

EX-ANTE NOTICE**The provision of IT consultancy services to support maintenance and
development of EIT Grant Management Platform****1. Tender reference**

24/2017/NP/EITPROC

2. Procedure

Negotiated procedure without a contract notice (Article 137(1) RAP) of the Financial Regulation.

3. Contracting Authority

The European Union, represented by the European Institute of Innovation and Technology

4. Type of contract

Framework Contract

5. Contract description

The EIT intends to contract IT consultancy services to support the maintenance and development of its Grant Management Platform. The EIT's Grant Management Platform (GM) is a collection of software tools that are based on .Net framework, SharePoint 2013 Server and Microsoft SQL Server 2012. In 2018 a Business Intelligence (BI) module will be added to the current portfolio of GM tools.

At the moment software development and maintenance of GM is outsourced to an external contractor. The intention is to have one dedicated external consultant in-house at the EIT (roughly 2-3 full days/week) to support EIT staff in the use of the GM, to carry out basic administration tasks for the GM, to support the further development of the GM by collecting and structuring user requirements, and to act as the interface and coordinator between the EIT and the external contractor.

Therefore the main tasks for this assignment are to:

- carry out an analysis of the GM and provide suggestions for improvement
- provide support and training to EIT staff on using MS SharePoint and the GM to ensure its wider use
- provide advice on optimisation and future development of the EIT Intranet and the GM
- interact with the IT unit and provide input for the development of applications using MS SharePoint and other available IT tools
- assist EIT in preparation of technical specification for new IT applications
- assist EIT in management of existing IT contracts especially in terms of preparation of request for services and orders from technical side

Required Technical Expertise

- Advanced MS SharePoint know-how and skills (administration, customization, preferably also development experience)
- Well versed in database-driven (SQL, preferably MS SQL Server) software applications with some knowledge of front-end development (AngularJS, UI design)
- Prior exposure to enterprise computing environments and back-end service development
- Prior experience in user requirements engineering, preferably also in system design and specification
- Prior project management experience, in particular working together with external service providers and coordinating service delivery

- Knowledge and initial experience with Business Intelligence platforms/ data analysis and visualization
- Versed in MS Office applications (Excel, Word, PowerPoint, Outlook)

The EIT has the necessary capacity to conduct and manage the service contract locally while respecting the principles of sound financial management.

The duration of the contract is maximum 2 years (1 year initial duration, automatically renewable up to 1 time).

6. Indicative budget

The maximum overall value of the framework contract for the 2 years' period is EUR 59,000.

7. Eligibility criteria

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties of the European Union¹, and to all natural and legal persons in a third country which has a special agreement with the European Union on the conditions laid down in that agreement². All natural persons shall be registered to carry business activity at the time of application e.g. registered as self-employed.

8. Submission of expression of interest

All interested economic operators satisfying the eligibility criteria indicated above are invited to submit an expression of interest indicating the tender reference number, their identity (legal entity name) and the contact person; their address and contact details, their areas of specialization and experience. The Expression of Interest shall be sent to the following email address: EIT-RPROCUREMENT@eit.europa.eu

9. Deadline for submission of expression of interest

06 November 2017 23:59

10. Additional information

Subcontracting is allowed. In such cases, the EIT may demand information on any part of the contract that the candidates may intend to subcontract to third parties and on the identity of any subcontractor. The EIT reserves the right to validate the proposed subcontractor(s).

Remarks:

No applications or requests for information should be sent at this stage.

¹ The Member States of the European Union

² Countries of the European Economic Area (Norway, Iceland and Liechtenstein), Former Yugoslav Republic of Macedonia, Albania and Montenegro