



## Tender specifications

### Geospatial data analysis consultancy services

#### Open call for tender EEA/SES/09/001

##### 1. Purpose and context of the call

The European Environment Agency (EEA) is operating its Geographic Information System (GIS) to support the development, implementation and monitoring of environmental policy in Europe. Geospatial data is used for analytical as well as communication and dissemination purposes. As spatial data and information in Europe is often fragmented, with gaps in availability and lacking harmonisation between datasets at different geographical scales, this makes it difficult to identify, access and use available data.

A vast range of environmental data is being collected across Europe, generating valuable information for policy makers, citizens and business. To maximise the use of this information, the European Commission together with EEA and the member states has proposed the development of a Shared Environmental Information System (SEIS).

The Communication “Towards a Shared Environmental Information System” <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0046:FIN:EN:PDF> (COM(2008)46 final) outlines the SEIS approach of the shared environmental information system (SEIS) to interconnect existing databases and make data easily accessible to all.

The INSPIRE European Spatial Data Infrastructure as defined by the Directive 2007/2/EC [http://inspire.jrc.ec.europa.eu/directive/1\\_10820070425en00010014.pdf](http://inspire.jrc.ec.europa.eu/directive/1_10820070425en00010014.pdf) will be the backbone of SEIS.

The EEA is putting the implementation of SEIS at the centre of its multiannual (2009–2013) strategy.

SEIS aims at:

- improving the availability and quality of information needed to design and implement the European Union’s environment policy;



- streamlining data handling by connecting existing information systems and providing online information services;
- modernising environmental reporting to reduce the administrative burden both at national and international level; and
- fostering the development of information services and web-based applications.

The European Commission will present a detailed implementation plan for SEIS in 2009/2010 which will be developed in collaboration with the EEA and the European environmental information and observation network (Eionet) taking into account the implementation of the INSPIRE and GMES initiatives:

[http://ec.europa.eu/gmes/pdf/COM\\_2008\\_0748\\_en\\_communication.pdf](http://ec.europa.eu/gmes/pdf/COM_2008_0748_en_communication.pdf)

The EEA will play a key role in the coordination of the *in-situ* data infrastructure for the new GMES initiative of the European Commission on Global Monitoring for Environment and Safety. The EEA will make use of the new geospatial data services that will be provided by GMES to respond to specific service demands as part of the implementation of SEIS.

Within the above context the Agency has launched this call following which it intends to award a framework service contract for “Geospatial data analysis consultancy services”.

## **2. Services to be provided**

The purpose of this framework contract shall be the provision of consultancy support to the Agency in building and deploying its spatial data infrastructure as part of SEIS.

The main operational objective is to support the EEA in the development and operation of its Geographic Information System (GIS) and Spatial Data Infrastructure (SDI) including web services.

The long-term purpose is to support the migration of the current operational information system managed by EEA towards an INSPIRE-compliant geo-node of SEIS.

In order to achieve this, and as specified in section III.2.3 of the Contract notice (ref. provisions for technical and professional capacity), tenderers must be in a position to provide a wide range of expertise in GIS, SDI, GIS web software tools used within EEA as well as Open GIS standards (OGC) including at least ESRI ArcGIS; ArcServer; ArcIMS; ArcSDE; MapObjects; Microsoft SQLserver; BizTalk; Virtual Earth; Google Earth and Maps; as well as Macromedia Flash MX.



## Annex I

A framework contract will be awarded for a period of **48 months** from the entry into force of the contract. The framework contract will be implemented through specific contracts which alone shall bind the Agency. Annexes to such specific contracts will include detailed descriptions of the services and deliverables to be provided. For details reference is made to the terms and conditions of the draft framework contract and draft specific contract which form parts of the tender documents.

The total budget for this framework contract is estimated at a maximum of **3 200 000 EUR** (an estimated **800 000 EUR/year**).

In general and in accordance with the principles proposed by INSPIRE and SEIS the following categories of services may have to be provided under this framework contract:

- harmonization of data models and implementation of standards for integration of the EEA spatial information system into the European Spatial Data Infrastructure and for interoperability with other organisations in line with INSPIRE;
- processing of large volume raster and/or vector GIS datasets for data transformation, integration, harmonization, generalisation or information extraction;
- GIS and image processing;
- development of de-/centralized spatial data management solutions;
- design and development of advanced web-based applications and user interfaces, including Flash applications, services for accessing, visualising, querying, mapping and storing spatial datasets managed by EEA and/or cooperating partners in the Eionet network;
- development of user acceptance tests for web applications;
- quality control of geospatial datasets before integration into the EEA GIS reference database and Data Service;
- support to the development, maintenance and population of the metadata service;
- development, documentation and quality control of procedures for spatial datasets;
- design of cartographic layout for map production;
- production of maps for EEA products, services and events.

A substantial part of the work is expected to take place at EEA premises in Copenhagen, in particular on tasks relating to operation and maintenance. Some services shall be provided at the contractor's premises and occasionally elsewhere when required for individual tasks, coordination and project meetings. For any work carried out elsewhere than the contractor's premises and EEA premises, travel and subsistence costs will be paid according to EEA standard rules and rates (Annex IV to the framework contract). Meetings with the responsible EEA project manager as well as progress reporting will be required on a regular basis



### 3. Price

Prices must be quoted as specified under **section 4.3** of this document.

Prices shall be fixed, all-inclusive and not subject to revision for implementation during the first year of duration of the Contract. From the beginning of the second year of duration of the Contract, prices may be revised upwards or downwards each year in accordance with Article I.3 of the framework contract.

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995, the Agency is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

Prices tendered must be expressed in euros; this applies also to countries that are not part of the euro zone. For tenderers in countries that are not part of the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

### 4. Criteria

#### 4.1 Exclusion criteria

Candidates or tenderers shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

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(e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations listed above (see Annex 1).

The tenderer to whom the contract will be awarded must provide the evidence confirming the declaration referred to in the previous point unless this obligation is waived by the contracting authority.

The contracting authority shall accept as satisfactory the following evidence:

- i) For points (a), (b) and (e) a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.
- ii) For point (d) recent certificates or letters issued by the competent authority of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

Where any document referred to above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;



- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

#### 4.2 Selection criteria (as indicated in Section III.2. (Conditions for participation) of the Contract notice

#### 4.3 Award criteria

The framework contract will be awarded to the tenderer with the best price-quality ratio, taking into account the following criteria:

##### A. Technical merit (TM) – 100 points maximum; 70 points minimum

1. Understanding of the EEA's demands concerning GIS/SDI – 50 points maximum; 35 points minimum;
2. Strategy to meet these demands (based on the composition of the tenderer's consultancy team and its assembled expertise as relevant for the implementation of the contract) – 50 points maximum; 35 points minimum;

##### B. Price (P)

Tenderers must quote all-inclusive daily rates for each of the required profiles (as defined in III.2. (technical and professional capacity) of the Contract notice), the total average of which as indicated below will be taken into account for the price evaluation:

Profile	EEA premises (X)	Contractor's premises (Y)	Subtotal (X+Y)/2
Senior Consultant	... EUR	... EUR	... EUR
Junior Consultant	... EUR	... EUR	... EUR
<b>Total</b> <sub>AVG</sub> (SC <sub>(X+Y)/2</sub> + JC <sub>(X+Y)/2</sub> )=			... EUR

*All fields are mandatory. Non-compliance leads to exclusion.*



## Annex I

Tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula:  $(P_{min}/P) \times 100$ , in which  $P_{min}$  being the lowest financial offer and  $P$  the financial offer being considered.

The contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price.

### 5. Further information

Tenders must specify the Call for tender concerned, comprise a technical and a financial offer and be submitted in one original and two copies.

Tenders should preferably be drafted in English. Supplementary material does not need to be translated.

Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group.

### 6. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g. by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

#### Annexes:

- 1 Declaration on exclusion criteria
- 2 Identification sheet