holidays.

By post	By courier or by hand:
Restricted Procurement Procedure <i>No ECHA/2014/86</i> European Chemicals Agency (ECHA) Finance Unit R-1 For the attention of Jaime Martin-Granizo <u>Not to be opened by the internal mail service of ECHA</u> P.O. Box 400 00121 Helsinki Finland	Restricted Procurement Procedure <i>No ECHA/2014/86</i> European Chemicals Agency (ECHA) Finance Unit R-1 For the attention of Jaime Martin-Granizo <u>Not to be opened by the internal mail service of ECHA</u> Annankatu 18 00120 Helsinki Finland

Important: Late submission will lead to the exclusion of the Request to Participate from the selection of the Candidates for this Contract.

2.3. Structure of the Request to Participate

All Requests to Participate must be presented in four sections:

- Section 1 - Administrative information
- Section 2 - Exclusion Criteria
- Section 3 - Selection Criteria
 - 1: Economic and financial capacity
 - 2: Technical and professional capacity
- Section 4 - Supporting documents

2.3.1. Content of Section 1 – Administrative information

2.3.1.1. Identification of the Candidate

Eligibility documentation

The Restricted Procedure is open to any physical person or legal entity coming from countries within the EU and any other physical person or legal entity from a third country that has concluded with the European Union a specific agreement in the area of public procurement, under the conditions provided for in that agreement.

This Restricted Procedure is not covered by the Government Procurement Agreement (GPA).

To identify themselves the Candidates must fill in the three following forms:

1. **Candidate's Administrative Data form**⁸, to be completed with the names of all the economic operators involved in the Request to Participate clearly indicating the role of each one.
2. **Legal Entity File form**, to be signed by a representative of the Candidate authorised to sign contracts with third parties. There is one form for individuals, one for private entities and one for public entities. These forms are also available in each official EU language at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

- All companies involved in the Request to Participate must provide their Legal Entity Form accompanied by the evidence as indicated in the footnotes at the bottom of the form.
 - Subcontractors are only obliged to provide the Legal Entity Form, without the evidence indicated in the footnotes at the bottom of the form.
3. **Financial Identification form**, to be filled in and signed by an authorised representative of the candidates and their banker. A specific form for each EU Member State is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

- In case of a joint offer, only the group leader must return the Financial Identification form.
- In case of subcontracting, only the main contractor must return the Financial Identification form.

⁸ Following the form in Annex 5.2.

2.3.1.2. Collaboration with other companies

Both joint offers and subcontracting are allowed in this Restricted Procurement Procedure. Requests to Participate may combine both approaches. In any case, the submitted documents must specify very clearly by means of the appropriate forms, detailed hereafter, whether each company involved in the proposal is acting as a partner in a joint offer or as a subcontractor (this also applies where the various companies involved belong to the same group, or even where one is the parent company of the others).

Where a Request to Participate involves several legal entities, the Candidates may choose between two alternatives in order to submit an offer in the second phase of the Restricted Procedure, if selected:

– making a **joint offer**, in which case all the entities must be considered as tenderers and, if theirs is the successful tender, as Contractor. In this case, one of the tenderers must be put forward as coordinator or group leader to manage the Contract. Partners in a joint offer must assume joint-and-several liability towards ECHA for the performance of the Contract as a whole;

or

– submitting an offer in the name of only one tenderer, who will then be the sole contractor if the tender is successful. The other service providers will be considered as **subcontractors**. The main contractor retains full liability towards the Agency for performance of the Contract as a whole.

Whichever alternative is chosen (joint offer or offer in the name of one tenderer), the candidate(s) must stipulate the role, qualifications and experience of each service provider and, where relevant, the monitoring/legal arrangements that exist between them at the time of submission of the Request to Participate.

If the Candidates intend to submit a joint offer, the Candidates are asked to fill in and duly sign one of the attached **power of attorney**⁹, depending on the set-up that has been chosen.

If the Candidates intend to submit a joint offer have already set up a consortium or similar entity for delivering the services if the Contract were awarded to them, the candidates should mention this fact in the Request to Participate, together with any other relevant information.

If the Candidates that intend to submit a joint offer have not yet set up a consortium or similar entity, the Candidates should be aware that, if they are awarded the Contract, ECHA will require them to give a formal status to this collaboration before the Contract is signed. This may take the form of:

an entity with legal personality recognized by a Member State;

or

an entity without legal personality but offering sufficient protection of ECHA's contractual interests. Depending on the Member State concerned, this may be, for example, a consortium or a temporary association.

⁹ This document is available in Annex 5.3.

If the candidate envisages subcontracting, the Request to Participate must include:

- a **declaration**¹⁰ concerning the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged;
- a **letter of intent**¹¹ by each proposed subcontractor stating their intention to collaborate with the Candidate in case of Contract award and their willingness to accept the tasks and the terms and conditions of this Restricted Procurement Procedure

IMPORTANT

Changes to the composition of the group of economic operators presented in the Request to Participate when submitting a tender in the second phase of the Restricted Procedure may lead to the rejection of the offer. In this regard, ECHA will assess the changes to verify

- whether the new economic operators (if any) are not in an exclusion situation, by requesting a Declaration on their Honour concerning Exclusion Criteria;
- whether the Candidate/Tenderer still fulfils the Selection Criteria when compared to the Request to Participate originally submitted.

During the implementation of the Contract, the Contractor will require ECHA's express authorisation to replace a partner or a subcontractor with another partner or subcontractor and/or to subcontract tasks for which subcontracting was not envisaged in the original offer.

The tender specifications of Phase 2 will contain detailed information regarding contractual obligations.

10 This document can be provided in free format.

11 This document is available in 5.4.

2.3.2. Content of Section 2 – Exclusion Criteria

Candidates or their representatives shall provide a **Declaration on their Honour**¹², duly signed and dated in which they:

- state whether or not they are in one or more of the situations referred to in Articles 106 and 107 of the EU Financial Regulation and detailed in the form;
- undertake to submit to ECHA any additional document relating to the Exclusion Criteria that ECHA considers necessary to perform its checks, within seven calendar days following the receipt of ECHA's request.

Where the Request to Participate foresees a joint offer, each entity must provide the Declaration on Honour for Exclusion Criteria.

Where the total amount envisaged for subcontracting (all the subcontractors contributions added together) is equal to or exceeds 30% of the total Framework Contract value, all the potential subcontractor(s), independently of the individual subcontractor's contribution to the contract by value, must also provide the Declaration on Honour for Exclusion Criteria. As per described in the Exclusion Criteria form, in case of award of Contract to the Candidate, the relevant supporting evidence of the subcontractor(s) shall be provided upon request and within the time limit set by ECHA.

By returning the above-mentioned form, duly signed and dated, Candidates confirm that they have been notified of the following points.

- Administrative or financial penalties may be imposed by ECHA on Candidates who are in one of the cases of exclusion provided for in Articles 106 and 107 of the EU Financial Regulation after they have been given the opportunity to present their observations.
- These penalties are detailed in Article 109 of the EU Financial Regulation and Articles 142 and 145 of the Rules of Application.

12 Annex 5.5.

2.3.3. Content of Section 3 - Selection Criteria

General

This part of the Request to Participate concerns the criteria and evidence relating to the economic and financial, as well as the technical and professional capacity of the service provider(s) involved in the Request. It should also contain any other document that the Candidates wish to include by way of clarification.

The evidence for the Selection Criteria shall be assessed in Stage 2 of the assessment of the Request to Participate.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided that it will have at its disposal the resources necessary for performance of the Contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.

In addition, all Candidates are informed that they may be asked to prove that they are authorised to perform the Contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

In case of joint offer or sub-contracting, the Candidate(s) must stipulate the role, qualifications and experience of each service provider and, where relevant, the monitoring arrangements that exist between them.

In case of sub-contracting for which the total amount envisaged is equal to or exceeds 30% of the total Framework Contract value (independently of the individual subcontractor's contribution to the Contract by value), evidence of the ability of the potential subcontractor(s) to perform the tasks entrusted to them shall be included in the offer. Such evidence is the same as the one also required from the Candidate. However, subcontractor(s) have to provide the documents to prove their capacity only for the parts of the contract that are relevant to them. The evidence provided will be checked to ensure that the Candidate with the subcontractor(s) altogether fulfil the criteria.

The selection criteria are as follows:

Selection criteria	Description
1	Economic and financial capacity of the service provider(s)
	Technical and professional capacity of the service provider(s)
2.1	Staff Capacity
2.2	Project & Services Capacity: Development, Maintenance and Support of Software
2.3	Project & Services Capacity: Application Management
2.4	Security Capacity
2.5	Organisational Capacity

Selection criterion 1: Evidence of the economic and financial capacity of the service provider(s)

This proof is to be provided by submitting the completed Financial and Economic Capacity Overview Form (Annex 5.6), as well as a full copy of the Candidate's annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable) for the last three (3) years for which accounts have been closed, as approved by the general assembly of the company and, where applicable, audited and/or published. These documents must be certified by the Candidate.

If, for some exceptional reason which ECHA considers justified, a Candidate is unable to provide one or other of the above documents, they may prove their economic and financial capacity by any other document which ECHA considers appropriate. In any case, ECHA must at least be notified of the exceptional reason and its justification in the request.

ECHA reserves the right to request any other document enabling it to verify the Candidate's economic and financial capacity.

All Candidates must provide proof of their economic and financial capacity. In the case of joint offer or subcontracting each partner in a joint offer and all sub-contractors, shall provide the evidence for the economic and financial capacity mentioned above. The assessment of whether the minimum average annual turnover¹³ criterion is met will be based on a consolidated assessment (Candidate plus partners/subcontractors).

13 In case of tenderers from outside the Eurozone, amounts of turnovers shall be calculated using exchange rates for December of the relevant financial year as published in the Official Journal of the European Union: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Selection criterion 2: Evidence of the technical and professional capacity of the service provider(s)

The ability of Candidates to perform services will be assessed in particular with regard to their know-how, experience and reliability.

By submitting a Request to Participate, each legal entity involved therein accepts the possibility of a check being carried out by ECHA on its technical and professional capacities, and certifications (for example, quality and security). ECHA reserves the right to request any other document enabling it to verify the information submitted by the Candidate.

Evidence of the technical and professional capacity of the economic operators involved in the Request to Participate must be furnished on the basis of the following documents:

Evidence for selection criterion 2.1 (Staff Capacity)

Candidates shall describe their ability to provide consistent, skilled business and technical resources, and to ensure that individual resources will be committed throughout the entire duration of the Contract.

Candidates must present a statement of their average manpower per year during 2012, 2013 and 2014 of staff with profiles that match the requirements of the profile descriptions listed in section 4.6 - Profiles.

In order for ECHA to ascertain that the Candidate staff collectively covers all the profiles listed in section 4.6 - Profiles, the Candidate must provide the number of staff per profile.

The Candidate should describe any other information they deem relevant to demonstrate that they are capable of providing the profiles in the volumes as per described in Chapter 4 of this document, sections 'Volumes of Profiles' and 'Profiles'.

Candidates must not submit CVs as part of their Request to Participate.

Evidence must be provided by filling the form in Annex 5.7. The information to be provided shall not exceed the equivalent of **5 pages** (Arial 10, A4).

Evidence for selection criterion 2.2 (Project & Services Capacity: Development, Maintenance and Support of Software)

Candidates shall provide evidence in the form of references for Development, Maintenance and Support work they have previously undertaken. These references must clearly and unambiguously prove that the Candidate meets all aspects of selection criterion 2.2. Evidence shall be submitted using the form provided in Annex 5.8. The length of each individual reference shall not exceed the equivalent of **5 pages** (Arial 10, A4).

ECHA reserves the right to contact the Customer Contact(s) mentioned in the form, for the purposes of verifying the correctness of the evidence that the Candidate has provided for this criterion in this Request to Participate.

Evidence for selection criterion 2.3 (Project & Services Capacity: Application Management)

Candidates shall provide evidence in the form of references for Application Management work they have previously undertaken. These references must clearly and unambiguously prove that the Candidate meets all aspects of selection criterion

2.3. Evidence shall be submitted using the form provided in Annex 5.9. The length of each individual reference shall not exceed the equivalent of **5 pages** (Arial 10, A4).

ECHA reserves the right to contact the Customer Contact(s) mentioned in the form, for the purposes of verifying the correctness of the evidence that the Candidate has provided for this criterion in this Request to Participate.

Evidence for selection criterion 2.4 (Security Capacity)

Candidates must provide evidence of ISO 27001 certification, or equivalent covering all systems, premises, procedures and practices that, in case of Contract award, would be used to deliver services to ECHA that involve performing 'Sensitive Activities'. The concept of 'Sensitive Activities' is described in section 4.7 - 'Performing Sensitive Activities'.

Please note that ECHA reserves the right to perform checks and/or request additional information or documentation to verify the statements made by the Candidate in the Request to Participate.

The ISO 27001 Certification or equivalent must be valid at the time of submitting the Request to Participate.

Candidates shall provide evidence in the form of copy(ies) of certificate(s), accompanied by information about the certificate(s), or any equivalent evidence, using the form provided in Annex 5.10.

Please note that for the Candidate that is eventually awarded the Framework Contract, a precondition to signing will be that they demonstrate that they are still compliant with ISO 27001 or equivalent, as per described above. The Contractor will be required to remain compliant throughout the full period of execution of the Framework Contract.

Evidence for selection criterion 2.5 (Organisational Capacity)

The Candidate must provide evidence of ISO 9001, or equivalent for the parts of the organisation(s) and location(s) that are relevant for the services they will be delivering to ECHA under the Contract.

Please note that ECHA reserves the right to perform checks and/or request additional information or documentation to verify the statements made by the Candidate in the Request to Participate.

The ISO 9001 Certification or equivalent must be valid at the time of submitting the Request to Participate.

Candidates shall provide evidence in the form of copy(ies) of certificate(s), accompanied by information about the certificate, or any equivalent evidence, using the form provided in Annex 5.11.

Please note that for the Candidate that is eventually awarded the Framework Contract, a precondition to signing will be that they demonstrate that they are still compliant with ISO 9001 or equivalent, as per described above. The Contractor will be required to remain compliant throughout the full period of execution of the Framework Contract.

3. ASSESSMENT OF THE CANDIDATES

The assessment of the candidates will comprise two main stages:

Stage 1. Exclusion of candidates

Stage 2. Selection of candidates

- o Economic and financial capacity, and,
- o Technical and professional capacity.

The assessment of the candidates will be based on the information provided by the candidates in the forms that are part of the Requests to Participate, and in the accompanying documents. In addition, the European Chemicals Agency reserves the right to use any other information from public or specialist sources.

All the information will be assessed in the light of the criteria set out in these Specifications. The procedure for the selection of candidates, which will concern only admissible Requests to Participate, will be carried out in two successive stages.

Only Requests to Participate meeting the requirements of Stage 1 will be examined in Stage 2.

The aim is:

Stage 1 (Exclusion Criteria): To check whether candidates can take part in the procurement procedure and, where applicable, be awarded the Contract;

Stage 2 (Selection Criteria): To check the technical and professional capacity and economic and financial capacity of each candidate who has passed the exclusion stage.

3.1 Stage 1 – Application of Exclusion Criteria and exclusion of candidates

Grounds for Exclusion

In accordance with Articles 106 and 107 of the EU Financial Regulation, tenderers shall be excluded from the selection and award procedures if they do not satisfy criteria a) to f) specified in the exclusion criteria form.

Furthermore, contracts may not be awarded to tenderers who, during the procurement procedure are subject to a conflict of interest (criteria g) or are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information (criteria h) or fall into one of the situations as specified under criteria a) to f)

Evidence

The Declaration on Honour describes the evidence that must be provided by the Successful Tenderer that has been awarded the Contract in the second Phase of the Restricted Procedure. By returning the Declaration on Honour for the Exclusion Criteria duly signed, candidates undertake to send to ECHA, within 15 calendar days following the receipt of

ECHA's contract award notification letter, the required evidence and any additional document ECHA considers necessary to perform its checks.

3.2 Stage 2 – Application of Selection Criteria - Selection of Candidates

These criteria will be assessed on the basis of the information contained in Section 3 of the Request to Participate submitted by the Candidate.

<u>SELECTION CRITERIA</u>	
1. FINANCIAL AND ECONOMIC CAPACITY	
1.1	Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract.
1.2	Minimum average annual turnover for the last 3 financial years: EUR 2,500,000.00.
2. PROFESSIONAL AND TECHNICAL CAPACITY	
2.1 Staff Capacity	
<p>The aim of this criterion is to ascertain that the Candidate has sufficient professional capacity to provide the services relevant for the Contract:</p> <ul style="list-style-type: none"> • The Candidate must have on average per year during 2012, 2013 and 2014 minimum a total number of 50 staff members: <ul style="list-style-type: none"> - meeting the profiles described in section 4.6 - Profiles, and - who collectively¹⁴ cover all the profiles listed in section 4.6 - Profiles. 	
2.2 Project & Services Capacity: Development, Maintenance and Support of Software	
<p>The aim of this criterion is to ascertain that the Candidate has sufficient recent experience in the provision of services in customer engagements similar in scope, nature and complexity to those relevant for this Restricted Procedure.</p> <ul style="list-style-type: none"> • At the time of submitting their evidence for this Restricted Procedure, the Candidate must have a minimum of 3 years' experience in IT services similar in scope, nature and complexity to the type of services covered by this procedure, as described in section 4.2 <u>Development, Maintenance and Support services</u>. • During the years 2012, 2013 and 2014, the Candidate must have delivered a minimum total aggregated value of 1 million Euros of IT services similar in scope, nature and complexity to the type of services covered by this procedure, as described in section 4.2 <u>Development, Maintenance and</u> 	

14 One staff member can cover one or more profiles.

Support services. (This value excludes hardware and Third Party software licence costs).

- The Candidate must have concluded (completed) at least **5 projects**, where each project was related to software development and substantially involved technology falling into the scope of this framework contract, and where each project delivered a software version that was released in to production at some point during the years 2012, 2013 or 2014.

2.3. Project & Services Capacity: Application Management

The aim of this criterion is to ascertain that the Candidate has sufficient recent experience in the provision of services in customer engagements similar in scope, nature and complexity to those relevant for this Restricted Procedure.

- At the time of submitting their evidence for this Restricted Procedure, the Candidate must have a minimum of 3 years' experience in IT services similar in scope, nature and complexity to the type of services covered by this procedure, as described in section 4.3 Application Management services. (This excludes hardware and software licence costs).
- During the years 2012, 2013 and 2014, the Candidate must have delivered a minimum total aggregated value of 1 million Euros of IT services similar in scope, nature and complexity to the type of services covered by this procedure, as described in section 4.3 Application Management services. (This value excludes hardware and Third Party software licence costs).

2.4 Security Capacity

- The Candidate must have ISO 27001 certification or equivalent, as indicated in Section 2.3.3, at the time of submitting the Request for Participate, covering all systems, premises, procedures and practices that will be used by the Candidate to perform 'Sensitive Activities', as described in Section 4.7, under the Framework Contract.

2.5 Organisational Capacity

- The Candidate must have ISO 9001 certification or equivalent, as indicated in Section 2.3.3, at the time of submitting the Request for Participate for the parts of the organisation(s) and location(s) that will be used by the Candidate to deliver the services to ECHA under the Framework Contract.

3.3. Information for candidates

ECHA will examine the information provided in each Request to Participate on the basis of the aforementioned criteria in order to establish the list of Candidates fulfilling the requirements for participation in the second phase of this Restricted Procedure.

All Candidates will be informed in writing about the decision of the Agency regarding their Request to Participate.

4. BACKGROUND INFORMATION

4.1. Projects

C&L INVENTORY

C&L stands for Classification and Labelling. The Public Classification and Labelling Inventory is a database that contains EU harmonised classification for approximately 4 500 substances (Table 3.1 and Table 3.2 of Annex VI to the CLP Regulation) and classification and labelling information for more than 110 000 substances – based on the 6 million notifications or registrations that ECHA received from manufacturers and importers under REACH or CLP regulation. The first version of the C&L Inventory went live in February 2012. There is a dedicated Extract/Transform/Load (ETL) that takes care of the data preparation - filtering out the confidential information, and of aggregation of C&L information at substance level. Currently it is maintained and operated by one consultant working onsite in ECHA premises, and will be integrated with the Substance Infocard and Brief profiles in 2015 (see paragraph about Dissemination below).

C&L PLATFORM

C&L stands for Classification and Labelling. The C&L Platform is a web-based discussion forum accessible only from the C&L Inventory, where notifiers and registrants can exchange information and agree on the appropriate C&L for a particular substance. It was launched in January 2013. The implementation has been contracted to an off-site team from the start. Foreseen maintenance needs for the C&L Platform are minimal.

DISSEMINATION (AND ECHA WEBSITE¹⁵)

Dissemination is one of the pillars of REACH aiming at increasing the knowledge of the public about the properties of the chemical substances to which they may be exposed. Likewise, it plays also an equally important role in other regulations such as CLP, Biocides and PIC.

ECHA has started to make the information on registered substances available on its website from December 2009 onward. Currently, ECHA is disseminating a significant amount of information on chemicals, such as information on more than 12 200 substances from over 47 000 registration dossiers. In addition, information and lists of the various regulatory processes such as Candidate List, REACH Annex XIV (“Authorisation List”) and Annex XVII (“Restriction List”), CoRAP for substance evaluation, Registry of intentions, Evaluation decisions, etc. – more than 40 in total - are constantly being populated and published in various sections of the ECHA website.

The IT system supporting the Dissemination activities filters out the confidential information from registration dossiers, aggregates information related to the same substance and prepares the data for publication and searches.

ECHA is currently in the process of implementing comprehensively redesigned architecture for the Dissemination website. This redesign will improve the usability and user friendliness of the vast quantity of data on chemical substances that it has already published, and to publish on ECHA website substance information sheets Substance Infocards and Brief Profiles presenting all the information on a substance independently of the regulatory process in which the substance is included.

¹⁵ www.echa.europa.eu

The implementation of the revised Dissemination IT system has started and the first release of the new generation system is planned to be released in the end of 2015. Dissemination development will be part of this new framework contract only after the first phase will be completed by the contractor under a current development framework contract.

Dissemination system heavily depends on the functionality provided by the ECHA website (www.echa.europa.eu) and close coordination is needed between these two systems. Development and maintenance of ECHA website is covered by a specific framework contract, however application management of the website is in the scope of this tendering procedure.

eChemPortal¹⁶:

It is an IT tool that provides free public access to information on properties of chemicals and allows simultaneous searching of reports and datasets by chemical name and number and by chemical property.

The development of the systems was assigned to a contractor in November 2008 to perform the work at the contractor's premises. The contract was completed in November 2010. During the execution of the project, the testing has been solely performed at the contractor's premises by a team of ECHA. eChemPortal has been deployed in production in December 2010. During 2013 and 2014 two service releases with amended and new functionality were deployed.

The hosting of the system has been outsourced (outside ECHA premises) since the beginning of its lifetime in production (December 2010). Currently the application is in maintenance phase, but further development is planned (e.g. to improve the search functionalities of the application and to extend the scope of the application).

PORTAL DASHBOARD

The Portal Dashboard is a web-based tool providing access to ECHA scientific and regulatory process information, aimed currently at the Member States Competent Authorities. It retrieves information from many data sources, aggregated through the Data Integration Platform, and provides the users with a substance centric view of ECHA information. The first version went into production in December 2013. Analysis and development activities have commenced on the next version of the tool planned for 2015, which will include adding a new user community - National Enforcement Authorities, as well as integration with the centralised Access Management for simplified users management and end user log in.

¹⁶ <http://www.echemportal.org/>

4.2. Development, Maintenance and Support service

In the context of this service, the Contractor shall deliver

- a) **Software (Applications)**, i.e. perform all the usual software development lifecycle activities (from requirements analysis to production bug-fixing) required to produce software that meets quality thresholds associated with functional and non-functional requirements.
- b) **Instructions for Deployment**, i.e. deliver clear, accurate, up to date, executable and comprehensive sets of deployment instructions which, when followed by a competent operator, would result in the smooth, efficient and successful deployment of the Application utilising ECHA's application delivery tool chain.

In addition, the Contractor shall provide the following services:

1) Setup the Application Technology Stack

The Application Technology Stack is the set of technical artefacts in any environment, above the layer of Operating System, which are required to allow the Application to run correctly. It includes web and application servers, DBMS server, and other similar level technology. When setting it up on ECHA infrastructure, typically this shall be performed by the Contractor using a secure remote connectivity solution.

2) Set-up the technical aspects of the Application Management service solution

For example, install and configure the monitoring software, such that the Contractor is prepared and ready to start delivering the Application Management services.

- 3) **Deploy the Application (compiled software)**, i.e. perform smooth, efficient, controlled, transparent, successful and repeatable deployments into any target environment specified by ECHA, utilising ECHA's application delivery tool chain, and following and thereby verifying the *Deployment Instructions* created by the Contractor. When deploying on ECHA infrastructure, typically deployments shall be performed by the Contractor using a secure remote connectivity solution.

4) Maintenance and Support

Provide general support to ECHA with regards to the project and product, for example by providing timely responses to requests for technical investigations in to production incidents reported via the ECHA helpdesk.

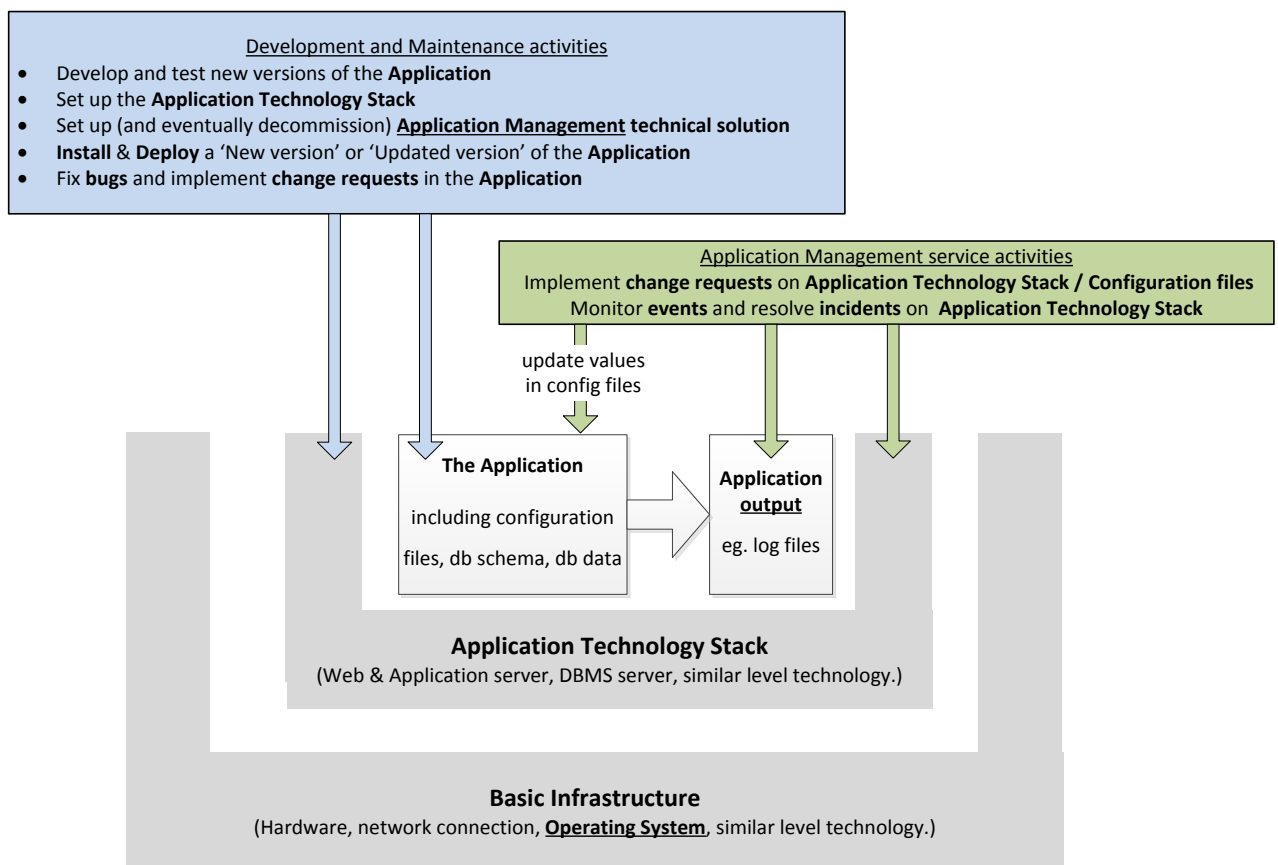
During the post-project phase (i.e. during the maintenance phase), deliver updates to the software solution and roll-out these updates in to production in a controlled manner, in alignment with ECHA change management procedures.

4.3. Application Management services

The term Application Management services in the context of this Framework Contract is used to represent the activities necessary to ensure that after deployment, the Applications stay up and running, function correctly and are available for use according to expectations. The service spans the management of the application and the underlying Application Technology Stack including proper patching mechanisms for the components to ensure security and maintainability. 'Application Technology stack' refers to the set of technical artefacts in any environment, above the layer of Operating System, which are required to allow the Application System to run correctly. It includes web and application servers, DBMS server, and other similar level technology. Precise scoping shall be provided at the level of Specific Contract.

The services may sometimes be required 24 hours a day, 7 days a week, and entail monitoring that the application is running smoothly, and if any faults or issues in the Application configuration or Application Technology Stack are detected which risk to interrupt the smooth running of the application, the Application Management service is responsible for repairing any such faults whose fixing lies within the scope of responsibility of the service. Application Management is sometimes referred to as 'Operational Management' of applications and their environment.

The following diagram gives an overview of the Application Management activities and contrasts them with 'Development and Maintenance' activities:



For certain environments, the provision, set up and running of the underlying basic infrastructure will be the responsibility of the Contractor. For other environments, the provision, set up and running of the underlying basic infrastructure will be the responsibility of ECHA.

Whilst the type of activities being performed during Application Management (for example ensuring that the application stays up and running) can be performed in any environment (such as a test Testing environment at the Contractor's premises), it is important to note that the term Application Management in the context of this procurement procedure is used to refer specifically to the Application Management activities that ECHA requests the Contractor to perform, with respect to managing applications and their technology stacks which run on infrastructure provided by ECHA.

Application Management activities shall be performed above the Operating System (OS) level. Where necessary, ECHA shall provide, at the level of a Specific Contract, a precise demarcation of the boundary of responsibility between the Application Management service provided by the Contractor, and the services associated with the Basic Infrastructure which lie out of scope of the Contract.

