

## Technical specifications for Geographic Information Systems (GIS) consultancy and services for the European Environment Agency

### 1. Introduction

The European Environment Agency (EEA) is mandated by its founding regulation to provide high quality information to support the environmental policy process and sustainable development and for the assessment of environmental achievements and outcomes. In this context, the EEA intends to provide more and better quality geographical information for those involved in developing, adopting, implementing and evaluating environmental policy as well as the general public.

Spatial data and information in Europe is fragmented, with gaps in availability and lack of harmonisation between datasets at different geographical scales. These problems make it difficult to identify, access and use data that is available. The Commission has therefore adopted a proposal for a Directive establishing an infrastructure for spatial information in the Community (Inspire, [www.ec-gis.org/inspire/](http://www.ec-gis.org/inspire/) )

Another initiative related to EEA's plans is the joint initiative of the European Commission and the European Space Agency on Global Monitoring for Environment and Safety (GMES, [www.gmes.info](http://www.gmes.info)). In the implementation period (2004-2008), the development of the required infrastructure and organisational set up towards the establishment of a European capacity for GMES will be initiated. Main results from that period will include proposals for improvements on infrastructures, services and knowledge.

EEA is deeply committed to support the Inspire process and the GMES initiative and to contribute to a shared European integrated spatial information service. EEA's spatial infrastructure should build a platform for geo-referenced data flows, modelling and analysis, and host service elements, including those of GMES. Furthermore, together with member countries, the Agency will build a Geo-portal and Web services to provide environmental information about our web user's neighbourhood. This will require further work on harmonization of the needed data and services. More information about the EEA Strategy and Management plans can be found at the Agency's website at [www.eea.eu.int](http://www.eea.eu.int).

The purpose of this call for tender is to establish a framework contract with an organisation that can provide support to the Agency in building and deploying the spatial infrastructure. The long-term purpose is to bring the present infrastructure into an open architecture and transform existing European datasets into a harmonized format to ensure coherence and interoperability.

## 2. Services to be provided (Tasks and consultant's profile)

The selected contractor should be able to offer a workforce of GIS experts with various competencies, working mainly at the contractor's premises, using own technical infrastructure. The contractor should be able to offer at least one consultant to cover each of the following profiles:

- **Technology development manager:** 5-10 years experience with development spatial data infrastructure, GIS applications, and solutions for the Internet.
- **Senior analyst:** 5-10 year experience with GIS software architecture, user interface design, outline of user documentation, testing requirements.
- **Spatial data manager:** 5-10 years experience in spatial data handling and RDBMS
- **Junior analyst:** 3-5 years experience with GIS based software analysis and programming
- **Operator:** 1-2 years experience with GIS based software for spatial data manipulation, cartographic outputs and image processing.

The contractor should have thorough experience of the software tools used within EEA as well as Open GIS standards. The tools include ESRI ArcGIS, ArcIMS, ArcSDE, MapObjects, Microsoft SQLserver and Micromedia Flash MX.

**The tasks** of the consultants will be, for example, to:

- support the scoping and prototyping of the EEA project on enabling the public to locate information about their surrounding environment (the "neighbourhood project")
- harmonize data models and implement standards for integration of the EEA spatial information system in the European Spatial Data Infrastructure and for interoperability with other organisations
- process large volume raster and/or vector GIS datasets for data transformation, integration, harmonization, generalisation or information extraction.
- perform image processing
- engineer centralized and decentralized spatial data management solutions
- design and develop advanced web user interfaces, including Flash applications, and services for accessing, visualising, querying, mapping and storing spatial datasets managed by EEA and cooperating partners in the EIONET network
- develop user acceptance tests for web applications

- quality control geospatial datasets before integration in the EEA GIS reference database and Data Service
- support the development, maintenance and population of the metadata service
- develop, document and undertake quality control procedures for spatial datasets
- produce maps for EEA products, services and events

In developing these services and the infrastructure for the spatial information system, EEA will apply the principles proposed by INSPIRE.

#### **4. Qualifications - conditions for participation (selection criteria)**

##### **(a) Legal status**

Evidence of legal status shall be furnished by copy of documents confirming the tenderer's:

- inclusion in a trade register
- and/or**
- VAT registration.

##### **(b) Financial capacity**

Evidence of economic and financial capacity shall be furnished **by one or more** of the following documents. If you cannot provide these references please prove your economic and financial capacity by means of other documentation available to you, and explain why you cannot present the requested information.

- appropriate statements from banks or evidence of professional risk indemnity insurance.
- the presentation of balance sheets or extracts from balance sheets for at least the last two 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 economic operator is established.
- a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.

**Exclusion cases:** The tenderer shall submit an auto-declaration form (Annex VIII to this call for tender) confirming that they are not in any of the situations listed in the form and that consequently, they are eligible to tender. (N.B. additional evidence may be requested at a later stage prior to signature of the contract).

**(c) Technical capacity**

Evidence shall be provided in the tender documents:

- (a) that the business activity of the company is relevant from the standpoint of the task in question by listing the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private.
- (b) of the service providers educational and professional qualifications and/or those of the firms managerial staff and, in particular those of the persons responsible for providing the services
- (c) of the service providers average annual manpower and the number of managerial staff for the last three years.

**Award criteria**

The offers will be evaluated based on the following criteria

- the overall strength and broadness of the consultant team offered to be at the Agency's services based on the consultants collective documented experience of providing similar services as evident from their CVs (0 – 50 points; a minimum of 30 points must be scored)
- the organisations overall documented strength and experience in providing similar services (0-25 points; a minimum of 15 points must be scored)
- the organisations experience of ESRI ArcGIS, ArcIMS, ArcSDE, MapObjects, Microsoft SQLserver and Micromedia Flash MX as well as Open GIS standards (0-25 points; a minimum of 15 points must be scored)
- the daily rates offered for consultants with the required skills and experience. The daily rates should cover all costs of the contractor for the contracts, including overhead for project management, software licences and use of IT infrastructure.

The offer providing the best value for money will be identified by dividing the average daily rate for the five consultant profiles by the scores for the three first criteria above.

**Contracts**

A framework contract will be awarded for a period of two years with the possibility of renewal twice for a period of one year each, and on the basis of this, consultants will be engaged through specific agreements. The first specific agreement will be issued following signature of the framework contract. The estimated size of the first specific agreement is 300-500K Euro to cover work in the first half of 2005.

**Place of work**

The work will take place at the contractor's premises and occasionally at EEA or elsewhere when required for individual tasks, coordination and project meetings. For work carried out outside the contractor's premises, travel and subsistence costs will be paid according to EEA standard rules and rates.

**Performance**

Competence in both selection and award criteria must be maintained throughout the framework contract. Once the framework contract has been signed, the company must be able to offer consultants with the required skills and experience to carry out the work in question within one month after offering the company a specific agreement. If consultants included in the offer are not available another consultant with at least the same qualification and experience should be offered, subject to approval by EEA.