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# Announcement for tender/contract:

# Implementation of new features in a Sparx Enterprise Architect MDG Technology

Purchase conditions

## 1. Customer

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The Danish Digitisation Agency have announced present task at [www.udbud.dk](http://www.udbud.dk) and [www.digst.dk/udbud](http://www.digst.dk/udbud) in accordance with Udbudsloven section 4.

## 2. Invitation to tender

The Danish Digitisation Agency would like to invite experienced Sparx EA consultants to make a proposal for the following assignment, which concerns further development of a Sparx EA MDG technology to support a conceptual and logical (data) modelling with an underlying metamodel in RDF, see further specification in appendix 1 - Costumers description of task.

## 3. Appendices for announcement for tender

The material consists of the present purchase conditions, a contract and;

Appendix 1: Customers description of task

Appendix 2: Bidders description of solution (template)

Appendix 3: Time and activity agenda

Appendix 4: Remuneration (template)

Form for issuing a solemn declaration of debt to the public (template)

## 4. Suitability criteria

### 4.1 Sworn statement

The Danish Digitisation Agency wish to receive proposals from bidders without unpaid debt to the public authorities in Denmark. The bidder is therefore invited to sign and attach a solemn declaration as to whether the bidder has unpaid debts to the public authorities in Denmark at the time of submission of proposal cf. attached solemn declaration form.

### 4.2 Award criteria

The Danish Digitisation Agency wish to award the contract to the bidder who has submitted a proposal that present:

* Competencies and practical experiences (40 %), as it will be considered favorable if the competencies and practical experiences of the employee(s) in question possess high-level competencies in relation to the required competencies of the assignment. cf. appendix 1 – costumer description of task.
* High quality of the proposed description of solution (40%).
* The offered hourly rate (20 %), ct. appendix 4.

The bids will be evaluated after a linear point-model where the quality criteria will be evaluated on a scale from 0 to 8 points. 0 is given for the conditional bid, which moreover does not contain qualitative elements. 8 are given for the best possible compliance of the criteria. The prices of the bids are converted to points after a not linear model, so that points = maximumpointX lowest price/price.

The bidder will be evaluated on:

* have experience with Sparx EA MDG development
* be able to conduct a 'Phase 1' on-site workshop in Copenhagen on the August 24th-
* must be able to carry out a 'Phase 2' implementation of the agreed features in accordance with the time schedule which the bidder must provide as part of Phase 1. However, the implementation must be carried before December 31st 2017.

## 5. Content of proposal

The bidder is invited to make an offer on the concrete assignment as stated in appendix 1 in the contract.

### 5.1 Main contract

The cooperation between The Danish Digitisation Agency and future supplier will be regulated after the attached contract and the belonging appendices.

### 5.2 Appendices of the contract and templates

A proposal is given by completing the appendices of the contract.

## 6. Alternative proposals alternative descriptions of solution

The bidder is not encouraged to give alternative proposals or alternative descriptions of solution.

## 7. Written questions

The bidders have the opportunity to achieve additional information about the appendices for announcement for tender by submitting written questions via e-mail ct. contact in section 1.

Written questions submitted before July 17th 2017 at 12.00 will anonymously be answered. Questions and answers will be publicized at [www.digst.dk/udbud](http://www.digst.dk/udbud).

Questions received no later than July 17th 2017 at 12.00, will be answered no later than July 18th 2017 at 16.00.

Questions received after July 17th 2017 at 12.00, will not be answered.

If any of the questions asked should give rise to the need for a clarification, adjustment or supplementation of the appendices or the contractual basics then the corrections will be publicized at [www.digst.dk/udbud](http://www.digst.dk/udbud) if The Danish Digitisation Agency finds it necessary.

The bidders are encouraged to keep themselves oriented at [www.digst.dk/udbud](http://www.digst.dk/udbud) during the entire process.

## 8. The form and submission of the proposal

The proposal is made on the basis of the attached contract draft and bidders description of solution (cf. appendix 2) and the other documents for the announcement for tender combined, which together express the requirements and expectations that The Danish Digitisation Agency have towards the bidder.

The proposal must be given digital and send to e-mail: arkitektur@digst.dk.

The subject of the e-mail must be: Implementation of new features in a Sparx Enterprise Architect MDG Technology

## 9. Deadline for proposal and maintenance

Deadline for receiving proposals is July 28th 2017 at 12.00.

Proposals received later than this date will not be considered valid and will not be taken into consideration.

The bidder must maintain the given proposal for 1 month after deadline for proposals.

There will not be access to witness the opening of proposals.

## 10. Evaluation of proposal

After receiving the proposals the customer evaluates the proposals that meets the criteria´s given in section 4 and then decides the bidder to award the contract.

All bidders who have given proposals within the deadline given in section 9 will receive a written notification about The Danish Digitisation Agency´s award decision.

## 11. Processing of proposals etc.

The Danish Digitisation Agency is not committed to return the proposal to the bidder.

The Danish Digitisation Agency do not consider the announcement process completed before the contract is signed and reserves the right to discontinue all proposals or cancel the announcement with due diligence.

Whether the contract is awarded to another bidder, the bidder is committed to the given proposal until The Danish Digitisation Agency has contracted but no longer than deadline for maintenance in section 9.

Any costs that the bidder must have in relation to the present announcement cannot be issued towards The Danish Digitisation Agency including decision coming from The Danish Digitisation Agency regarding cancellation of the announcement for tender.

The assignment is expected to be assigned August 1st 2017 kl. 12.00.

The submitted proposals will be the foundation for contracting with one supplier.

## 12. Confidentiality

The bidders must observe unconditional secrecy against unauthorized persons regarding matters that may arise from the bidder´s knowledge in relation to the present announcement process.

The bitter must pay attention to regulation on access to records since all documents, including proposals, in The Danish Digitisation Agency is subject to these rules. Hereby competitors etc. can request access to records regarding proposals made.

Requests on access to records from other organizations that also participates in the announcement for tender must be met by the contracting authority depending on the circumstances according to practice from Klagenævnet for Udbud. However it includes in this ruling, if the bidder has requested the proposal must be treated confidentially and has indicated what information and elements in the proposal it concerns.

So if there is information and elements in the offer that, for business reasons needs to be excepted from access to records, the bidder is kindly asked to indicate this in the proposal.

The Danish Digitisation Agency will however in all circumstances be obliged to give access to the extent provided by legislation.

## 13. Checklist

The proposal should contain:

1. Dated and signed cover letter with clear statement of which company is giving the proposal

2. Proposal with an outline of possible reservations and arguments for these and with indication of which parts of the proposal that as far as possible needs to confidential and excepted from access to records.

3. Contract

4. Customer description of task (appendix1)

5. Bidder description of solution in final version (appendix 2)

6. Time and activity agenda for execution of the assignment (appendix 3)

7. Supplier remuneration for execution of the assignment (appendix 4)

9. Dated and signed declaration as specified in section 4.1

10. Documents for the announcement for tender in digital version as specified in section 8

11. Marking of the shipment as specified in section 8

12. Correct addressing cf. section 8

13. Timely shipment in order to comply with the proposal deadline as specified in section 9.

## 14. Time agenda for the announcement for tender

Monday July 17th at 12.00: Deadline for written questions about the appendices.

Tuesday July 18th at 16.00: Deadline for answers about the appendices.

Friday July 28th at 12.00: Deadline for proposal.

Tuesday August 1st at 12.00: Award the contract to a supplier.