

**CLARIFICATION no. 2
to call for tender
ENV.D.1/SER/2010/0005**

1. ADMINISTRATIVE PROPOSAL

Question : "In relation to the section 2.4 "Access to the market", page 23 part 3 of tender specifications, do the provision of the complete list of documents listed at PART II-point 6.2 satisfy the criteria?"

Answer: Yes

2. FINANCIAL OFFER

Questions

- "In the financial offer template (annex 2), as this is stated "for guidance purposes only" we are working on a template where the cost break-down is based only on the cost per hour. Does this meet the requirements?"
- "In the financial offer form, the table is organized for the calculation of costs, please clarify where and how the tenderer should specify the selling price."

Answer: the price must be quoted in Euros using the template in Annex 2. The price should be the sum of the cost components mentioned. Note that the detail of the information provided in this Annex will contribute to the assessment of the tenders against Award criteria 3 – Project management and availability (max points 40) ("This criterion relates to the quality of project planning, the organisation of the team with a view to managing a project of this nature and the availability of the resources for the completion of the contractual tasks.").

3. PLACE OF PERFORMANCE

Question. "At page 15, section 8, "place of performance" is stated that "the contractor may be required to work a substantial part of the time in Copenhagen at EEA premises"; could you please give more detailed information on the estimated amount of time to be carried out at EEA premises?"

Answer: More detailed information cannot be provided at this stage. The tenderers are invited to provide an estimate of cost implication based on their experience in implementation of similar information systems.

4. TECHNICAL SOLUTIONS AND HANDOVER

Questions

- In terms of the software/IT architecture to be proposed for the clearing house: Is it recommended or even compulsory to use open source solutions as the basis for the development of the clearinghouse?

- Given the fact that the Clearinghouse is foreseen to be installed at EEA and given the fact that the AEA report annex 27 refers to specific solutions (like PHP, Plone, Python) are there any directions regarding recommendations for technical solutions for the platform that should or should not be used?
- Regarding hosting activities:
 - Should the contractor provide servers and/or other hardware in order to run the application?
 - Who will be in charge of the platform hosting?
 - Where will be located the infrastructure that will host the platform?
 - It will be allowed the remote managing of the hosting infrastructure?
 - The financial offer should include all software/hardware components needed to deploy the platform or the DG already has licenses for operating system (e.g. windows), database (e.g. Oracle), application server etc.? Can you better specify these issues?
- The hand over of the Clearinghouse up and running is scheduled by month 18: This hand over is expected to be in an IT production environment or in a testing/pre-production environment? If any case, our understanding is that all of the technological environments (except the development one), their configurations and their HW/SW and licences needs will be provided by the European Commission being out of the scope of this call for tender. Could you confirm this point?

Answer:

The delivery of the software under the European Union Public License (Open Source)¹ is not considered as a mandatory element, but is strongly recommended. The tenderers should therefore explain in detail the advantages and consequences of any alternative solution they propose. The analysis of the tenders will take into account the costs of any additional licenses needed to run the software produced by the contractor, as well as the facility for the Commission and the EEA to further maintain and modify the software. These aspects should be specified and quantified in the technical proposal. We also refer to ARTICLE II.8 of the draft contract².

The contractor should provide servers and hardware to run the prototypes and the final version until its handover to the Commission and its implementation at the EEA by Month 18.

¹ See Guidelines for Users and Developers v.1.1 <http://ec.europa.eu/idabc/servlets/Doc?id=32429>

² ARTICLE II.8 – OWNERSHIP OF THE RESULTS- INTELLECTUAL AND INDUSTRIAL PROPERTY. Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Community, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to entering into the Contract.

5. GUARANTEE PERIOD

Question: After the release of the final version of the clearing house at month 18, should the contractor manage the clearing house content or this task is in charge to the DG? If is in charge to the contractor, what is the amount of information to upload and manage during the 12 months guarantee period?

Answer: we refer to item 5) page 11 of the technical annex.

6. ANALYTICAL TOOLS

Questions:

- Do analytical tools/practical tools mentioned at pages 4-5 of tender specifications already exist, and are they provided by external web portals? Or they have to be developed by the Contractor? In case they have to be developed by the Contractor, how many services have to be developed and what features they should have?
- Can you please elaborate on the various references to (analytical) tools in various parts of the call text? What is your understanding of a tool in this perspective?: Does it refer to a method, a concept, a software (simulation) model, a calculation/statistical tool, a visualization tool? In some cases it is clear that it refers to “access to tools”. However, in other cases it seems unclear if existing tools are referred to or if existing (analytical) tools should be integrated into the clearinghouse or even new tools should be developed as part of the clearinghouse software.

Answer:

On the basis of his "*experience in research on climate change impacts, vulnerability and adaptation, in qualitative and quantitative analysis for the development of climate adaptation policies, in mainstreaming of adaptation into sectoral policies and his [...] expertise in the compilation and content preparation of environmental information to optimise accessibility of the user community*" (Technical Annex I.5), the tender should propose a set of analytical tools he will either develop or integrate³ in the software. As mentioned in the technical annex (section 3.2. Contents and analytical tools) and as explained in the Concept note, the analytical tools included in the software to be developed in the context of the current contract should allow at least:

- **Providing a geospatial interface which would help to put into perspective data observations and scenarios on climate and socio-economic scenarios, from various sources, with standardized searches.**
- **Making accessible existing vulnerability indicators and also helping building new indicators from a common set of potential impacts and adaptive capacity set of data and indicators (cognitive mapping).**
- **Searching in a database of adaptation measures, including queries and a GIS interface.**
- **Searching in a database of adaptation Plans and Strategies, allowing a meta-analysis of the plans and strategies”.**

³ In the case of pre-existing analytical tools, for which potential licences or property rights should be specified as explained above.

7. TRANSLATION OF CONTENTS

Questions:

- Should the contractor carry out contents translation? If yes, what is the estimated amount of content to be translated? Have this content to be translated in all the EU official languages?
- In the description of tasks, at page 11, point 3, bullet c), is requested “to populate the web portal with not registered content”; the contractor is in charge only to insert in the web portal already generated content, or he should generate this content? Anyway, should this content be translated? If Yes, in how many languages?
- Should we interpret this requirement as building a multilingual application repository, but for the end product of phase 1 only implemented in one of these EU languages (e.g. English)?

Answer: Section I.3.7 of the technical annex specifies that the translation of the ontology, user interface and general part of the web portal in all EU official languages should be actually performed by the contractor.

- **Regarding the ontology and the user interface, the development of the software should supports multilinguism in such a way that contents can seamlessly be translated into all official EU languages by adding the content in that language into a multilingual application repository, and for the end product of phase 1, this should be already implemented in various EU languages, to be specified by the tenderer.**
- **Regarding non registered contents, contents to be translated to all EU languages will mainly consist of accompanying text to links to other websites, databases, reports, etc. The tenderer should provide estimates of the amount of contents to be translated.**

8. WORKING GROUP KNOWLEDGE BASE

Question: The 1st meeting of the Working Group on Adaptation Knowledge base, mentioned page 3 of the technical annex, took place on 3/3/2010. Are the conclusions of this meeting available and are they relevant for the tender?

Answer: The reference documents for the tender are the technical annex and the documents referred in the footnotes. However, the discussion held at the workshop can provide a useful background for the understanding of the needs of potential users of the Clearinghouse. Information is publicly available on Circa⁴.

⁴ http://circa.europa.eu/Public/irc/env/cc_impacts/library?l=/public_1/vulnerability_adaptation/2010-03-03_meeting