The Contractor may be requested to provide Application Management services for any environment running on infrastructure provided by ECHA, which will typically fall in to the category of ECHA Test, Pre-Production, or Production. Other categories of environments that ECHA may host under specific circumstances may include 'system integration test', and 'performance test'. The Application Management service shall be explicitly requested via Specific Contracts under this Framework Contract. Whenever it is requested, ECHA will provide the basic underlying infrastructure upon which the Contractor shall deliver the Application Management services.

Location from which Application Management services will be delivered

The Application Management services requested under this Framework Contract will typically be delivered from locations which are detached and remote from the locations where the applications are hosted and running. The applications are typically hosted and running in data-centres, provided out of scope of this Framework Contract.

ECHA envisage that the Contractor will use network connections, normally uninterrupted during service hours, to access and manage ECHA business applications covered by the scope of this Framework Contract. Prior to commencing the delivery of Application Management services and throughout the ongoing delivery of such services, the Contractor must be able to first establish and then maintain a network uplink to the Internet from any site or facility chosen for the delivery of the Application Management services, at a level of availability and resilience that would allow the Contractor to assure that the applications being managed have an availability, if requested so by ECHA, of 99.0 % (i.e. the application is available to perform its tasks 99.0% or more of the time, 24 hours per day 7 days per week). Factors such as 'down-times' for maintenance purposes which are pre-agreed and pre-authorised by ECHA, or major interruption of public internet, do not count as non-availability, i.e. are excluded from availability calculations.

To this end, and taking into account that management-access to applications is frequently also required outside the availability-window agreed for the application, in order to maintain and manage the application such that the application-level availability target can actually be met, the Contractor shall ensure that this Internet-access is operated at a service availability level adequately higher than the level sought for the applications managed under this contract. Adequacy in this context shall allow sufficient time for the Contractor to fix issues and solve incidents without significantly impacting the availability of the application.

4.4. Software Tools and Technologies to be used by the Contractor for delivering services under this FWC

Collaboration tools	Confluence, JIRA, FishEye, Greenhopper, Crucible, Stash, Trac, TFS.
Operating systems	Linux Red Hat 5,6,7, Windows 7, Windows Server 2008R2, Windows Server 2012
Database	Oracle dbms including Enterprise Edition, PostgreSQL, JavaDB /Derby, MSSQL
Version control	Git, Subversion, TFS
Integrated Development Environments	Eclipse, Netbeans
Continuous integration and configuration management	Jenkins/Hudson, Ant, Maven, Bamboo, Chef, Liquibase, Nexus
Application server/servlet container	Tomcat, Glassfish, Jetty, JBoss Application Server, Oracle Weblogic
Quality related tools	HP Quality Center. FindBugs, JavaNCSS, Cobertura, Sonar, JUnit, PMD, CheckStyle, Selenium, JMeter, other tools and plugins for code quality which are available without paying a licence fee. Quick Test Pro.
Security related tools	Nikto2, OWASP LAPSE+, Burb Suite, WebScarab, Acunetix, OWASP ZAP, RSA Server / SSL-VPN Token Authentication technology, IPsec, Citrix, Secure FTP
Java development APIs	JSF, JSP, PrimeFaces, JavaFX, GWT, Swing, JPA/Hibernate, JAX-RS, JAX-WS, jReport, JBPM, Activiti, iReport/Jasper reports, Log4J, SLF4J, jLog.
Service delivery tools	Central monitoring tool using agentless monitoring to monitor the state of the applications Service desk interface for ECHA to raise service requests, change requests and incidents
Other tools	MS Visio, MS Office, Sparx Enterprise Architect. BMC Remedy EMC Legato backup/recovery, Zenoss BIG-IP F5 load balancer Splunk, AWStats, Mockflow, Visual Paradigm, XML Editors (e.g. XML Mind),
Other technologies	Liferay Enterprise and Community Edition, MSF (Microsoft

and platforms	Solutions Framework), JEE, Java SE, Java, C#, ASP.NET, PHP, Ruby on Rails, Django, Delphi, UIBinder, web services.
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The pace of evolution of technology is such that during the execution of the Framework Contract, it may be appropriate to utilise technologies or services not currently specified. ECHA plan to include an innovation clause in the Framework Contract with aim to providing a mechanism for introducing equivalent technologies and services.

4.5. Volume of profiles

The following table indicates at a very high level, a potential scenario of how many days per profile per year the Contractor might be requested to provide. Candidates must note that ECHA does not undertake any commitment to place orders that reflect these values.

The majority of the work will be performed by Contractor staff working at the Contractor's premises.

Profile	Days per year (See description above.)
Service Manager	100
Senior Project Manager	180
Junior Project Manager	35
Security Consultant	10
Analyst	530
Senior Developer	420
Junior Developer	270
Information System Test Lead	35
Information System Test Specialist	150
Architect	250
Web Designer-Developer	25
Technical Writer	35
Information Systems Trainer	45
Database Developer	140
Application Administrator	35

4.6. Profiles

Candidates must not submit CVs as part of their Request to Participate.

For the implementation of the specific contracts under this Framework Contract, a part or all of the following roles will be required:

1. Service Manager
2. Project Manager (Senior and Junior)
3. Security Consultant
4. Analyst
5. Developer (Senior and Junior)
6. Information System Test Lead
7. Information System Test Specialist
8. Architect
9. Web Designer-Developer
10. Technical Writer
11. Information Systems Trainer
12. Database Developer
13. Application Administrator

On the other hand, with regards to the Application Management service which will be delivered in the form of fixed monthly service fees defined in the price catalogue, the Contractor is not restricted to using the profiles listed below when delivering Application Management service work.

Explanation of Terms

Certification of Profiles	<p>Certification must have been the result of 3 full days or more (equivalent) of training/education. For example, a 1 day introduction course attested by an attendance certificate does NOT qualify as a candidate that is certified with a relevant certificate in the context of this FWC.</p> <p>Certificates must have had a period of validity on or after the initial date of signing the FWC. It is permissible that the certification expires without being renewed, after the initial signing date of the FWC. The exception is the Security Consultant, who must have a valid certificate at all times that they are working under this FWC.</p>
English Language skills codes	The language competence classification expressed in the profile is the minimum acceptable skill level across each of the categories explained in 'Table for English Language Competence'.
Nature of Tasks	Indicative list of tasks that a person in this profile would be expected to perform under the contract
Range	Where the profile describes a set of skills or experience 'falling in to the range', it is <u>not</u> necessary that each candidate offered by the Contractor must have all the skills or experience or tools that are listed as bullets or comma separated items. The Contractor must, however, be able to make available to ECHA a set of personnel whose collective experience cover all the items referred to in the range. When launching a service request ECHA will define per profile the tools, within the range, in which experience is mandatory for the implementation of the specific contract.
Relevant Subject (of training/	Due to different educational programs in different countries, for some profiles no strict definition of relevant subject has been provided.

education)	During a specific contract, the Contractor shall assess the relevance of the training/educational background of a candidate. In the event that ECHA assesses the CV, the final decision on whether or not the training/education is relevant shall be taken by ECHA.
Successful training/education by a competent institute	<p>Candidates should have what is commonly known as 'higher education' (or sometimes known as 'post-secondary education'). This higher education must be attested by a certificate or diploma of successful completion of the training/education required to perform the tasks of the profile in question.</p> <p>The duration of the training/education undertaken must be equivalent to three or more years 'full-time' trainee/student. Part-time trainees/students are acceptable if ECHA judges the overall training/education, to be equivalent to at least three-years full-time.</p> <p>At the level of Specific Contract, ECHA reserve the right to reject candidates where the ECHA staff responsible for the contract, judge the institute, the subject, or the nature of success of the training/education, to be inappropriate or ambiguous.</p>

4.6.1 Service Manager

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject. <p>And</p> <ul style="list-style-type: none"> • Certification: ITIL intermediate level relevant to managing services (or equivalent)
Knowledge and skills	<ul style="list-style-type: none"> • English: C1 • Service and Program management.
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Public sector work (eg. contracts, projects, programs) • Service management and team collaboration software (e.g. Microsoft Project, JIRA, Microsoft SharePoint Server) • Tools that support the service management lifecycle (e.g. Remedy) • Software development methods (such as RUP, SCRUM, Software prototyping)
Nature of the tasks	<ul style="list-style-type: none"> • Reporting on SLI's at the agreed reporting date • Support the setting up and correct delivery of services at the appropriate level of quality, acting as a point of contact for communication and reporting. An example of such services includes the Application Management service

4.6.2 Project Manager (Senior and Junior)

Education	Successful training/education by a competent institute, in relevant subject.
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	<p><i>And</i></p> <ul style="list-style-type: none"> • Certification in any project management area or method
Knowledge and skills	<ul style="list-style-type: none"> • English: C1 • Project management. • Usage of project management tool(s) and methodology(-ies).
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Senior: Minimum 7 years in IT of which minimum 5 years hands-on experience in project management of computer software construction. • Junior: Minimum 5 years in IT of which minimum 3 years hands-on experience in project management of computer software construction. • Practical hands-on experience with most stages of the system development life-cycle is desirable. • Senior: Minimum 2 years of experience working in project(s) following the agile methodology for software development. • Junior: Minimum 1 year of experience working in project(s) following the agile methodology for software development. • Experience with quality procedures.
Nature of the tasks	<p><u>Role of Project Manager</u></p> <ul style="list-style-type: none"> • Project management including proposals for project strategies, planning, definition of tasks and deliverables, review of project deliverables, quality control, risk analysis and management, status reports, problem reporting and management systems, follow up and organisation. • Junior project manager profiles will typically work with smaller projects, or support the Senior project manager on larger projects. • Guide sub-contractors in charge of project activities and review their deliverables. • Participate in functional and technical working groups and progress meetings. • Estimate costs, timescales and resource requirements for the successful completion of each project to agreed terms of reference. • Prepare and maintain project and quality plans and tracks activities against the plan, provide regular and accurate reports. • Monitor costs, timescales and resources used, and take action where these deviate from agreed tolerances. Ensure that delivered systems are implemented within these criteria. • Manage the change control procedure gaining agreement for revisions to the project from project sponsors. • Provide effective leadership for the project team ensuring that team members are motivated and constantly developing their skills and experience. • Support the setting up and running of technical environments and the Application Management service. • Ensuring the application of code quality standards and best practices throughout the software development process. • Preparing necessary quality plans, establishing quality indicators for measuring product and process quality • Performing necessary reviews to monitor key quality indicators • Providing necessary quality reports in a timely manner • Supporting ECHA's overall IT Quality Improvement efforts as

needed.

Role of Program Manager, performed by profile: Project Manager (Senior)

Responsible for managing, coordinating and reporting across multiple interlinked projects. In particular:

- Lead the program and proactively coordinate the work of the Project Managers.
- Reporting on SLI's at the agreed reporting date
- Creating a program plan that covers all projects and their activities in high level and the interdependencies between the projects.
- Follow-up and reporting of the overall progress of the program, and offer coordination for implementation issues related to more than one project;
- Acting as the single contact point for any program related issues with full responsibility for the successful execution of the program.
- Development of program management standards and methodologies to achieve programme goals. Alignment with the corresponding standards and policies of ECHA;
- Overseeing the development and ensuring the utilisation of shared architectural and technical artefacts across projects;
- Develop best practices for improving of program performance;
- Managing and coordinating project changes without affecting the business objectives and deadlines of other projects running in parallel;
- Taking overall responsibility for all the risks and resolving any issues ensuring the program successful outcome;
- Overall responsibility for the programme completing within time & budget – master project plan / programme plan;
- Managing and utilizing efficiently contractor's resource pool available to specific projects;
- Assigning contractor's Project Managers to each project within the programme;
- Ensuring knowledge transfer between members of different project team when where relevant (e.g. within one cluster and between clusters);
- Ensure that program deliverables meet quality standards and project requirements;
- Early detection of risks related to non-optimal coordination between projects;
- Coordinating testing activities that expand cross different projects;
- Developing further and overseeing implementation of quality assurance methodologies together with ECHA;
- Coordination and management of the dependencies between each of the projects and cluster within the programme;
- Highlight training needs that the Contractor should deliver to their staff.
- Acting as counterpart for ECHA programme management and application clusters functions;

4.6.3 Security Consultant

From amongst the Security Consultant candidates that the Contractor will make available throughout the Framework Contract which match the profile described below, at least one of the candidates shall have a formal security testing certification, for example:

- SANS: GPEN / GWAPT;
- Offensive Security: OSCP / OSCE;
- IARCB: CPT / CEPT;
- Mile2: CPTS / CPTe;
- EC Council: LPT.

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject. <p>And</p> <ul style="list-style-type: none"> • Certification in any area of information security, for example CISSP or CISA.
Knowledge and skills	<ul style="list-style-type: none"> • English: B2 • Strong Hands-on knowledge on penetration testing and security assessment on Web application level including both manual testing and use of automated tools. • Expertise in IT-security including Operating Systems , Network, Middleware (e.g. Apache, Weblogic, Tomcat) and databases (e.g. Oracle, MSSQL). • Secure application development and coding practices • Good knowledge of secure coding practices and security testing methodologies and standards like OWASP, OSSTMM, CERT and ISSAF guides and standards. • Shall keep able to keep up to date their expertise in testing and remediating OWASP Top 10 and CWE/SANS Top 25 vulnerabilities
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Minimum 8 years in IT, of which minimum 5 years' experience in technical security of enterprise-scale IT systems, including web applications, preferably within a high security environment. • Minimum 3 years' experience in developing secure coding practices as well as secure design and testing of web applications • Experience in the range: <ul style="list-style-type: none"> - Firewall and IPSec technology: design, implementation and operation - SSL VPN technology: design, implementation and operation - Dual Factor Authentication architecture (RSA technology) - Microsoft Active Directory
Nature of the tasks	<ul style="list-style-type: none"> • Analysis, propose, follow-up implementation of security solutions for information systems. • Provide expertise in the IT-security, including security of IT-infrastructure and systems used to monitor the applications and establish remote access to ECHA production systems • Improve secure coding and application development practices • Organise and perform IT security testing, including penetration testing. • Giving security training and guidance to developers and testers. • Threat analysis and designing security measures to remediate

	<p>threats</p> <ul style="list-style-type: none"> • Technical evaluations of security requirements and measures. • Carrying out security audits and IT processes security assessments.
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4.6.4 Analyst

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject.
Knowledge and skills	<ul style="list-style-type: none"> • English: C1 • Ability to analyse business domain, business stakeholder needs and requirements, business processes. • Ability to create conceptual data entity models and structured requirements documents. • Ability to guide and persuade. • Ability to be very proactive and participate in the early stage of business needs capture and system requirements analysis. • Ability to challenge ECHA assumptions about how things should be done.
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Minimum 5 years in IT, including 4 years working as an analyst in business and process analysis • Experience requested for specific projects may include: <ul style="list-style-type: none"> - Liferay Portal product - Business intelligence/data warehousing, data analysis - Reporting utilising Business Objects or other reporting products.
Nature of the tasks	<ul style="list-style-type: none"> • Typically the Analyst shall spend a large amount of time at ECHA premises. • Interview staff, management team and other stakeholders. • Carrying out research and data collection and conduct analysis. • Running focus groups and facilitating workshops. • Preparing proposals/presentations. • Preparing and documenting business needs specifications • Analysis and authoring of system requirements and design of new information systems. • Discovering business and system integration patterns • Assessing solutions for buy vs build vs configure decisions • Translate system requirements in to a form that can be understood by the implementation teams • Data analysis, data modelling, document management, workflow analysis, business analysis • Creating data entity models, process maps, workflow diagrams • Cost/benefit analyses.

4.6.5 Developer (Senior and Junior)

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in informatics
Knowledge and skills	<ul style="list-style-type: none"> • English: B2

Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Experience working with Agile, if requested for the Specific Contract. • Experience working with UML, if requested for the Specific Contract. • Experience in business analysis desirable. • For Senior: Minimum 5 years' experience in software development and maintenance, with at least 3 years hands-on experience falling into the range of technologies listed in section 'Software Tools and Technologies'. • For Junior: Minimum 2 years' experience in software development and maintenance, with at least 2 years hands-on experience falling into the range of technologies listed in section 'Software Tools and Technologies'.
Nature of the tasks	<ul style="list-style-type: none"> • Prototyping. • Develop/maintain programs that reflect the specifications based on user requirements. • Implementation of integrations with other applications and/or developed modules. • Applying quality assurance: unit testing and code coverage checking, performing functional, integration and performance testing. • Configuration of workflows. • Assist with deployment and configuration management. • Provide technical input to analysts and project managers for drafting of technical analysis documents. • Produce the relevant technical documentation and documentation for the support team. • Assist with training the users of the system. • Assist with evaluating and testing products delivered by external system suppliers to ensure that they conform to ECHA requirements. • Participation in meetings with the users. • Support the work for installing/configuring the software required in the environments of the project • Support troubleshooting activities in production environment

4.6.6 Information System Test Lead

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject.
Knowledge and skills	<ul style="list-style-type: none"> • English: C1 • Quality and Test management • Ability to grasp business scenarios related to complex software applications quickly • Quality assurance of IT projects.
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Applying formal quality standards in the IT environment. • Minimum 5 years' experience in IT Quality Assurance / Software Testing with experience falling into the following range: <ul style="list-style-type: none"> - Managing or coordinating IT software test activities - Creation of overall test plans and/or reports - Creation and execution of functional test cases - Design and execution of test automation scripts

	<ul style="list-style-type: none"> - Working with HP Quality Center (or former version HP Test Director) - Working with Quick Test Pro - JIRA - Confluence
Nature of the tasks	<ul style="list-style-type: none"> • Applying software quality assurance principles throughout the project life cycle. • Preparing necessary quality plans, establishing quality indicators for measuring product and process quality • Performing necessary reviews to monitor key quality indicators • Providing necessary quality reports in a timely manner • Supporting ECHA's overall IT Quality Improvement efforts as needed • Assistance and support on service level agreements or other quality documents associated with information system projects. • Creation of necessary overall pre-delivery test plans and test reports. • Coordinate and manage the pre-delivery software test activities. • Provide necessary assistance to the ECHA's pre-delivery validation test activities • Review pre-delivery test artefacts and ensure sufficient quality and coverage • Take ownership and responsibility of all pre-delivery artefacts • Ensure that the pre-delivery test activities are aligned with ECHA's testing methodology and guidelines • Although not the primary aim, this profile may also be required to perform hands-on testing tasks such as test case creation and execution

4.6.7 Information System Test Specialist

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in informatics
Knowledge and skills	<ul style="list-style-type: none"> • English: B2 • • Strong knowledge of testing technologies and tools and test automation. • Some familiarity with test planning and coordination • Ability to grasp business scenarios related to complex software applications quickly
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment. • Minimum 3 years of IT system testing experience, with experience falling into the following range: <ul style="list-style-type: none"> - Creation and execution of functional test cases - Design and execution of test automation scripts - Automated test tools in general - Working with HP Quality Center (or former version HP Test Director) - Working with Quick Test Pro - JIRA - Confluence
Nature of the tasks	<ul style="list-style-type: none"> • Creation of test cases and test data • Execution of test cases • Development and execution of test automation scripts, typically using Quick Test Pro scripts (including writing scripts

	<p>by hand, if requested, as opposed to 'recording' the scripts).</p> <ul style="list-style-type: none"> • Test and Defect reporting • Assistance with preparing necessary quality plans, establishing quality indicators for measuring product and process quality
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4.6.8 Architect

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in informatics. <p>And</p> <ul style="list-style-type: none"> • Certification in the area of either systems/software architecture or Enterprise architecture.
Knowledge and skills	<ul style="list-style-type: none"> • English: C1 • Strong analytical skills and an accurate and highly structured working mind set. • Excellent interpersonal skills and a clear communication style.
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • Leadership experience • Minimum 6 years in architecture models and tools, design, overseeing implementation of architecture, with experience falling into the following range: <ul style="list-style-type: none"> - Liferay Portal - JEE - MS SharePoint - Enterprise architectures <p>Experience requested for specific projects may include:</p> <ul style="list-style-type: none"> - Agile methodology and delivering projects within an Agile environment. - Complete software project life cycle, with specific emphasis on design and architecture. - Extensive design patterns, object orientated design, UML and design methodologies. - Development of distributed n-tier and service orientated architectures. - Technologies falling within the range of Tools and Technologies falling within scope of the Framework Contract. - Experience with standard technical practices including unit testing, continuous integration, and coding standards. - Enterprise Architecture studies, reporting, and implementation.
Nature of the tasks	<ul style="list-style-type: none"> • Creating detailed architectural designs from high level business requirements and driving these through to production. • Delivery of solutions that are scalable, resilient, extensible, efficient, secure, and cost-effective. • Ensuring the delivery of solutions that integrate within the ECHA architecture landscape and that are aligned with the ECHA guidelines and quality standards. • Act as an interface between the different teams and stakeholders throughout the project life cycle with respect to architectural issues.

	<ul style="list-style-type: none"> • Data flow analysis. • Leading or participating in implementation of the architecture. • Assist in analysis of IT systems portfolio / IS costs/benefits analysis/ Analysis of business processes.
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4.6.9 Web Designer-Developer

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject.
Knowledge and skills	<ul style="list-style-type: none"> • English: B2 • Web Content Accessibility Guidelines (WCAG)
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • Working with collaboration tools (Jira, Confluence) and Agile methodology • Minimum 2 years of web-design experience, including all of the following: <ul style="list-style-type: none"> - Usability / user experience analysis - UI prototyping tools eg. Photoshop, Balsamic or similar. - Creating mock-ups / wireframes • Minimum 1 year experience in web technologies and tools, in the range of: <ul style="list-style-type: none"> - Server side web technologies: eg. Java, JSP, JSF, PHP, XML, etc. - Client side web technologies: eg. JavaScript, CSS, HTML, AJAX, etc. - Liferay Portal product - MS SharePoint
Nature of the tasks	<ul style="list-style-type: none"> • Interview users, run focus groups, facilitate workshops • Perform research, analysis, collect data, analyse and document results • Capturing, analysing and overseeing the implementation of usability or user interface related requirements. • Definition of the logical and physical structure of websites and web pages. • Definition of navigation methods. • Definition and integration of the various required technological components. • Assisting or participating in the development of complex web-enabled applications, from front-end to back-end systems. • Assisting or participating in the development of distributed applications for internet/intranet environments.

4.6.10 Technical Writer

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in relevant subject.
Knowledge and skills	<ul style="list-style-type: none"> • Able to use the office automation tools used in ECHA (MS Office). • English: C1
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • Minimum 2 years' experience in IT. • Minimum 2 years of documentation authoring experience, of

	<ul style="list-style-type: none"> which 1 year of technical documentation authoring. • Minimum 2 years of experience with the office automation tools used in ECHA (MS Office).
Nature of the tasks	<ul style="list-style-type: none"> • Writing technical documentation regarding information systems. • Preparation of end user training material and user manuals.

4.6.11 Information System Trainer

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in a relevant subject for example informatics or pedagogy.
Knowledge and skills	<ul style="list-style-type: none"> • Able to use the office automation tools used in ECHA (MS Office). • English: C1
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • 2 years creating training material and training software user community. • Minimum 2 years working closely with business users of IT systems, of which • Minimum 2 years of experience with the office automation tools used in ECHA (MS Office).
Nature of the tasks	<ul style="list-style-type: none"> • Preparing training material (presentations, workbooks, training data) • Organising and setting up training workshops. • Assist in preparations of the IT training environment. • Training users, face to face, or remotely. • Preparation of end user training material and other related documentation.

4.6.12 DB Developer

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in informatics
Knowledge and skills	<ul style="list-style-type: none"> • English: C1
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • Minimum 5 years' experience in software development, with at least 3 years' experience falling into the following range: <ul style="list-style-type: none"> - Data analysis and modelling, schema design - DB tuning and optimization - SQL / PL/SQL scripting, Oracle Stored procedures & Oracle jobs - DB change release packaging • Experience in database related requirements analysis • Databases: Oracle, PostgreSQL, Derby, or Microsoft SQL server
Nature of the tasks	<ul style="list-style-type: none"> • Understanding ECHA's data architecture, analysing and learning data domains. • Prototyping/develop/maintain data related programs, scripts, schemas. • Designing, implementing, testing data process flows • Produce the relevant technical documentation and

	<p>documentation for the support team.</p> <ul style="list-style-type: none"> • Assist with evaluating and testing products delivered by external system suppliers to ensure that they conform to ECHA requirements. • Participation in meetings with the users. • Support the work for installing/configuring DBMS, software with database components, handling data migration scripts and data conversion. • Support troubleshooting activities in production environment
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4.6.13 Application Administrator

The scope of the Application Administrator role includes the initial setup of the technical aspects of the Application Management solution, and creation and maintenance of the associated technical documentation. However it does NOT include 'performing' the Application Management (monthly) service, i.e. the Application Administrator will not themselves be monitoring the applications and fixing faults in the application technology stack.

Education	<ul style="list-style-type: none"> • Successful training/education by a competent institute, in informatics <p>And</p> <ul style="list-style-type: none"> • Certification: ITIL intermediate (Release, Control and Validation (RCV) or Operational Support and Analysis (OSA), or equivalent
Knowledge and skills	<ul style="list-style-type: none"> • English: B2 • Good knowledge of ITILv3 especially on incident, problem and change management
Experience	<ul style="list-style-type: none"> • Working in an international/multicultural environment • Minimum 2 years of experience in managing bespoke applications (building environments, deploying applications, troubleshooting incidents, monitoring). • At least 3 years of experience falling into the following range: <ul style="list-style-type: none"> - Liferay Portal product - Database administration: Oracle, Microsoft SQL server - Scripting in Ruby, UNIX shell scripts, UNIX text processing tools - Chef, Jenkins, git, Ant, Maven, Nexus - Web and application servers/containers: Apache Tomcat, JBoss Application Server, Oracle WebLogic product family, Apache HTTP server, Microsoft IIS, Glassfish - Collaborative platform, Confluence, Remedy, JIRA, Intranet: Microsoft SharePoint - Splunk, AWStats, Zenoss • At least 2 years of experience working in Linux environments when needed by specific projects/products. • Experience in Java admin tools such as jconsole, jstat etc. when needed by specific projects/products. • Basic level TCP/IP network understanding.
Nature of the tasks	<ul style="list-style-type: none"> • Produce and keep up-to-date the relevant technical documentation and documentation. • All tasks associated with setting up or supervising the setting up (and eventual decommissioning) of the application management technical solution (including setting up monitoring and diagnostic tools) • Setup or supervise others while they setup up technical environments • Perform deployments to application environments • Create and follow-up tickets, for example a ticket to ask a 3rd party

	to resolve a network connectivity problem.
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4.7. Performing Sensitive Activities

The term 'Performing Sensitive Activities' shall be interpreted to mean any activity undertaken by the Contractor, in which the Contractor staff or systems:

1. have access to ECHA IT-environment or systems which contain or process information classified as Restricted or Highly Restricted;
2. have access to ECHA systems classified as sensitive; or
3. have access to ECHA systems, and this access is granted in a manner giving a level of privileged access that ECHA judge sufficiently powerful to warrant the application of additional security measures.

Examples of Sensitive Activities include:

- Configuring applications or testing tools in ECHA's testing environment, or similar activities which require access to ECHA's systems with administrator or other higher level privileges, including access to systems which do not necessarily contain restricted or highly restricted data. (Part of the **Development, Maintenance and Support** service).
- Testing applications in ECHA's UAT Environment, which may contain test data classified as 'restricted'. (Part of the **Development, Maintenance and Support** service).
- Managing production applications with admin rights, which require the Contractor to access ECHA production systems that contain Restricted or Highly Restricted information. (Part of the **Application Management** service).
- Monitoring production applications with a read-only access. (Part of the **Application Management** service).

4.8. Table for English language competence

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

5. ANNEXES

5.1. Check-list of documents to be submitted

The following documents and duly completed forms must be provided:

Description	Group leader in joint offer	All partners in joint offer	Single or Main contractor	Sub-contractors
Candidate's Administrative Data Form (see section 2.3.1.1)	<input type="checkbox"/>		<input type="checkbox"/>	
Power of Attorney of partners in joint offer indicating the group leader (see section 2.3.1.2 <u>Collaboration with other companies</u>)		<input type="checkbox"/>		
Letter of Intent of sub-contractor (see section 2.3.1.2)				<input type="checkbox"/>
Declaration concerning the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged (see section 2.3.1.2)	<input type="checkbox"/>		<input type="checkbox"/>	
Legal Entity Form (see section 2.3.1.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting documents for the Legal Entity Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Identification Form (see section 2.3.1.1)	<input type="checkbox"/>		<input type="checkbox"/>	
Exclusion Criteria Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (30 ¹⁷ %)

17 If subcontracting equals or exceeds 30% of the total value of the contract

(see section 2.3.2)				
Financial and Economic Capacity Overview Form (see section 2.3.3)	<input type="checkbox"/>	(<input checked="" type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)
Evidence of the economic and financial capacity of the service provider(s) (see section 2.3.3)	<input type="checkbox"/>	(<input type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)
Staff Capacity evidence (see section 2.3.3)	<input type="checkbox"/>	(<input type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)
Project & Services Capacity: Development, Maintenance and Support evidence (see section 2.3.3)	<input type="checkbox"/>	(<input type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)
Project & Services Capacity: Application Management evidence (see section 2.3.3)	<input type="checkbox"/>	(<input type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)
Security Capacity evidence (see section 2.3.3)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Organisational Capacity evidence (see section 2.3.3)	<input type="checkbox"/>	(<input type="checkbox"/>)	<input type="checkbox"/>	(<input type="checkbox"/>)

18 The symbol () in the documents shall be provided when required in accordance with Section 2.3.3 of the Specifications.

- 5.2. *Candidate Administrative Data Form*
- 5.3. *Power of Attorney Document*
- 5.4. *Letter of intent*
- 5.5. *Exclusion criteria form*
- 5.6. *Financial and Economic Capacity Overview Form*
- 5.7. *Evidence for selection criterion 2.1 (Staff Capacity)*
- 5.8. *Evidence for selection criterion 2.2 (Project & Services Capacity: Development, Maintenance and Support of Software)*
- 5.9. *Evidence for selection criterion 2.3 (Project & Services Capacity: Application Management)*
- 5.10. *Evidence for selection criterion 2.4 (Security)*
- 5.11. *Evidence for selection criterion 2.5 (Organisational Capacity)*