



HISTORICAL ARCHIVES OF THE EUROPEAN UNION

Open Call for Tender for the provision of maintenance services of the Digital Archives Management System of the Historical Archives of the European Union

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Contents

CHAPTER I – SCOPE AND DESCRIPTION OF THE PROCUREMENT PROCEDURE.....	4
1. Article 1. Definitions	4
2. Article 2. Contracting authority.....	4
3. Article 3. Subject.....	4
4. Article 4. Conditions for participation to tender	5
5. Article 5. Joint Tenders	5
6. Article 6. Subcontracting.....	6
CHAPTER II – TECHNICAL SPECIFICATIONS	6
7. Article 7. Description of the technical specifications	6
7.1. Introduction	6
7.2. Application components of DAMS	7
7.3. DAMS Host Specifications	7
7.4. Scope of the tender	7
7.5. Table of contents	9
7.6. Section 1: Maintenance Process Implementation	10
7.7. Section 2: Service Governance	10
7.8. Section 3: Service Level Agreement (SLA).....	10
7.9. Section 4: Additional Consulting Services.....	11
CHAPTER III – EVALUATION AND AWARD CRITERIA.....	11
8. Article 8. Exclusion criteria.....	11
9. Article 9. Selection criteria	13
10. Article 10. Award criteria	14
CHAPTER IV - FINAL PROVISIONS	16
11. Article 11. Requirements for the signature of the contract	16

12. Article 12. Contract management	16
13. Article 13. List of tender documents.....	16

CHAPTER I – SCOPE AND DESCRIPTION OF THE PROCUREMENT PROCEDURE

1. Article 1. Definitions

‘candidate’ means an economic operator that has sought an invitation;

‘contract’ means a public contract awarded by the EUI for the procurement of services/supply;

‘EUI’ means the European University Institute, which is the contracting authority entrusting the services that are the subject of these tender specifications to the contractor;

‘contractor’ means to the successful tenderer awarded with the contract;

‘economic operator’ can refer to a ‘work contractor’, ‘supplier’, or ‘service provider’ and means any natural or legal person or public entity or group of such persons and/or entities which offers the execution of works, the supply of products or the provision of services on the market;

‘joint tenders’ means a situation where a *tender* is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a *tenderer*¹;

‘subcontracting’ means the situation where the *contractor* enters into legal commitments with other *economic operators* which will perform part of the *contract* on its behalf. The *contractor* retains full liability towards the *EUI* for performance of the *contract* as a whole;

‘tender’ / ‘offer’ defines the terms upon which the supplier is willing to be bound, which normally include price, date of delivery, payment terms and a description of the services/supplies/works;

‘tenderer’ means an economic operator that has submitted a tender;

‘tender specifications (TS)’ means any documents describing the needs and requirements of the EUI for the purposes of the relevant tender.

2. Article 2. Contracting authority

This procurement procedure is launched and managed by the *EUI*, that is the contracting authority for the purposes of this procurement procedure, through the Historical Archives of the European Union.

3. Article 3. Subject

Subject of the contract	The subject of this procurement procedure is the provision of maintenance services of the Digital Archives Management System of the Historical Archives of the European Union.
Lots	This procurement procedure is not divided into lots.
Type of contract	The procedure will result in the conclusion of a service contract. <i>Tenderers</i> need to take full account of the provisions of the draft <i>contract</i> as the latter will define and govern the contractual relationship(s) to be established between the <i>EUI</i> and the <i>contractor(s)</i> .

¹ References to tenderer or tenderers in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

Duration of the contract	The <i>contract</i> to be awarded shall have a duration of 5 (five) years, renewable for additional 2 (two) years up to a maximum of total 7 (seven) years. The details of the initial <i>contract</i> duration and possible renewals are set out in Article I.2 of the draft <i>contract</i> .
Estimated value of the contract	<p>The total estimated value of the <i>contract</i> to be awarded for the whole maximum duration of 7 (seven) years is € 285.000,00 (two hundred eighty five thousand/00).</p> <p>The abovementioned estimated value of the <i>contract</i> is composed of:</p> <ol style="list-style-type: none"> 1. estimated fixed costs for maintenance service of € 245.000,00 (<i>two hundred forty five thousand/00</i>); 2. estimated variable costs for additional services on request of € 40.000,00 (forty thousand/00). <p>The additional services indicated at point 2 may be requested only if considered necessary and upon availability of funds.</p> <p>The payment method is direct billing on quarterly basis.</p> <p>The <i>EUI</i> may procure additional services from the <i>contractor</i> up to a maximum of 50% of the initial contract value.</p>
Place of performance	The services will be undertaken at the <i>EUI</i> 's premises and/or at the contractor's premises by remote access.

4. Article 4. Conditions for participation to tender

If you are interested in this *contract*, you should submit a *tender* in one of the official languages of the European Union (with preference for the use of English) provided you comply with the conditions for participation to tenders as set out in Article 3.4 of [President's Decision n. 19/2018](#) of 16 May 2018 implementing title V concerning procurement of the *EUI*'s Financial Rules (Public Procurement Regulation), available for consultation at: <https://www.eui.eu/en/public/about/procurement/tenders-regulatory-framework>.

5. Article 5. Joint Tenders

In case of *joint tender*, all members of the group assume joint and several liability towards the *EUI* for the performance of the *contract* as a whole.

Group members must appoint a Group leader and a single point of contact authorised to act on their behalf in connection with the submission of the *tender* and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the *contract* signature.

The *joint tender* must clearly indicate the role and tasks of each member and of the Group leader who will act as the *EUI*'s contact point for the *contract*'s administrative or financial aspects and operational management. The Group leader will have full authority to bind the group and each of its members during *contract* execution. If the *joint tender* is successful, the *EUI* shall sign the *contract* with the Group leader, authorized by the other members to sign the *contract* on their behalf via power of attorney.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before *contract* signature) shall lead to rejection of the *tender* except in case of a

merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see Article 4) and is not in an exclusion situation, (see Article 8).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted *tender* may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the *tender* non-compliant with the *tender specifications*, and the evaluation of award criteria of the originally submitted *tender* may not be modified.

6. Article 6. Subcontracting

All contractual tasks may be subcontracted unless the *tender specifications* expressly reserve the execution of certain critical tasks to the sole *tenderer* itself, or in case of a *joint tender*, to a member of the group.

Tenderers are required to give an indication of the proportion of the *contract* that they intend to subcontract in the technical offer, as well as to identify and describe briefly the envisaged contractual roles/tasks of *subcontractors* meeting the following conditions (hereafter referred to as identified *subcontractors*):

- are not in one of the exclusion situations listed in Article 8;
- on whose capacities the *tenderer* relies upon to fulfil the selection criteria as described under Article 9
- whose individual share of the *contract*, known at the time of submission, is above 20%.

Any such *subcontractor* must provide the *tenderer* with a commitment letter signed by its authorised legal representative.

Changes concerning *subcontractors* identified in the *tender* (withdrawal/replacement of a *subcontractor*, additional subcontracting) during the procurement procedure (after the submission deadline and before *contract* signature) require the prior written approval of the *EUI* subject to the following verifications:

- any new *subcontractor* is not in an exclusion situation;
- the *tenderer* still fulfils the selection criteria and the new *subcontractor* fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted *tender* are not altered substantially, i.e. all the tasks assigned to the former *subcontractor* are taken over by another involved entity, the change does not make the *tender* non-compliant with the *tender specifications*, and the evaluation of award criteria of the originally submitted *tender* is not modified.

Subcontracting to *subcontractors* identified in a tender that was accepted by the *EUI* and resulted in a signed contract, is considered authorised.

CHAPTER II – TECHNICAL SPECIFICATIONS

7. Article 7. Description of the technical specifications

7.1. Introduction

The implementation of the Historical Archives of the European Union (HAEU) Digital Preservation System started in 2016. The Digital Archives Management System (DAMS) became fully operational as of the beginning of 2021. The DAMS has been implemented on

premise, by using the EUI ICT infrastructure (hardware, software and networking) and related services.

The DAMS aims at providing the HAEU with both an appropriate preservation and access service system of the digital collections produced by and transferred to the HAEU.

7.2. Application components of DAMS

Here is the list of all application components of the DAMS, including the current versions and the dates of execution of the updates.

Nr	Application	Application module	Release
1	Archivematica Database	MySQL	5.7.37
2	Archivematica Indexer	Elasticsearch	6.8.23
3	Archivematica Storage Service	Storage Service	0.19.0
4	Archivematica	Dashboard MCP Server MCP Client	1.13.2
5	AtoM Database	MySQL	8.0.28
6	AtoM Indexer	ElasticSearch	5.6.16
7	AtoM	AtoM	2.6.4 - 184
8	JasperReports Server CE	JasperReports Server CE	8.0.1

7.3. DAMS Host Specifications

Currently, the DAMS is hosted in eight (8) virtual machines managed by the EUI ICT service. All hosts are based on Red Hat 7.x (7.7 at the time of writing this document).

Access to VMs can be granted via VPN and through VMWARE console, as well.

7.4. Scope of the tender

The services that are the subject of this procurement procedure, including any minimum requirements, are described in detail here below and substantially comprise the maintenance tasks to be performed on the DAMS system described here above.

The maintenance service provided by the *contractor* will consist of a set of activities which will grant the complete availability and full operational functionality of the software applications part of the “DAMS” system to the HAEU end users, in compliance with the agreed Service Levels.

The *contractor* will offer a modular service, with activities included in the standard offer, accompanied by additional optional services that can be requested by the HAEU.

The maintenance service will be delivered by *contractor* in remote mode.

In case the presence of the *contractor* will be required at the HAEU premise, this presence will be agreed in advance and will take place at Villa Salviati in Via Bolognese 156 – 50139 Firenze (Italy).

In order to assess the different offers provided by *tenderers*, a **Proposal of Maintenance Plan** will be submitted to the *EUI*, along with information on how to plan, deliver and manage the maintenance of the DAMS system. The document must describe the operating methods, organization and activities that will be put in place to achieve the purpose.

Moreover, the Proposal of Maintenance Plan must focus on the method, approach, responsibility and processes to be followed for the maintenance of the DAMS system and its associated documentation.

The Proposal of Maintenance Plan must include at least the services listed here below and described according to the Table of Contents (see the next sub-article):

1. **General policies and system governance:** the *contractor* will update the current versions of the DAMS Preservation Strategic Plan and the IT Strategy for LTDP (Long-Term Digital Preservation) documents and any other Digital Preservation policies and procedures issued by HAEU that can impact on the DAMS applications architecture, performances, and related infrastructure.
2. **VMs monitoring:** the *contractor* will manage regular monitoring of all vital signs of all VMs involved, including the monitoring of CPU, RAM, Disk and network responsiveness. The *contractor* will notify any issues or state change via email or via web portal service platform.
3. **DEV/TEST environment** the *contractor* will install a Development/Test (DEV/TEST) environment to be used as testing environment for new/updated procedures, software solutions, application updates, changes in processing configurations, operating system updates, and more generally for all situations in which the modification of the production system (PROD) may jeopardize its contents.
4. **Backup policies** the *contractor* will propose, adopt and execute a backup policy with at least monthly frequencies. The *contractor* will inform the HAEU with evidence of backup results and errors.
5. **Application services monitoring:** the *contractor* will monitor on a regular basis the application services mentioned here above (Archivematica including Automation Tools, AtoM and JasperReports)
6. **Inbox for use by Archivematica:** the *contractor* will install an Inbox for use by Archivematica to send emails in the event of exceptional events. Please refer to the official webpage implemented by Archivematica community²
7. **Integration of DAMS login system with EUI Active Directory System**
8. **EAD file upload process:** the *contractor* will integrate and improve the EAD file upload process, with final verification of the upload to AtoM (e.g. via AtoM API "informationobjects"). Moreover, the *contractor* will verify the syntax adopted in EAD files (check e.g. .log of loading the "CCE" fund).

² Please see <https://www.archivematica.org/en/docs/archivematica-1.13/admin-manual/installation-setup/customization/customization/#email-notification-configuration>

9. **Transfer/Ingest process via automation Tools Integration** Integration of the Transfer/Ingest process via Automation Tools, with the final verification of the upload to AtoM (e.g. via AtoM API "informationobjects").
10. **Massive Reingest script:** the *contractor* will implement and execute a script for the execution of the massive reingest of SIPs and AIPs in DAMS
11. **DAMS Infrastructure Management:** the *contractor* will monitor and control activities that can also be activated on the *EUI*'s infrastructures, provided that the necessary authorizations and administrative interfaces are available. Supported virtualization systems are VMWare and KVM. These services must include:
 - a. Management of the virtualization system (limited to what is granted by EUI according to its security policies);
 - b. Server and storage monitoring;
 - c. Monitoring of the network interfaces.
12. **DAMS Operating System Management:** the *contractor* will support and manage the operating systems based on the x86 platform, including Red Hat Linux operating systems currently used for the *EUI* DAMS application environment. These services must include:
 - a. Monitoring of operating systems;
 - b. Network management and configuration of virtual machines;
 - c. Management of Incidents related to operating systems;
 - d. Apply security update patches.

