ANNEX I

Tender Specifications

JRC/KRU/2013/E.7/0037/NP dated 02/04/2013

ANNEX I to Contract Nr. 226425-2013-10 KAR DE

EUROPEAN COMMISSION
JOINT RESEARCH CENTRE (JRC)
Institute for Transuranium Elements (Karlsruhe)

European Commission – Institute for Transuranium Elements (ITU)

Delivery address: Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen

Postal address: P.O. Box 2340
76125 Karlsruhe

Tender Specifications

Development of Incident and Trafficking Database (ITDB) online Incident Notification Forms (Web-INF) System.

	Name	
Prepared	[redacted]	
Revised	[redacted]	
Approved	[redacted]	
Document Nr. JRC/KRU/2013/E.7/0037/NP		**Date of issue: 02/04/2013**

Annex: Statement of Work

[redacted]

1. Foreword

The Institute for Transuranium Elements (ITU) is a research institute of the Joint Research Centre (JRC) of the European Commission, situated on the Campus Nord of the Karlsruhe Institute for Technology (KIT).

The mission of ITU is to provide the scientific foundation for the protection of the European citizen against risks associated with the handling and storage of highly radioactive material. ITU's prime objectives are to serve as a reference centre for basic actinide research, to contribute to an effective safety and safeguards system for the nuclear fuel cycle, and to study technological and medical applications of radionuclides/actinides.

The ITU provides scientific support for European policies in the field of nuclear safety and safeguards. It works very closely with national and international bodies in the nuclear field, both within the EU and beyond, as well as with the nuclear industry. In addition to playing a key role in EU policy on nuclear waste management and the safety of nuclear installations, ITU is also heavily involved in efforts to combat weapons proliferation and illegal trafficking of nuclear materials, and in developing and operating advanced detection tools.

More information at http://itu.jrc.ec.europa.eu/

2. Scope of the contract

The Institute for Transuranium Elements (ITU) plans to sub-contract a company to develop a software application to facilitate the entry and encrypted submission of ITDB related information to the Secretariat by the Member States.

3. Elements to be included in the offer

The offer shall be established in accordance with the following points and shall include all the elements and technical requirements described in this document. Failure to comply, the offer shall not be taken into consideration.

4 Duration of the contract

The contractor shall provide the service within **12 months** after the contract signature date.

5 Deliverables / Reporting

Please, refer to the attached "statement of work".

6 Terms of payment

Terms of payment are specified in Art. I.4 of the contract. Payments are based on the following schedule:

- 25% after approval of the first quarterly report;
- 25% after approval of the second quarterly report;

- 25% after approval of the third quarterly report;
- 25 % after approval of the final report.

7. Technical Specifications

Cf. "Statement of Work" in Annex A.

Statement of Work

Incident and Trafficking Database (ITDB)

1. Project title

Development of Incident and Trafficking Database (ITDB) online Incident Notification Forms (Web INF) System.

2. Project objective

To develop a software application to facilitate the entry and encrypted submission of ITDB related information to the Secretariat by Member States. The application will be hosted in the existing NUclear SECurity (NUSEC) portal.

3. Project background and rationale

The Incident and Trafficking Database (ITDB) was established in 1995. The standardised means of submission of information by States to the Incident and Trafficking Database (ITDB) is through the Incident Notification Form (INF). This is (nominally) a two page form that consists a series of questions aiming to characterise the incident. This form is then faxed to the Secretariat. This system is limiting in a number of ways and in the beginning of 2012 the Secretariat looked at ways to improve it. It should furthermore be noted that the information contained in the INF is considered to be sensitive. The Secretariat developed a pilot programme of a software tool that was given the name WebINF.

The need for developing WebINF gained additional momentum through the ITDB workshop held in Karlsruhe with participation of EU Member States and Europol. This meeting was held in the context of the EU CBRN Action Plan.

The pilot WebINF has taken the basic framework of the INF and converted it into an electronic form. A number of additional features such as conditional data collection, integration of examples and helper functions are intended to make the form adaptable and meet user requirements. The intent of developing the pilot WebINF was to demonstrate the concept of the system. The rolled out system will progress the pilot version into a fully functioning system, in line with IAEA and Member State requirements.

The requirements include, but are not limited to, considerations on the secure transmission of information between the Member State and the IAEA.

[redacted]

4. Planned activities and project steps / Deliverables / Milestones (incl. dates)

4.1 Develop system specifications and requirements based on business needs and expectations from all users, as well as current capabilities (1 month from project start).

4.2 Develop software system prototype (plus 5 months).

4.3 Conduct beta testing and address comments, questions, and deficiencies from ONS staff and selected ITDB points of contact (plus 1 month).

4.5 Provide software system training for ONS staff to allow them to routinely access the data and to conduct user defined searches (plus 2 weeks).

4.6 Develop and test interface(s) to allow automatic retrieval of Web INF data for display and analysis to authorised users in the context of other ONS information and analysis systems (ITDB and Palantir) (plus 3 months).

4.7 Conduct beta testing of the interfaces and address comments, questions, and deficiencies with ONS staff and other selected ITDB points of contact (plus 1 month).

4.8 Provide software system training for selected ONS staff to ensure that the underlying IT system can be maintained and updated as required by staff on-site (plus 2 weeks).

5. Financing Plan

The project development will be outsourced to an appropriately qualified contractor. The IAEA has defined criteria for accepting contractors:

- The contractor shall have previous knowledge of the ITDB system.
- The contractor shall have a proven record of supporting the IAEA in sensitive programs requires clearance authorization for secure portal access – the system the ITDB resides on.

The financing plan shall provide details on the costs for:

a. **Manpower**

The contractor shall identify a key person to perform the work outlined. This person shall have demonstrated experience with the Agency's information systems and in particular the ITDB and appropriate clearances. A cost plan for the key person, to be located in Vienna, Austria, shall be provided by the Contractor. In order to facilitate the proper integration of the Web INF data collected into the ITDB and Palantir systems, the consultant will need to have a developer training on the Palantir

application. The Contractor shall identify its plan for providing this training and identify as a separate cost item, the proposed budget requirement.

b. **Hardware**

No additional servers are required; existing ones will be used. The contractor shall procure IAEA spec'd laptops (max. four pieces) for the development work and testing, which at the conclusion of the task will be transfer to the IAEA. The IAEA will provide software licenses needed for development work. The costs for the laptops shall be stated.

In addition, a plan shall be developed to procure a sufficient number of tablet PC's (using different operating systems) in order to facilitate the development of tablet friendly application and subsequent use of the application by ITDB staff or by national Points of Contact. At the conclusion of the task, the tablet PC's will be transferred to the IAEA. The costs for the tablet PC's shall be stated.

Additional software and/or hardware to successfully deploy the ITDB system and ensure it can be fully implemented, shall be provided for within available funding, and an allowance for such systems shall be forecasted.

6. Project period

The duration of the project is 12 months and the implementation starts upon signature of the contract by both parties.

7. Reporting

Quarterly progress reports shall be submitted to the ITU Technical Coordinator within 30 days of the end of each quarter. In addition, a final narrative and financial report shall be provided within 30 days after completing of the project.