ANNEX III - Organisation & Methodology

**To be completed by the tenderer**

# Rationale

Tenderers should consider, but are not limited to, the following when preparing their technical offer:

LOT 1:

* The process you will go through to deliver the user interface
* Describe a proposal to meet the requirements, including a high-level description of the user experience and technical components which will be used, including a live case study with examples of how the development worked with the client
* Management of license verification
* What tools will be used for providing analytics / metrics
* Training required to enable EuroGeographics to manage and administer the user interface
* Hosting of the User interface and providing a back-up service
* 24/7 technical support should a problem arise
* A service level agreement for maintenance and support
* Possibility of increased support for EuroGeographics to develop the interface if demand grows significantly

LOT 2:

* The process you will go through to deliver the cadastral index map service and associated metadata including:
  + The process to create the service
  + Consolidation and standardisation of the data
  + The update process
  + Styling of the data
  + Caching of scales
  + The creation of relevant metadata to D-CAT (Data Catalogue Vocabulary) standards
  + Maintenance of the service for the duration of the project
  + User functionality for example navigation and searching
  + The use of the getfeatureinfo functionality of the WMS provided by the members
* A service level agreement for maintenance and support

FURTHER GUIDENCE FOR BOTHS LOTs

Please be informed that throughout your proposal you state that you understand the following:

* + that the project has a software part and a cartography part.
  + that the cartography part is not trivial: creating a high-quality visualisation takes time and your proposal needs to explain what your understanding of high-quality is so we can decide whether it is enough.
  + that the software part is not trivial: if you plan to start “from scratch” without using existing (open source) technology please give good reasoning why.

The concepts for operating the services should be sustainable and as simple as possible, so that they can be kept available at minimum maintenance cost after this project has ended.

We would welcome your opinion on the key issues related to the achievement of the contract requirements and an explanation of the risks and assumptions affecting the execution of the contract.

# Strategy

* An outline of the approach proposed for contract implementation.
* A list of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# Backstopping

* CVs of any expertise proposed (included in the offer) for project implementation
* A description of the support facilities (back-stopping) that the contractor will provide during the execution of the contract.
* A description of any subcontracting arrangements with a clear indication of the tasks that will be entrusted to subcontractors and a statement by the tenderer guaranteeing the eligibility of subcontractors.

These back-up functions will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff etc.

# Timetable of work

* The timing, sequence and duration of the proposed tasks.
* The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
* The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.

**\*\*\*Please always refer to the ToR for any additional information to be inserted in the O&M.\*\*\***