The service must comply with the security policies and criteria imposed by *EUI* and hence the limits of intervention and responsibility must be accurately assessed, such as the creation and management of users and the use of antivirus application solutions.
13. **DAMS Database Management:** the *contractor* will administer and monitor the databases, with particular reference to the MySQL databases in use by the DAMS system. These services must include:
 - a. Authorization management;
 - b. Support for the definition of backup policies;
 - c. Performance monitoring;
 - d. Performance tuning;
 - e. Security patching.

7.5. Table of contents

The **Proposal of Maintenance Plan** will consist of the following sections and sub-section:

1. Maintenance Process Implementation:
 - a. Service Desk
 - b. Help Desk
 - c. Preventive Maintenance
 - d. Corrective Maintenance
 - e. Managed Services for DAMS
2. Service Governance:
 - a. Operations Management
 - b. Logistics Management
 - c. Service Management
 - d. Control and Reporting
3. Service Level Agreement (SLA)
4. Optional Services

The weight of each sections and sub-sections in terms of evaluation and award criteria is specified in the Chapter III here below.

The above-mentioned sections and sub-sections must be based on ITIL 4 framework, by including the following aspects:

- Incident management
- Change Management :
- Service Requests
- Change Requests
- Monitoring and reporting
- Upgrade
- Technical support (consulting)

Taking into consideration this table of contents, the following article will identify the details referring to each sections to be evaluated.

7.6. Section 1: Maintenance Process Implementation

This section will provide a description of the operational delivery model for the Application Maintenance services, performed by the *contractor* in terms of processes and procedures for:

1. performing software maintenance, including processing requests for new software features and requests for changes to address problems, anomalies, or documentation changes.
2. managing problem and modification analysis:
 - a. capturing, reviewing, analysing, and identifying the causes, potential solutions, and associated impact for problems and issues found during operations and maintenance.
 - b. analysing the impact of new feature/functionality requests.
3. managing modification implementation for implementing approved updates.
4. managing maintenance review/acceptance of updates.
 - a. before delivery and installation.
 - b. to define the integrity of the modified system
 - c. to obtain *EUI* approvals for the successfully modification acceptance as specified in the *contract*.

The *contractor* will provide a table containing the detailed list of application maintenance services.

7.7. Section 2: Service Governance

In this section, the *contractor* will describe the service organization to be used for the scope of the present maintenance plan. The diagram must include the professional figures and roles involved, how help desks and the SLA (service level agreement) relate with the different levels.

7.8. Section 3: Service Level Agreement (SLA)

The SLA must contain a value for each indicator (KPI) called "Maximum Time" which represents the value that the *contractor* must achieve in the various services provided. The deviations of the measured value from the "Maximum Time" involve the necessary adoption of corrective actions by the *contractor*.

The *contractor* must provide the level of service associated with the receipt of tickets according to the urgency assigned by the HAEU and, consequently, to the priority assigned by the *contractor*.

Moreover, the *contractor* will draft a priority reference matrix table.

7.9. Section 4: Additional Consulting Services

Purely by way of example and not exhaustive, the following additional services could be requested by the *EUI* while the contract will be running:

- Development services;
- Script services;
- Migration services.

CHAPTER III – EVALUATION AND AWARD CRITERIA

The evaluation of the *tenders* that comply with the submission conditions will consist of the following elements:

- Check if the *tenderer* has access to procurement (see Article 4);
- Verification of administrative compliance (if the *tender* is drawn up in one of the official EU languages and signed by duly authorised legal representative(-s) of the *tenderer*);
- Verification of non-exclusion of *tenderers* on the basis of the exclusion criteria;
- Selection of *tenderers* on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the tender specifications;
- Evaluation of *tenders* on the basis of the award criteria.

The *EUI* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the *tender* will be rejected and will not be subjected to further full evaluation. The unsuccessful *tenderers* will be informed of the ground for rejection without being given feedback on the non-assessed content of their *tenders*. Only *tenderer(s)* for whom the verification of all elements did not reveal grounds for rejection can be awarded the *contract*.

The evaluation will be based on the information and evidence contained in the *tenders* and, if applicable, on additional information and evidence provided at the request of the *EUI* during the procedure. If any of the declarations or information provided proves to be false, the *EUI* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *EUI* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

8. Article 8. Exclusion criteria

The *tenderer* and each *subcontractor*, if any, must not be in one of the exclusion situations listed below:

- a. is 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. has been convicted of an offence concerning their grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;

- c. is not in compliance with the 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 Italy being the country of establishment of the *EUI* or those of the country where the contract is to be performed. This breach needs to have been established by a judgment or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of those of Italy being the country of establishment of the *EUI*;
- d. has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the *EUI*'s financial interests;
- e. has been in serious breach of a contract financed by the *EUI* or have been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f. is subject to an administrative penalty for being guilty of grave professional misconduct, or of having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the *EUI*'s budget (Article 41 of the *EUI*'s Public Procurement Regulation (President's Decision No. 19/2018 of 16th May 2018)).

In addition to the above, *contracts* cannot be awarded to a *tenderer* who, during the procurement procedure, is proven to be:

- g. subject to a conflict of interest in connection with the *contract* which cannot be effectively remedied by other less intrusive measures;
- h. guilty of misrepresentation in supplying the information required by the *EUI* as a condition of participation in the *contract* procedure or fail to supply this information.

Evidence requested:

The *tenderer* must certify that it is not in one of the exclusion situations by providing in the *tender* a signed and dated Declaration on Honour available in Annex II A. In case of a consortium/*joint tender* or in case of subcontracting, such declaration on honour should be included in the offer for each member of the *joint tender*/consortium and for each identified *subcontractor*.

In addition, the successful *tenderer* shall provide, within 15 days following notification of award and preceding the signature of the *contract*, the following documentary proofs to confirm the declaration referred to above:

- for points (a), (b), (d) and (e): a recent extract from the judicial record of the legal representative of the *economic operator* that submitted the *tender* or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- for the situation described in point (c) above, recent certificates or letters issued by the competent authorities of the State concerned are required. 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.

For any of the situations (a), (b), (d) or (e), where any document described in the paragraph 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.

The *EUI* reserves the right to verify the information and to request further supporting evidence prior to the signature of the *contract*.

In the event that the successful *tenderer* does not promptly execute the fulfilment of the above, fails to present all documentation requested or does not provide proof of possession of all requirements declared in the *tender*, as well as if any checks reveal failure of compliance with the declarations submitted during the tendering period, the *EUI* reserves the right to declare a compliance failure and to award the procedure to the following *tenderer* in the list or to launch a new procurement procedure.

9. Article 9. Selection criteria

General requirements:

The *tenderer* must have the following minimum requirements to perform the *contract*:

- a) being compliant with obligations relating to the payment of social security contributions for workers, according to the current legislation, and application of employment conditions envisaged in the sector's national collective labour agreement;
- b) being compliant with the current labour laws and regulations;
- c) being compliant with the current health and safety laws and regulations;
- d) being compliant with the current environmental laws and regulations;

Economic and financial capacity:

- e) being in a stable financial position (financial viability) → possession of 1 (one) bank reference issued by major banks or authorised dated after the invitation to the present invitation letter, in which it is shown that the *economic operator* has always met its commitments with regularity and punctuality and to be in possession of the economic and financial capacity to perform the services forming the subject of the *tender*;
- f) having generated a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed (2020-2021-2022) of at least EUR 60.000,00 (sixty thousand/00);
- g) having a professional risk indemnity insurance.

Technical and professional requirements:

- h) being authorised to perform the *contract* under national law, as evidenced indicatively by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, or entry in the value added tax (hereinafter 'VAT') register;
- i) providing a list of the principal services provided in the past 3 (three) years (2020-2021-2022) with the sums and duration
- j) providing the CV of the *tenderer's* staff member proposed as the main technical contact point for the *EUI* with regard to the provision of the service having proved experience in working with open-source digital preservation systems like Archivematica or equivalent systems.

❖ **Evidence to be submitted with the tender as part of Envelope n.1 – Administrative Documents (please, for more details on the submission process, see point 3 of the letter of invitation to tender):**

- a signed and dated Declaration on Honour available in Annex II A;
- 1 (one) bank reference;
- a document attesting that the *tenderer* had a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed (2020-2021-2022) of at least EUR 60.000,00 (sixty thousand/00)
- a copy of the professional risk indemnity insurance;
- evidence that the *tenderer* is included in a trade or professional register and entry in the value added tax register (extract from the Chamber of Commerce/visura camerale);
- a list of the principal services provided by the *tenderer* in the past 3 (three) years (2020-2021-2022) with the sums and duration

The *EUI* reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by *tenderers*.

Tenderers that are not compliant with the applicable minimum requirements shall be rejected.

