Tenderer‘s Checklist

EMSA/OP/08/2014

“Enhancement and Maintenance Services for EMSA’s SharePoint collaboration platform”

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

|  |  |  |
| --- | --- | --- |
| **Document** | Reference in the Offer | Check |
| **For the proposed methods and approach to implement the contract requirements to perform the tasks and supporting tools** | | |
| Project approach overview |  |  |
| Project management methodology and supporting tools |  |  |
| Plan to acquire knowledge about the system |  |  |
| Strategy to improve the quality of the system |  |  |
| Design methodologies and tools |  |  |
| Software development methodology and supporting tools |  |  |
| Testing methodology |  |  |
| Load and stress tests approach and supporting tools |  |  |
| Response times to EMSA requests, to be provided in Appendix 04 – Response times |  |  |
| For the suggested plan for the implementation of the scenario described in section 15 (3) of the Tender Specifications as enhancement project | | |
| Project team overview and composition |  |  |
| Roles and responsibilities |  |  |
| Project plan |  |  |
| Work breakdown of the effort in person days per profile |  |  |
| Total project time in calendar days |  |  |
| Total cost |  |  |
| Description of possible implementation including |  |  |
| Mock-up of the user interface |  |  |
| Project deliverables |  |  |
| Knowledge transfer at the end of the project |  |  |
| Approach for ongoing maintenance |  |  |
| Test plan |  |  |
| Overview of the architecture |  |  |
| Impact at database tier, business tier, presentation tier and integration tier (if necessary) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For the team composition and distribution of responsibilities for the performance of the services | | | |
| Knowledge management strategy |  | |  |
| Knowledge management strategy for staff assigned to EMSA projects |  | |  |
| Available support to team(s) assigned to EMSA project in case of problems |  | |  |
| Knowledge transfer plan |  | |  |
| Measures to ensure continuity of staff between different specific contracts |  | |  |
| Flexibility in assigning staff to EMSA projects |  | |  |
| For the price of the bid | | | |
| Fixed price for each of the profiles as provided in Section 12 of the Tender Specifications |  | |  |
| Documentary evidence of expertise, knowledge and experience in the following areas with a list of comparable, relevant projects and systems in which the tenderer has participated and worked. This must include a description of the services with indication of the objectives, contracting parties, duration and budget. For: | | | |
| An overview of the company departments mentioning the currently allocated number of staff and levels. |  | |  |
| Description of the relationship of this company and those of the group if relevant. |  | |  |
| Description of previous projects related to Support, Maintenance and Development on SharePoint platform, preferably in the area of integrated solutions for procurement monitoring, contract management and budget follow-up in a comparable organisation with comparably complex budget structure, financial rules and reporting requirements. |  | |  |
| Detailed curriculum vitae of each of the following profiles assigned to the project and their possible substitute(s) | | | |
| Detailed curriculum vitae: Project Manager (2) | |  |  |
| Detailed curriculum vitae: Senior Developer – Analyst (3) | |  |  |
| Detailed curriculum vitae: Application Developer (5) | |  |  |
| Detailed curriculum vitae: Document Management Specialist (2) | |  |  |
| Detailed curriculum vitae: User Experience Designer (2) | |  |  |
| Detailed curriculum vitae: Application Tester (2) | |  |  |
| Others | | | |
| Signed Cover Letter |  | |  |
| Legal Entity Form (LEF) |  | |  |
| Financial Identification (BAF) |  | |  |
| Declaration on Honour |  | |  |
| Statement of Subcontracting/Joint Offer (if applicable) |  | |  |
| Appendix 04 - Response times |  | |  |
| Appendix 05 - CV template |  | |  |

The Tenderers Checklist and above mentioned documents should be duly signed by the authorised representative.

Date:

Signature:

Name, title: