Tenderer‘s Checklist

EMSA/OP/01/2015

RuleCheck Enhancement and Maintenance

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 | |  |  |
| Proposal of how maintenance is addressed | |  |  |
| Design methodologies and supporting tools | |  |  |
| Software development methodology and supporting tools | |  |  |
| Testing methodology and supporting tools | |  |  |
| Load and stress tests approach and supporting tools | |  |  |
| Service Level Agreement, including: | |  |  |
|  | Proposed service levels |  |  |
| Proposed service levels for the maintenance reaction times |  |  |
| Method for Change Management |  |  |
| Method for Release Management & Planning |  |  |
| Method for Problem Management |  |  |
| Method for Service Level Management |  |  |
| For the suggested plan for the implementation of Scenario 1, 2 and 3 as enhancement project | | | |
| Project charter | |  |  |
| Project plan | |  |  |
| Gantt chart | |  |  |
| Project duration | |  |  |
| Work breakdown of the effort in person days per profile | |  |  |
| Allocation of tasks to team members | |  |  |
| Risks registry and risk management procedure | |  |  |
| Project status reports and flash reports | |  |  |
| Design documentation | |  |  |
| Test documentation | |  |  |
| System documentation | |  |  |
| User documentation | |  |  |
| Software releases and release notes | |  |  |
| Installation, configuration and deployment manuals | |  |  |
| Impact and changes on the system | |  |  |
| For the team composition and distribution of responsibilities for the performance of the services | | | |
| Project team overview and composition | |  |  |
| Roles and responsibilities | |  |  |
| For the price of the bid | | | |
| Fixed price for one year maintenance | |  |  |
| Fixed price for each of the profiles for enhancements | |  |  |
| Documentary evidence of technical and professional capacity 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: | | | |
| Development of information systems and products based on Web technologies: architecture, development, operation and maintenance and linked with Oracle Identity and Access Management Suite and Liferay Portal | |  |  |
| Use of quality systems | |  |  |
| Detailed curriculum vitae of each of the following profiles assigned to the project and their possible substitute | | | |
| Project Manager | |  |  |
| Technical Manager | |  |  |
| Business Analyst | |  |  |
| System Architect | |  |  |
| Software Architect | |  |  |
| Designer | |  |  |
| Senior Developer | |  |  |
| Developer | |  |  |
| Test Manager | |  |  |
| Tester | |  |  |
| Others | | | |
| Signed Cover Letter | |  |  |
| Legal Entity Form (LEF) | |  |  |
| Financial Identification (BAF) | |  |  |
| Declaration on Honour | |  |  |
| Balance sheets or extracts from balance sheets and profit and loss accounts for the last three financial years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the tenderer is established | |  |  |
| Statement of overall turnover and turnover relating to the relevant services for the last three financial years | |  |  |
| Statement of Subcontracting/Joint Offer (if applicable) | |  |  |

Tenderer’s Offer

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

Date:

Signature:

Name, title: