

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: