

## Technical specifications for detailed pan European datasets for the European Environment Agency

### 1. Introduction

The European Environment Agency (EEA) undertakes GIS work to support the development and implementation of environmental policy in Europe. Geo-referenced data is used for analytical as well as communication and dissemination purposes. The European Environment Agency (EEA) would like to conclude a framework contract for the provision of detailed pan European geo-referenced datasets.

### 2. Services to be provided

Tenderers should be able to provide the Agency with:

- (a) Geo-referenced datasets;
- (b) Updates to the geo-referenced datasets;
- (c) Extension of coverage of geo-referenced datasets;
- (d) Additional data topics of geo-referenced datasets;
- (e) Additional licences and extended permissions for the use of geo-referenced datasets (by the Agency in joint projects);
- (f) Detailed documentation on datasets.

### 3. Requirements and conditions of use

#### Storage of data:

- EEA is allowed to store data centrally and distribute part or whole dataset within EEA and to subcontractors.

#### Updates of data:

- EEA expects to receive at least one update a year;
- if geographical coverage is extended to more countries of interest, EEA shall receive data covering these countries as well.

#### Use and distribution of data:

- to the public as, publications, posters and presentations and derived analysed statistical data;
- for use within the organisation of the EEA, also as raw data for analytical and mapping purpose;
- for online-maps and graphics on EEA websites;
- EEA is allowed to make use of data purchased for publications, posters, presentations and derived analytical statistical data to perpetuity

- the outputs created by the EEA from the datasets (maps, graphics and other derived products based on the data) can be reused by other organisations for non-commercial purposes provided the source is acknowledged;
- the tenderer should be prepared for the EEA to use the data with an acknowledgement of source as specified below or without any acknowledgement of source - two separate pricing models should be prepared (see price calculation scenarios);
- EEA will not make use of the datasets for logistics tracking or commercial purposes.

**License management:**

- management of licenses within EEA and it's sub-contractors is handled by EEA;
- license agreements shall be separated in two parts. One part for describing workstation licenses and a second part describing terms for unlimited use of data for online mapping and graphics on EEA websites.

**Acknowledgement of source, copyrights and branding:**

For specific contracts to purchase data where the source of the data will be acknowledged:

- if the datasets are used in EEA products, copyrights and branding will be displays as “©copyright\_text” on the map or graphics or in an acknowledgement text - copyright text on online maps may have a maximum length of 15 characters;
- on online icon maps, of size equal or less than 250x250 pixels, no copyright text will be applied;
- EEA will decide if an acknowledgement of source or metadata will be supplied with any derived product of the data.

**Data delivery:**

- data shall be delivered to the EEA on DVD media in one package, in ESRI Shapefile vector file format and DBase table format. EEA will manage further distribution within the organisation. Data must be accompanied with a detailed description of changes since last delivery including updated data models and documentation.

**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 VI 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 relevant products by enclosing brochures and product descriptions of products meeting in the requirements.

## **5. Award criteria (and relative weighting)**

Responses to this call for tender must ensure that information and supporting documents to cover all relevant sections of the technical annex are provided.

The tender will be awarded to the economically most advantageous tender in terms of the quality criteria listed below in combination with the pricing scenario.

A points system will be used to evaluate the award criteria. A maximum of 100 points will be attributed to criterion 1. A maximum of 50 points will be attributed to criterion 2. A maximum of 20 points will be attributed to criterion 3. A maximum of 20 points will be attributed to criterion 4 and a maximum of 10 points will be attributed to criterion 5. Selected companies will have to score a minimum of 50 points for criterion 1, 25 points for criterion 2,

10 points for criterion 3 and 10 points for criterion 4 with a minimum total of 100 points for all criteria together.

The bid offering the best value for money will be chosen, providing the minimum number of points is achieved. This will be calculated by dividing the total price for the pricing scenario by the points awarded for criterion 1. The resulting score will then subsequently be divided by the total points awarded to tenderers for criteria 2 - 5. Lowest final score is best.

The award criteria will be judged by the documentation about the data as well the sample data provided by tenderers.

