

ECMWF Copernicus Procurement

Request for Proposal



Copernicus Request for Proposal

Scoping for supporting European regionalisation activities

RFP Ref: CJS2_152b
ISSUED BY: ECMWF Administration Department Procurement Section
Date: 29 April 2022
Version: Final



Funded by the European Union

Implemented by



Table of Contents

1	DEFINITIONS	3
2	INSTRUCTIONS FOR PROPOSER.....	3
2.1	Introduction to the ECMWF & European Copernicus Programme	3
2.2	Background to the project	4
2.3	Proposals are subject to these Conditions	4
2.4	Enquiries and contact procedure	8
2.5	Timetable for this procurement.....	8
2.6	Submission of proposals.....	8
2.7	Timeliness of response.....	8
2.8	Evaluation method and selection criteria	9
2.9	Warnings/disclaimers.....	9
3	SCOPE OF SERVICE REQUIREMENTS.....	9
4	REQUIRED INFORMATION	9
4.1	Forms to complete	9
4.2	Response to the Specification of Requirements	9
4.3	Commercial arrangements.....	10
4.4	Terms and Conditions	10
4.5	Additional matters	10
	ANNEX 1 SPECIFICATION OF REQUIREMENTS	11
A1.1.	Background	11
A1.2.	Technical requirements.....	11
A1.3.	Other Proposal requirements	12
A1.3.1	Conflict of Interest	12
A1.3.2	Schedule.....	12
A1.3.3	Reporting	13
A1.3.4	Meetings	13
A1.4.	Proposal format.....	13
A1.4.1	Page limits.....	13
A1.4.2	Specific additional instructions for the Proposer’s response to the Specification of Requirements.....	13
	ANNEX 2 PRICING TABLES AND TEMPLATE FOR PROPOSER	15
	ANNEX 3 TERMS AND CONDITIONS OF THE FRAMEWORK AGREEMENT	16

1 DEFINITIONS

Definitions common to all ECMWF Copernicus RFPs and used in other documents for this RFP are listed here:

“ECMWF”	means European Centre for Medium-Range Weather Forecasts
“C3S”	means Copernicus Climate Change Service
“Centre”	means ECMWF
“Copernicus”	means the European Commission project for which Services under this RFP will be procured
“Deliverable”	means something tangible or intangible which the Contractor agrees to produce and deliver or make accessible to ECMWF as part of the Services. A Deliverable could be a report, a document, a specific data set, a service upgrade or any other building block of an overall project. Deliverables can be defined as single instances or as being continuously updated (e.g., routine production of data sets, routine production of reports).
“KPI”	means Key Performance Indicator, a quantifiable measurement that reflects the critical success factors of an activity
“Milestone”	means a step used to mark specific points along the project timeline. These points may signal anchors such as a project start and end date, introduction of a new input data set, among others. A Milestone differs from a Deliverable in that a Milestone is a measurement of progress toward an output whereas the Deliverable is the result of the process.
“Performance Target”	the expected or predicted success level of an activity. The Performance Target can be assessed with Key Performance Indicators
“Proposal”	means a response to this RFP
“Proposer”	means a respondent to this RFP
“RFP”	means this request for proposal, comprising of a set associated documentation, which the Proposer must respond to in their submitted proposal
“Services”	means any of the services that are being procured by the ECMWF in this RFP
“Successful Proposer”	means a respondent to this RFP who is successfully chosen as a supplier and subsequently performs the Services

2 INSTRUCTIONS FOR PROPOSER

2.1 Introduction to the ECMWF & European Copernicus Programme

This Request for Proposal (RFP) has been prepared by the European Centre for Medium-Range Weather Forecasts, (governed by its Convention and associated Protocol on Privileges and Immunities which came into force on 1 November 1975 and was amended on 6 June 2010) ("ECMWF") for the purposes of obtaining proposals for the exploration of user needs related to the further enhancement of C3S reanalysis products over Europe.