10. Article 10. Award criteria

Only the *tenders* submitted by *tenderers* meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price. The *contract* shall be awarded according to the “**most economically advantageous tender**” criterion following the assessment of the best quality/price ratio made by the competent evaluation committee which will assign a score to each *tender* to a maximum of 100 points, based on the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	70/100
Financial evaluation (price)	30/100

The total score of the *tender* shall be the sum of the technical and financial score obtained.

The *tenderer* obtaining the highest overall score shall be awarded with the *contract*.

A - Allocation of points for technical and quality evaluation criteria

To each criterion will be assigned a certain weight, with the maximum amount being equal to 70 points, which, multiplied by the coefficient of quality assigned at the discretion of the evaluation committee (between 0 and 1, as shown in Table II), will determine the score assigned to each *tender*, as indicated in the following Table I for criteria A1 and A3.

The *tenderer* shall submit technical *offer* following the directions included in Annex II B.

TABLE I			
DESCRIPTION			MAXIMUM SCORE
A1	Proposal of Maintenance Plan		50
	A1.1	Proposed maintenance process implementation	30
	A1.2	Proposed service governance	10
	A1.3	Proposed Service Level Agreement (SLA)	10

CV of staff member proposed as the main technical contact point			15
A2	A2.1	At least 5 years of proved experience with open-source digital preservation systems like Archivematica or equivalent systems.	5
	A2.2	More than 5 years of proved experience with open-source digital preservation systems like Archivematica or equivalent systems.	10
	A2.3	More than 10 years of proved experience with open-source digital preservation systems like Archivematica or equivalent systems.	8
A3	Proposed additional consulting services	5	5

The minimum score for technical and quality criteria is 35/70. *Tenders* who fail to achieve this minimum score for the technical *offer* shall not proceed to the point of assessment for the financial *offer*.

In the case of award, the entire technical *offer* shall complete the *tender specifications* and shall form part of the *contract*.

It should be noted that the coefficients of quality will be attributed on the basis as set out in Table II for evaluating the following criteria: A1 and A3.

TABLE II		
EVALUATION	JUDGMENT	COEFFICIENT
GREAT	Well-structured technical <i>offer</i> that develops the requested project in a clear, precise and in-depth manner, adding additional value in respect to the expectations of the <i>EUI</i> .	1.00
GOOD	Suitable technical <i>offer</i> that develops the topic with no particular insights.	0.75
SUFFICIENT	Acceptable technical <i>offer</i> but poorly structured with limited application to the provisions of the <i>tender specifications</i> .	0.50
LOW	Mediocre technical <i>offer</i> that is under-developed.	0.25
INSUFFICIENT	Insufficient project technical <i>offer</i> that is generic and inadequate.	0.00

B - Allocation of points for financial evaluation criteria

The **maximum points** available for the **price (P = 30 points)** shall be assigned to the *tender* proposing the best **price for the proposed monthly maintenance fee (P1 = max 25 points)** and for the **proposed daily fee for consulting services (P2 = max 5 points)**.

The other *tenders* shall be given scores (rounded to two decimal places, if necessary) proportional to the ratio between the best price offered and that offered by each *tenderer*.

Best price offered P1 = 25 x ----- Price offered

Best price offered P2 = 5 x ----- Price offered
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P = total points assigned to the *tender* for the prices offered (P1+P2 = P).

The price considered for evaluation will be the total price of the *tender*, covering all the requirements set out in these *tender specifications*.

The *tenderer* shall submit a financial *offer* using the form Annex II C.

CHAPTER IV - FINAL PROVISIONS

11. Article 11. Requirements for the signature of the contract

The successful tenderer, within the date to be communicated by the *EUI*, must submit the following documents before the signature of the contract:

- a copy of the full criminal record of the legal representative of the successful tenderer;

Please note that should the successful tenderer fail to submit the documents outlined above in due time or, upon testing, is found not to be in compliance with the declarations submitted in the tender, the *EUI* reserves the right to award the contract to the following tenderer in the ranking or to launch a new call for tender.

12. Article 12. Contract management

For the *EUI*, the reference person(s) for the *contract* management is/are the following:

- the Director of the Historical Archives of the European Union.

13. Article 13. List of tender documents

The tender documents of the present procurement procedure are composed of the draft contract, the invitation letter, these *tender specifications* - TS (Annex I) and the contractor's *tender* (Annex II), including the following annexes:

- Annex II A – Declaration on honour;
- Annex II B – Technical *offer*;
- Annex II C – Financial *offer*.