

**ECB - call for expressions of interest for the provision of goods and services for the implementation of an electronic document and records management system (D-Frankfurt-on-Main)**

**2005/S 51-048559**

**Notice of a call for expressions of interest**

1. **Contracting authority:**

European Central Bank (ECB), Kaiserstrasse 29, D-60311 Frankfurt-on-Main. Att: Mr Alberto Molon. Tel.: +49 69 13448780. Fax: +49 69 13447503. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int).

2. **Type:**

Call for expressions of interest.

The present call for expressions of interest is issued with the purpose of compiling a list of suppliers of goods and services that will be needed for the implementation of an Electronic Document and Records Management System (EDRMS) at the ECB. Companies wishing to apply for inclusion on the list are invited to do so in accordance with the provisions of this notice. The ECB will include on the list all those applicants who meet the qualification criteria in paragraph 5. The list is divided into four sub-lists corresponding to fields 1, 2, 3 and 4 as described in paragraph 3. Applicants must apply for inclusion on at least one sub-list. When the ECB intends to make use of any of the sub-lists an invitation to tender will be sent to all or some candidates on the list, selected on the basis of their specific experience, technical and financial capacity in relation to the contract to be awarded.

Inclusion on the list does not oblige the ECB to either award a contract, subject to the aforementioned, or send out an invitation to tender. The value of the contracts may exceed 250 000 EUR.

3. **Detailed description of the fields covered by this call for expressions of interest:**

The envisaged ECB-wide Electronic Document and Records Management System (EDRMS) shall:

- facilitate the implementation of the ECB document and records management policy;
- ensure compliance with the legal framework within which the ECB operates;
- provide business areas with tools that allow them to manage their documents and records efficiently, whatever their location, media or file type, in a consistent and logical manner, from creation to final disposal, using a common set of tools, standards and policies;
- be compliant with the main records management standards;
- operate in an effective and efficient manner;

In relation to this system, the ECB will seek to purchase goods and services in the following fields (sub-lists):

1. supply, maintenance and support of EDRMS software licences;
2. supply, maintenance and support of specialised hardware (storage solutions, scanners, bar code readers, etc.);
3. professional EDRMS technical implementation services, including:
  - a. EDRMS engineering (e.g. system analysis and design, technical infrastructure set up, installation, configuration/customisation, integration with other systems, system testing);
  - b. EDRMS administration and operation, maintenance and support;
  - c. technical EDRMS training;
4. consulting services related to the introduction and operation of an EDRMS, including:
  - a. development of information and records management policies and procedures; business process redesign;
  - b. project support activities (e.g. advice on product and supplier evaluation and selection, procurement advice and support, quality assurance, post-implementation and security reviews);
  - c. service centres (e.g. upload, migration of documents/records, scanning of documents/records, end-user

training).

4. **Place where goods and services are to be provided:**

At the ECB premises in Frankfurt am Main, Germany.

5. **List of information and documents required for an appraisal of the minimum professional, financial and technical standards required:**

Applicants shall state clearly, for which sub-list(s) they wish to be considered; they shall ensure that their file contains all the documents needed to prove their eligibility for inclusion on each of the sub-lists, in accordance with the qualification criteria given below. All applications must consist of one folder with information on 5.1 – company profile and financial overview, and one folder for each of the sub-lists the applicant is applying for. The information provided must be brief, concise and must reference the requirements set out in this notice; no company brochures or similar material will be considered.

**5.1 For all sub-lists:**

Company profile:

5.1.1 the applicant's name, postal and e-mail address, telephone and fax number, and the name of the person responsible for the application;

5.1.2 copies of original documents proving the applicant's legal status, place of registration and/or registered office and, if different, the applicant's main place of business;

5.1.3 the applicant's company profile and organisation, including the number of years in operation, the current number of staff, and the range of products and/or type of services offered, focusing on the requirements set out in this call for expressions of interest.

Financial Overview:

5.1.4 a statement of the applicant's overall turnover and a statement of the turnover for the last three financial years in relation to the goods/services that are the object(s) of the sub-list(s) to which the applicant applies;

5.1.5 copies of the applicant's audited accounts and balance sheets for the past three financial years or equivalent certified documentation showing the applicant's financial position.

Proven EDRMS experience:

5.1.6 A list of at least 3 reference projects, comparable to the one described in this notice, executed in the last 3 years (period from 2002 to present), with a concise summary for each project of its scope, size, value, duration, number of system users involved, and the details of the activities that the applicant was responsible for.

Particular reference should be made to projects completed for clients comparable to the ECB (e.g. public sector organisations/institutions, central banks, international organisations). For each reference project, applicants must provide the client organisation's name and postal address, a contact person and some general details (e.g. sector, number of employees, main areas of activity, etc.).

If the application is submitted by a grouping of suppliers (or consortium), the above-requested documentation must be furnished for each partner. The partners shall clearly state in their application the exact form of the relationship between them. Furthermore, the application shall designate the main contact point for the ECB for future contracts resulting from this call for expressions of interest.

**5.2 Additional qualification criteria applicable to sub-list 1 (see field 1 in paragraph 3 above):**

In addition to the information and documentation requested in 5.1, applicants interested to be considered for sub-list 1 must submit the following:

5.2.1 brief overview of their range of EDRMS solutions;

5.2.2 brief overview of EDRMS product certifications and awards received, and selected independent analysts' product evaluations;

5.2.3 number of customers and seats installed worldwide and in particular in Europe;

5.2.4 overview of the distribution of employees by major activity (e.g. product development, sales, support, professional services);

**5.3 additional qualification criteria applicable to sub-list 2 (see field 2 in paragraph 3 above):**

In addition to the information and documentation requested in 5.1, applicants interested to be considered for sub-list 2 must submit the following:

5.3.1 brief overview of their range of products and their applications in EDRMS solutions;

5.3.2 brief overview of product certifications and awards received, and selected independent analysts' product evaluations;

5.3.3 number of customers worldwide and in particular in Europe.

**5.4 Additional qualification criteria applicable to sub-list 3 (see field 3 in paragraph 3 above):**

In addition to the information and documentation requested in 5.1, applicants interested to be considered for sub-list 3 must submit the following:

5.4.1 the product name(s) and details of any EDRMS software (i.e. Documentum, FileNet, Hummingbird, Livelink, etc.) and other related software (e.g. database management software) that they have experience with. Applicants must specify whether it is proprietary or they act within an agreement with an EDRMS vendor.

5.4.2 Applicants must either confirm their independence or describe the precise nature of any agreements they have in place with any software or hardware companies (e.g. wholly-owned subsidiary, value-added reseller, systems integrator, alliance partner, etc.) and state which companies these are.

**5.5 Additional qualification criteria applicable to sub-list 4 (see field 4 in paragraph 3 above):**

In addition to the information and documentation requested in 5.1, applicants interested to be considered for sub-list 4 must submit the following:

5.5.1 a summary of the services they delivered to the client organisation and the number of their staff that delivered these services, for each reference project requested in 5.1.6 above.

5.5.2 Applicants must either confirm their independence from any EDRMS software or hardware vendor(s) or state any agreement, formal or informal partnership or any other type of commercial relationship that they have in place with any EDRMS vendor(s) and state which companies these are.

**6. Application information:**

All correspondence regarding this call for expressions of interest must be in writing. Applications sent only by facsimile or electronic means will not be accepted. Applications must be signed by an authorised person and sent together with all the documentation requested in paragraph 5 in a sealed envelope to the address mentioned above in paragraph 1. The envelope should be clearly marked 'Call for expressions of interest / EDRMS, for the attention of: Mr Alberto Molon'.

However, in addition to the paper version, applicants are requested to enclose a copy of all appropriate parts of their application on a diskette or a CD, preferably in Microsoft Word/Powerpoint/Excel or Adobe Acrobat format (excluding any official documents), or send a copy to the e-mail address mentioned above in paragraph 1.

Applications must be in English. Only in the case of legal, financial and other certificates will original (non-English) language documents be accepted, on the condition that the applicant, if so requested, provides the ECB with a sworn translation of the original document.

7. **Validity period of the list resulting from this call for expressions of interest:**

This call for expressions of interest will remain open for 3 years from the date of publication of this notice, i.e. until March 2008. Interested parties can apply at any time during the call's validity period, with the exception of the last three months.

The first use of the list is expected to be for the purchase of the necessary software licences for the EDRMS and a limited extent of related professional services for a pilot implementation and is expected to take place in June 2005. Applicants who wish to ensure that they are considered for the first use of the list must submit their application to arrive no later than 13.4.2005.

8. **Legal status of applicants:**

Not applicable.

9. **Additional information:**

All information provided in the applications will remain confidential and will be treated as such within the ECB.

- Only complete applications will be inserted on the list.

- The ECB will notify all applicants of the outcome of their application.

- The ECB reserves the right to request further information from applicants after their application has been submitted, and to request updated information from all or selected applicants after a certain period of time.

- Applicants that are successfully included on the list must inform the ECB of any changes in their situation with regard to the criteria for inclusion on the list so that their application can be kept up-to-date. The ECB cannot be held responsible if it is not notified of a change of address and therefore mail does not arrive at its destination.

10. **Other information:**

General information concerning the ECB may be found on the ECB web site, [www.ecb.int](http://www.ecb.int).

11. **Date of dispatch of the notice:**

4.3.2005.

12. **Date of receipt by the Office for Official Publications of the European Communities:**

4.3.2005.