ECMWF is both a research institute and a 24/7 operational service, producing and disseminating numerical weather predictions to its Member States. This data is fully available to the national meteorological services in the Member States. The Centre also offers a catalogue of forecast data that can be purchased by businesses

worldwide and other commercial customers. The supercomputer facility (and associated data archive) at ECMWF is one of the largest of its type in Europe and Member States can use 25% of its capacity for their own purposes.

The organisation was established in 1975 and now employs around 360 staff from more than 30 countries.

A description of ECMWF's activities and infrastructure can be found at:

<http://www.ecmwf.int/en/about/what-we-do>

ECMWF is based in three locations: Reading (United Kingdom), Bologna (Italy) and Bonn (Germany).

The European Copernicus Programme is an EU-wide flagship programme that aims to support policymakers, businesses and citizens with enhanced environmental information. The programme reached operational status in 2014 and entered its second phase in 2021. Over the next seven years, a total budget of 5.3 B€ will be available to operate Copernicus, funding two main aspects: the space component (in particular the dedicated "Sentinel" satellite missions) and the services.

Copernicus also relies on a strong in situ and ground-based remote-sensing observation component, contributed to directly by European Member States as well as by international research networks. Copernicus benefits from satellite, in situ and ground-based remote-sensing observations provided by the wider international community, and it contributes to and benefits from the building up of the Global Earth Observation System of Systems (GEOSS) and the Global Framework for Climate Services (GFCS). Copernicus contributes to the European Green Deal, which is the overarching guiding document for the EU's "climate action plan" – a new growth strategy that aims to transform the EU's economy to ensure a sustainable future. Through the European Green Deal, the European Union will become a resource-efficient and competitive economy where there are no net emissions of greenhouse gases by 2050, economic growth that is decoupled from resource use and where no person and no place is left behind.

Copernicus services provide information drawn from observational data sources and modelling capacities. They address six areas: three are thematic and refer to different components of the Earth-System (land, marine and atmosphere); the three others being "horizontal" or "cross-cutting" in scope (emergency management, security and climate change). The development of the services has relied on funding from the European R&D Framework Programmes 6 and 7, and Horizon 2020, as well as initially from the European Space Agency. Most services and their components are operational. However, there are new service elements, such as for instance the anthropogenic CO₂ emissions Monitoring and Verification Support capacity, which are currently still in the build-up phase supported by European R&D funding.

2.2 Background to the project

The background to this RFP is described in Annex 1.

2.3 Proposals are subject to these Conditions

The Proposer must read all RFP documents and comply with ECMWF's instructions with regard to the submission of their Proposal. The RFP documents comprise the following:

- This document, which includes Annex 1 (Specification of Requirements);
- Annex 2, which includes the Pricing Tables, Template for Proposer and Forms to complete, attached as separate documents;
- Annex 3, which includes the Terms and Conditions of the Framework Agreement, attached as a separate document.

2.3.1 Eligibility

2.3.1.1 General eligibility

According to the Contribution Agreement between the European Union and ECMWF, participation in calls for tenders shall preferably be open to entities established in Member States of the European Union and to entities established in Copernicus participating states in accordance with the conditions laid down in the EU's Space Programme Regulation. The Regulation can be found at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L.2021.170.01.0069.01.ENG&toc=OJ%3AL%3A2021%3A170%3AFULL>

It is currently ECMWF's expectation that, in practice, entities established in other States may exceptionally be eligible and subject to specific scientific or other requirements (as specified in the tender documents) as well as express prior approval by an EU Procurement Board. This applies to both prime and subcontractors. Accordingly, ECMWF is required to reserve the right to exclude ineligible persons or entities from tenders at any point in time. The Proposer as well as their subcontractors must meet all eligibility criteria throughout the whole duration of the procurement exercise as well as their prospective contract.

2.3.1.2 Eligibility of United Kingdom (UK) and Swiss (CH) entities

The above applies also to entities based in the UK and Switzerland. At present, neither the UK nor Switzerland are EU Member States or participating in the EU Space Programme. However, we understand that the European Union have agreed — in principle — that both countries may continue participating in, among others, the Copernicus component of the EU Space Programme as third countries for the period of 2021-2027. The detailed conditions for such a participation are still being negotiated, but the UK government has confirmed that, at the present time, UK organisations cannot bid for Copernicus services contracts, unless there are exceptional circumstances (as determined by the EU). Further information may be found in the following link of the UK Government, for the accuracy of which ECMWF will not assume any liability: <https://www.gov.uk/guidance/uk-involvement-in-the-eu-space-programme>. It is likely that Swiss organisations will be in the same situation as UK ones.

ECMWF will publish relevant updates in this regard once they are available.

2.3.2 Early Detection and Exclusion System (EDES) Database

The purpose of the EDES is the protection of the European Union's financial interests. In particular, the EDES ensures:

- the early detection of persons or entities, which pose a risk to the Union's financial interests;
- the exclusion of persons or entities from receiving Union's funds (Article 135(1) of the Financial Regulation);
- the imposition of a financial penalty on a recipient (Article 138 of the Financial Regulation);
- the publication, in the most severe cases, on the Commission's internet site of information related to the exclusion and where applicable the financial penalty, in order to reinforce their deterrent effect (Articles 140 of the Financial Regulation).

The ECMWF makes use of the EDES to verify whether individuals or organisations are suitable entities to receive funding from the EU.

The grounds for exclusion are listed under article 136(1) of the EU Financial Regulation. They include:

- bankruptcy and insolvency situations;
- non-payment of taxes or social security contributions;
- grave professional misconduct;
- fraud, corruption, participation in a criminal organisation etc.;
- serious breach of contract.

The Proposer must confirm in its response that they and persons having powers of representation, decision-making or control in their organisation are NOT listed on the EDES database and must accept that the ECMWF will reject any Proposer who is so listed.

2.3.3 EU Restrictive Measures

Restrictive measures (sanctions) are the tool in the EU's common foreign and security policy (CFSP), through which the EU can intervene where necessary to prevent conflict or respond to emerging or current crises.

The obligation to ensure compliance with the EU restrictive measures applies:

- to the EU institutions and bodies and to all EU contracting partners;
- not only at the initial distribution of funds but also down to the level of final beneficiary.

ECMWF, as the entrusted entity for the implementation of Copernicus Atmosphere Monitoring and Climate Change Services, must ensure that there is no detection of a recommended Proposer (and any partners thereof) or grant applicant, co-applicants, affiliated entities in the list of EU restrictive measures, before signing a contract. Likewise, grant beneficiaries and contractors must ensure that there is no detection of subcontractors, natural persons (including recipients of financial support to third parties), in the lists of EU restrictive measures. This requirement is specifically detailed in clause 2.1.4, and clauses 2.9.2.2 (ii) and 2.9.5 of the Framework Agreement for Copernicus Services.

As a minimum, using the www.sanctionsmap.eu website, the Proposer must undertake the following checks of their subcontractors, or any other third parties involved in delivering products goods or services to Copernicus:

- Country check (country of registration of bidding organisation / holding company);
- Organisation / Holding company check (using search function);
- Individual check (using search function).

The Proposer must complete the Restrictive Measures form as per the provided template for a minimum of four persons who have powers of representation, decision-making or control in their organisation, as well as confirming that they have undertaken checks on their subcontractors as detailed above.

The Proposer should note that, as this forms part of ECMWF's obligations to the EC, failure to complete and return this form may lead to exclusion from the tender process.

2.3.4 Specific conditions

The procurement for the contract will be conducted in accordance with ECMWF's procedures as set out in ECMWF's RFP documents and no other procedures will apply.

ECMWF will only enter into a contract with a single legal person/entity. Due to the need to include performance and compliance obligations in the contract, ECMWF will contract only with a single legal person or entity which is competent to undertake and commit to these obligations.

ECMWF recognises that some responses will involve a number of organisations which may wish to work together to deliver the contract requirements. In such cases, these organisations must identify a lead contractor who will sign the contract with ECMWF and who will be responsible for putting in place legal arrangements to ensure that it can guarantee that all other organisations will also meet the contract obligations. ECMWF will not enter into multiple contracts with individual members of consortia or groups of service providers.