**Criterion 1** Ability of the tenderer to provide geo-referenced datasets in the pricing scenario (Maximum number of award points: 100)

**Criterion 2** Ability of the tenderer to provide geo-referenced datasets meeting the Agency's quality expectations. (Maximum number of award points: 50)

Consult the schema in annex IIc "Data topic schema". The schema shows main topics of interest to the Agency for this tender. The topics are split into spatial features and attributes of interest. Tenderers shall complete the schema for each feature type and attribute field with the information necessary for the quality and coverage of the data available from the tenderer to be evaluated. The schema should be completed with reference to the notes in annex IIb. The minimum geographic accuracy of datasets should be 1:1 million. Datasets with higher geographic accuracy are preferred.

**Criterion 3** Ability of the tenderer to provide detailed technical documentation supporting the data of interest (Maximum number of award points: 20)

The documentation should describe the quality of each feature type and attribute. A digital UML data model (modeling all features, attributes and relations) should also be supplied. The UML is preferred as project in Microsoft Visio format. Where additional detailed documentation is available to support the data (such as quality assurance procedures for collecting and updating data), this should also be supplied. Sample documentation provided in response to this tender will also be used by the EEA to evaluate this criterion.

**Criterion 4** Sample data (Maximum number of award points: 20)

Sample data and documentation shall also be delivered with the response to the tender. A sample covering the Danish island of Zealand would be preferred. Sample data and documentation will be used by EEA to evaluate offers.

Tenderers should provide detailed technical documentation for the sample data. The documentation supplied as part of the sample should be consistent with the quantity and quality of documentation available to be supplied during the course of the contract for datasets. The sample documentation will also be used by the EEA to evaluate criterion 3.

**Criterion 5** Additional datasets (maximum number of award points: 10)

Tenderers shall submit a list of additional related pan European data topics that the tenderer is also able to provide (for example transport statistics). Tenderers shall include a list of available historical data that is available for any topics including a description of geographically coverage and years of coverage.

**6. Pricing scenario**

The pricing scenario below will be used to calculate the bid offering the best value for money. This will be calculated by dividing the total price for the pricing scenario by the points awarded to selected companies for criterion 1, providing the minimum number of award points is achieved.

Tenderers should complete the table below to provide pricing in Euros for the data topics listed in the table for Denmark, France and Germany. Further information about the data topics is in annex IIb and annex IIc.

Data Topic	With acknowledgement of source				Without acknowledgement of source			
	Online mapping license	Workstation licenses			Online mapping license	Workstation licenses		
		1 <sup>st</sup> license	2 <sup>nd</sup> license	3 <sup>rd</sup> -10 <sup>th</sup> license		1 <sup>st</sup> license	2 <sup>nd</sup> license	3 <sup>rd</sup> -10 <sup>th</sup> license
Transport	€	€	€	€	€	€	€	€
Administrative units	€	€	€	€	€	€	€	€
Water	€	€	€	€	€	€	€	€
Cost of update for year 2	€	€	€	€	€	€	€	€
Total	€	€	€	€	€	€	€	€
<b>Grand Total (With acknowledgment of source)</b>	€							
<b>Grand Total (Without acknowledgment of source)</b>	€							

**Pricing scenario notes:**

- In most cases the Agency anticipates making use of the data provided whilst making reference to the copyright holder's copyright. In some instances the Agency may want to make use of the data in publications and presentations and on-line without making reference to the source copyright. Two prices should therefore be given in the pricing scenario.
- Any restrictions of usage (ownership, copyrights, acknowledgement of sources) have to be clearly stated in the tender.
- Tenderers should provide information about additional quantity and data topic combinational discounts.
- For online mapping, only pricing for unlimited use at EEA websites is accepted.
- For historical data, a separate pricing model should be supplied.
- The pricing scenario should be for a geographic accuracy of at least 1:250 000.

**7. Contract details**

The winning contractor will be awarded a framework contract for two years with the possibility of two renewals for one year each on the condition that the criteria in the call for tender are constantly met.

The first specific agreement will be awarded for a period of one year on signature of the framework contract.

**8. Location and organization of the work**

The contractor will work closely with EEA staff but the work will be carried out at the contractor's premises.

Meetings with the responsible EEA project manager may be required.