2.3.5 Validity

The Proposal shall remain valid for a minimum of six months after the closing date for this RFP.

2.3.6 Expenses

ECMWF will not reimburse expenses incurred in connection with the preparation and submission of the Proposal. ECMWF accepts no liability whatsoever, whether in contract, tort or otherwise in relation to the RFP or in respect of any costs, damages or expenses incurred by the Proposer or any third party.

2.3.7 Language for Proposals

All proposal documentation, manuals and diagram labelling shall be written in English.

2.3.8 Status of submission

The submission of a Proposal in response to this RFP shall constitute an offer that may be accepted by ECMWF so as to become a binding contract. However, ECMWF is not bound to accept any Proposals. If ECMWF elects to accept a Proposal, subject to contract, the parties shall seek to execute a formal contract incorporating the Terms and Conditions contained in the RFP and any other agreed terms.

2.3.9 Right to negotiate

ECMWF reserves the right to negotiate with the Proposer before taking a decision on the placing of a contract.

2.3.10 Right to reject

ECMWF reserves the right to reject a Proposal that does not substantially comply with the conditions that are part of the RFP.

2.3.11 Confidentiality

ECMWF reserves the right to retain all documents submitted by the Proposer in response to the RFP. Any information in such documents that is proprietary and confidential to the Proposer will be handled confidentially by ECMWF provided it is clearly and specifically identified as such. Such obligation shall not apply if such information is or was obtained from other sources that do not bind ECMWF as to confidentiality or if the information is in the public domain. ECMWF may make the Proposer's proposal available for evaluation purposes to authorised people including its governing body, committees, and professional external evaluators in addition to ECMWF's own personnel under the same conditions of confidentiality.

The contents of this RFP together with all other information, materials, specifications or other documents provided by ECMWF, or prepared by respondents specifically for ECMWF, shall be treated at all times as confidential by the Proposer. The Proposer shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the respondents' group or use them for any purpose other than for the preparation and submission of a response to this RFP nor shall the Proposer publicise ECMWF's name or the project without the prior consent of ECMWF. ECMWF in turn confirms that it shall treat all information provided to it by the Proposer as confidential and further confirms that such information will not be disclosed by ECMWF to any third parties, other than its advisers and consultants.

The Proposer shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.

Please also note that all personally identifiable information (PII) processed by ECMWF will be treated in accordance with the ECMWF Policy on Personally Identifiable Information Protection (PIIP). It is available at <https://www.ecmwf.int/en/privacy>. ECMWF shall process all PII submitted by your response for the sole purposes of assessing your response. In doing so, ECMWF may share such PII with consultants or external advisors.

2.4 Enquiries and contact procedure

Any enquiries or requests for clarification of any matters arising from this RFP must be submitted in writing by e-mail as follows:

E-mail: procurement@ecmwf.int

The subject of the e-mail must be: **Clarification to RFP/2022/CJS2_152b**

Where ECMWF supplies further information it will make this information available to all recipients of this RFP who have indicated their intention to submit a response and provided ECMWF with an e-mail address for communication of additional information.

2.5 Timetable for this procurement

ECMWF envisages the following timetable for this procurement:

Issuance of RFP	29 April 2022
Last date for submission of clarification questions	20 May 2022
Closing date/time	27 May 2022, 12:00 (CET)
Evaluation	June 2022
Negotiation of service details with the successful bidder	July – August 2022
Sign contract by	end of August 2022
Start of implementation	1 September 2022

2.6 Submission of proposals

Proposers who are intending to submit a response to this RFP should confirm such by responding to the email address specified in section 2.4 and providing a contact point and contact details. These details will be used for any further information (e.g. updates, clarifications) sent out by ECMWF.

Responses to this RFP must arrive at ECMWF no later than the closing time and date in section 2.5.

The Proposer must submit its response to CJS2_152b@ecmwf.int as an e-mail with its complete response to this RFP including templates provided in Annex 2 as attachments. The attachments must contain a printable version of the response in Microsoft Word format, Rich Text Format (RTF) or Adobe Portable Document Format (PDF) and in Microsoft Excel format for any spreadsheets. The e-mail should confirm that the response has been submitted by a duly authorised director or senior officer of the Proposer.

The subject of the e-mail must be: **Response to RFP/2022/CJS2_152b**

2.7 Timeliness of response

ECMWF will not consider any late or partial responses to this RFP nor will it consider requests for extension of the time or date fixed for the submission of proposals. It may, however, at its own absolute discretion, extend the time or date fixed for submission and in such an event ECMWF will notify all Proposers who have provided ECMWF with an e-mail address for communication of additional information.

Technical failure, including of a computer, browser, e-mail system or internet connection, is not a valid reason for late or failed submission of a response, unless as a result of a failure of the ECMWF's IT systems, and in the case that there was no reasonable course of action the Proposer could have taken to submit the response on time. It is important that you do not leave the submission of your response to the last minute.

2.8 Evaluation method and selection criteria

ECMWF will evaluate the Proposal based on the Proposer's response to ECMWF's requirements (Annex 1 of this RFP) and the Proposer's compliance with ECMWF's instructions in this document. The Proposal will be evaluated against the following evaluation criteria.

Evaluation criteria	Default Weighting
Proposer's Financial & Legal organisation	5%
Price	15%
Track record	15%
Quality of Resources Deployed	15%
Technical Solution Proposed	30%
Management & Implementation	20%

2.9 Warnings/disclaimers

Nothing contained in this RFP or any other communication made between the respondent and ECMWF or its representatives shall constitute an agreement, contract or representation between ECMWF and any other party (except for a formal award of contract made in writing by ECMWF). Receipt by a respondent of this RFP does not imply the existence of a contract or commitment by or with ECMWF for any purpose.

ECMWF reserves the right to change any aspect of, or cease, the RFP at any time.

While ECMWF has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this RFP are true and accurate in all material respects, ECMWF does not make any representation or warranty as to the accuracy or completeness or otherwise of this RFP, or the reasonableness of any assumptions on which this document may be based. ECMWF accepts no liability to respondents whatsoever and however arising and whether resulting from the use of this RFP, or any omissions from or deficiencies in this document.

ECMWF may use the information included in a proposal for any reasonable purpose connected with this RFP.

3 SCOPE OF SERVICE REQUIREMENTS

See Annex 1 of this RFP.

4 REQUIRED INFORMATION

General guidelines for the Proposal are described in the Template for Proposer, attached as a separate file as part of Annex 2. General requirements to prepare the response for this particular RFP are described in the next sub-sections.

4.1 Forms to complete

The Proposer should provide, together with their response, the Legal Entity Form, Financial Identification Form, EU Restrictive Measures Form and the Declaration Form for Economic and Financial Capacity, as per provided templates, and complete and return the RFP Questionnaire.

4.2 Response to the Specification of Requirements

The Specification of Requirements can be found at Annex 1. The work should be divided into separate Work Packages (WPs), including one allocated to coordination and management activities. The number, content

and structure of work packages is left to the discretion of the Proposer. An exception to this is the work package on management activities (WPO), where minimum content and deliverables are mandated (see Annex 1).

The response shall provide a description of how the Proposer proposes to address and implement each of the Work Packages, tasks and requirements of the Specification of Requirements in Annex 1. The response should include as a minimum the following information:

- A description of your understanding of the requirements
- A description of the technical solution
- A description of the work required
- A description of required resources
- List of deliverables, description of the deliverables and due dates for each WP
- Schedule details, start and due dates for each task and subtask, inputs required and outputs
- Details of the resources required to carry out the activities, workload assessment and associated manpower

Further specific instructions are provided in section A1.4.2 of Annex 1.

4.3 Commercial arrangements

The Proposer should provide prices in the format of the Pricing Tables attached to this RFP as part of Annex 2. Prices shall be firm and fixed (FFP) and quoted in Euros (€) net of taxes and VAT.

The response shall include a proposed payment plan in the dedicated Tab of Annex 2 Pricing Tables and Deliverables template. Payments shall be linked to the completion of Work Package milestones and to the acceptance of the associated deliverables by ECMWF. In cases where a payment is proposed but no contractual deliverable is foreseen within the project schedule, the Proposer shall indicate by what means the milestone achievement will be assessed by ECMWF (i.e., interim datasets delivery, progress review, validation reports, etc.).

Moreover, the response shall address how the proposed activities ensure best value for money for the delivery of the Service.

4.4 Terms and Conditions

The underlying Terms and Conditions applicable to any contract resulting from this RFP are at Annex 3. The Proposer should confirm that it accepts these terms and conditions or provide a list of reservations in its response. ECMWF reserves the right to negotiate the terms and conditions for any contract. The proposal submitted by the Proposer, clarified if necessary, will be part of the contract.

4.5 Additional matters

The Proposer should set out any additional information or other relevant matters which it thinks have not been adequately addressed in the RFP and/or merit further consideration in its response.

ANNEX 1 SPECIFICATION OF REQUIREMENTS

A1.1. Background

ECMWF as the Entrusted Entity for the Copernicus Climate Change Service (C3S) invites bidders to submit a Proposal for an activity scoping user needs and requirements for supporting refinements of reanalysis products over Europe. Such refinements are typically statistical and dynamical downscaling, but also any other improvements like more frequent output and systematic bias control for instance. The primary inputs to be considered for these enhancements (downscaling) are global/regional reanalyses available in the Copernicus Climate Data Store (CDS).

User Engagement plays an increasing important role in the implementation of C3S, i.e. to increase user uptake and user satisfaction, unlock new potential applications of data and products and provide training with the ultimate objective to enhance the impact of the provided services.

A key component is facilitating the creation of turn-key solutions for our 'core' users which includes the EU institutions and bodies as well as responsible authorities at national and regional level within the EU. More specifically a dedicated C3S National Collaboration Programme (NCP) will be developed early 2023 with the aim to serve users at national and regional level.

Another aspect is to enhance our 'User Intelligence' in order to better understand user needs, including both technical requirements (e.g. collected via the C3S URDB/URAD) as well as policy, sectorial and societal drives and the linked data value chain to serve end users with the most appropriate data and information to feed their decision making processes. The involvement of domain specialists and data experts is crucial to reach these objectives.

This procurement is aimed at fully understanding the user needs and the best ways to support European partners to further refine climate reanalysis data and information available from the CDS. This activity shall produce recommendations on the way forward towards achieving (regionalisation) support for European users and on the technical specifications to include in a C3S Invitation to Tender (ITT) for the procurement of such activity. The scope of this request and detailed requirements for the Proposal are described in Section A1.2 of this document. Section A1.3 lists contractual requirements and Section A1.4 the required format of the Proposal document.

A1.2. Technical requirements

ECMWF intends to award a contract for exploring the most effective ways to support reanalysis regionalisation (primarily dynamical and statistical downscaling) activities for the CDS users. By 'regionalisation' we mean improving the realism of climate reconstructions at very high spatial and temporal resolution. The emphasis is on European users, but the methodology shall be sufficiently generic to be used elsewhere.

This exploratory work shall formulate recommendations and guidelines on the cost-effective way to support users in the further refinement of this CDS information. This must take into account the landscape of private and public actors who already do such downscaling work. Clear distinction should be made between the developments recommended for implementation by C3S and elements better suited to development by downstream sectors. The actual support activity will be procured after the findings of the present activity are completed.

The primary inputs for the regionalisation shall be global and regional reanalyses, however, any other climate monitoring and prediction information can be also considered provided the methodology is sufficiently similar. The CDS contains various reanalysis datasets: global reanalysis (ERA5), global downscaled surface

high resolution reanalysis (ERA5-Land), Copernicus Arctic Regional Reanalysis (CARRA) for two domains of the European part of the Arctic and Copernicus European Regional Reanalysis (UERRA, CERRA) for the European domain (the CERRA dataset is due to be published in the CDS later in 2022).

The work shall start with an evaluation of the present user requirements as collected in the C3S Copernicus User Requirements Database (URDB) and analysed in the User Requirements Analysis Document (URAD). Particularly, the user landscape including public and private actors of the C3S reanalysis products shall be explored and understood. All this should help to understand the reasons and user motivations behind the requirements. Once the gaps in the current specification of requirements is determined, a survey to further investigate the user requirements will need to be developed and distributed. This will be done in close cooperation with C3S technical experts and the user engagement team, to ensure the necessary alignment with C3S strategy, objectives and infrastructure, including technical trainings, knowledge transfer, user support and documentation. The distribution of the survey will be coordinated by C3S, and likely be implemented through established channels like the Copernicus User Forum, CDS users, C3S webpage, C3S Newsletter etc. The findings of the survey will be discussed with C3S and consolidated and the final requirements will be presented in a report. These requirements should be linked to further C3S user engagement activities, including the upcoming C3S NCP.

The list of deliverables should include:

- Analysis of the C3S URDB and URAD documents to understand the present C3S user requirements for further regionalisation of reanalysis products.
- Analysis of CDS reanalysis user landscape including public and private actors.
- Compilation and distribution of a user survey in consultation with C3S experts.
- Clear, concise and comprehensive evaluation of the survey responses.
- Recommendations on the way forward for reanalysis regionalisation support, including list of items to be included in the planned ensuing ITT for the realisation of the actual support work.

The final output shall be therefore a detailed report describing the way in which a regionalisation support activity can be realised for C3S.

A1.3. Other Proposal requirements

A1.3.1 Conflict of Interest

Note that, in order to avoid any actual or perceived conflict of interest, the successful Proposer (and any subcontractors, if applicable) will not be permitted to tender for the subsequent ITT produced as a result of their input into its specification.

A1.3.2 Schedule

ECMWF intends to award a single framework contract running for a duration of around 4 months (but no longer than 6 months) from September 2022. A detailed time plan and schedule (Pert and Gantt charts) shall be included in the Proposal response.

The proposed time plan and schedule shall address the main tasks, inputs, outputs, milestones, deliverables and dates. The Proposer is encouraged to include milestones in the implementation plan where, based on any exploration work and upon discussion with the C3S teams, decisions can be made on the further way forward. This may lead to optional work packages, which shall already be anticipated in the Proposal and may be fine-tuned during the negotiation phase with the successful Proposer.

A1.3.3 Reporting

Regular monthly progress meetings will be held with ECMWF during the contract to assess contract status, risks and actions. The successful Proposer will also have to report on a quarterly and annual basis (if applicable) and provide contributions to C3S reporting for past and planning for future activities, to an agreed schedule (for more details please see Annex 3 Framework Agreement for this RFQ).

A1.3.4 Meetings

A kick-off meeting shall be organised. ECMWF organises annually C3S General Assembly meetings which all C3S service providers, including the successful Proposer of this RFQ, are expected to attend. The cost of the meetings shall be covered by the successful Proposer and should be included in the price.

A1.4. Proposal format

General guidelines for the Proposal are described in the Template for Proposer attached as part of Annex 2. Specific requirements to prepare the Proposal for this particular RFQ are described in the next sub-sections.

A1.4.1 Page limits

As a guideline, it is expected that individual sections of the Proposer's response do not exceed the page limits listed below. These limits should be followed wherever possible, to avoid excessive or wordy responses.

<i>Section</i>	<i>Page Limit</i>
<i>Executive Summary</i>	2
<i>Track Record</i>	2 (for general) and 2 (per subcontractor)
<i>Quality of resources to be Deployed</i>	2 (excluding Table 1 in Annex 2 Template for Proposer and CVs with a maximum length of 2 pages each)
<i>Technical Solution Proposed</i>	30 (Table 2 in Annex 2 Template for Proposer, the section on references, publications, patents and any pre-existing IPR is excluded from the page limit and has no page limit)
<i>Management and Implementation</i>	10 (excluding Table 4 and Table 5 in Annex 2 Template for Proposer) + 2 per each Work package description (Table 3 in Annex 2 Template for Proposer)
<i>Pricing Table</i>	No limitation

Table 1: Page limits

A1.4.2 Specific additional instructions for the Proposer's response to the Specification of Requirements

The following is a guide to the minimum content expected to be included in each section, additional to the content described in the general guidelines mentioned above. This is not an exhaustive description and additional information may be necessary depending on the Proposer's response.

A1.4.2.1 Executive summary

The Proposer shall provide an executive summary of the proposal, describing the objectives, team and service details.

A1.4.2.2 Track record

The Proposer shall demonstrate for itself and for any proposed subcontractors that they have experience with relevant projects in the public or private sector at national or international level. A good knowledge of climate services at national or regional level, data value chain assessments, user consultations and needs

assessment on knowledge transfer is essential. Particularly, the Proposer should demonstrate that they are familiar with global and regional reanalyses and they know dynamical and statistical regionalisation techniques. ECMWF may ask for evidence of performance in the form of certificates issued or countersigned by the competent authority.

A1.4.2.3 Quality of resources to be deployed

The Proposer shall propose a team having the skills required for providing operational services that meet the technical requirements set out in Section A1.2. The team shall include a Service Manager with experience in large multi-partnered projects. The Proposer shall describe the experience of the Service Manager and of the technical project team in performing activities related to the various aspects of this Proposal.

A1.4.2.4 Technical solution proposed

The Proposer shall give a short background to the proposed solution to demonstrate understanding of the requirements and of the C3S context. This section shall also include information on any other third party suppliers that are used as part of the technical solution, and a statement of compliance for each requirement formulated throughout this document, describing how the proposed solution maps on the requirements.

A1.4.2.5 Management and implementation

The Proposer shall provide a detailed implementation plan of proposed activities for the duration of the framework agreement. Deliverables should be consistent with the technical requirements specified in Section A1.2. The number of milestones is not restricted, but they should be designed as markers of demonstrable progress in service development and/or quality of service delivery. Annex 2 Pricing Tables and Deliverables template (excel file) shall be used by the Proposer to describe the complete list of deliverables, milestones and associated mean of verification. Adjustments to the proposed implementation plan may be requested, depending on needs for service evolution, or changed user requirements, as agreed between the European Commission and ECMWF.

Contract management, quality control and risk management shall be specified in the Proposal. If relevant, a list of sub-contractors describing their contribution and key personnel, legal name and address shall be provided. The Proposer shall describe how the Framework Agreement (in particular Clause 2.9) has flowed down to all their sub-contractors and how responsibilities and roles are distributed.

The Proposer should propose regular review meetings, including (1) a kick-off meeting, (2) a meeting upon the assessment of the URDB and the definition of the surveys and (3) a final meeting at which the results are presented. If needed, this may be complemented with short progress meetings. Upon the closure of the contract, a short summary report shall be drafted with a description of all the activities.

Upon request, the contractor shall also provide input to ECMWF for reporting purposes to the European Commission on a quarterly basis.

A1.4.2.6 Price and payment specifications

The price for this activity shall include the personnel costs, travel expenses and other costs for all work, tasks and deliverables proposed in your response, including any optional items. Payment milestones shall be aligned with the implementation milestones as proposed in the implementation plan.

ANNEX 2 PRICING TABLES AND TEMPLATE FOR PROPOSER

See the following separate documents attached to this RFP:

- “Annex 2 – RFP Questionnaire.xlsx”
- “Annex 2 – Forms to complete.zip”
- “Annex 2 – Template for Proposer.docx”;
- “Annex 2 – Template Pricing Tables and Deliverables.xlsx”.

The Proposer is requested to complete these documents and submit them as part of their response.

ANNEX 3 TERMS AND CONDITIONS OF THE FRAMEWORK AGREEMENT

See separate document attached to this RFP: "Annex 3 - Framework Agreement 5th Edition.pdf".

The Proposer must review and accept the terms and conditions of the Framework Agreement and, if there are any reservations, these must be identified as part of their response.