



**World Organisation
for Animal Health**
Founded as OIE

STD/NP2022/1

**NEGOTIATED PROCEDURE
B. TERMS OF REFERENCE**

OFFICIAL STATUS MANAGEMENT PLATFORM

WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)
whose statutory name is
“OFFICE INTERNATIONAL DES EPIZOOTIES”

DEADLINE TO SUBMIT :

TENDERS : 03 OCTOBER 2022 - 18:00 (PARIS LOCAL TIME)

Applications may be deposited at WOAHA reception desk, from **Monday to Thursday and from 8:00 to 18:00, Friday from 08:00 to 17:30.**



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1. INTRODUCTION

The World Organisation for Animal Health (WOAH) whose statutory name is “Office International des Epizooties”, was created on the 25th of January 1924. Its headquarters are based in Paris. It comprises 182 Member and is present on all continents through 13 Representations or Bureaus in total.

WOAH is an intergovernmental organisation subject to public international law. It is responsible for improving animal health worldwide. The standards it develops for the trade of live animals and products of animal origin are recognized by the World Trade Organization (WTO) as reference international sanitary rules ([Home - WOA](#) - World Organisation for Animal Health).

2. EXECUTIVE SUMMARY

2.1 PROJECT BACKGROUND

The procedure for official recognition of animal health status began in 1994 and the first list of WOA Members (Members) or zones free from Foot-and-mouth disease (FMD) was adopted in the subsequent year in 1995. Since then, six diseases have been part of this procedure: African horse sickness (AHS), bovine spongiform encephalopathy (BSE), contagious bovine pleuropneumonia (CBPP), classical swine fever (CSF), FMD, and peste des petits ruminants (PPR). Members can also have their official control programme for CBPP, FMD, PPR and dog-mediated rabies endorsed by WOA. Members with at least one officially recognised status or endorsed control programme are obliged to annually reconfirm their status(es)/official control programme(s). The Procedure including its outputs serves an important legal link between the WOA and WTO in the framework of the Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement), which entered into force in 1995. Members also have the possibility to self-declare their country, a zone or a compartment within their territory, free from any listed disease other than the six ones for which WOA grants an official status.

The number of Members and zones having an officially recognised animal health status/endorsed control programme has increased from 50 in 1996 to 381 as of June 2022 with an approximate annual increase rate of 5%. For this reason, the number of important documents (either in digital or paper form) related to a Member’s official status/endorsed control programme has significantly increased which makes challenging to keep track of all documents, search for them and extract them when needed. In addition, the submission of applications and all communications related to the application for animal health status/endorsed control programme between Members and WOA are currently done via email which is not a secure way to transfer confidential documentation. The submission of the request by Members to publish their self-declarations of disease freedom along with the relevant documents, and the communication between WOA and Members are managed as described above.

An online system was developed and launched in 2015 for the purpose of submission of annual reconfirmations by Members (this was previously done through email), and has proven to be of benefit in facilitating the submission, tracking of information by both the WOA Status Department (DSD) and by Members (on the submissions since 2015). Nevertheless, communication between WOA and technical contact points in charge of the annual reconfirmation(s) is to date still done via email.

The way in which procedures described above are currently managed sets a limitation in time and efforts to be efficiently spent when trying to extract and provide all relevant information for the relevant WOA Commissions or experts, WOA staff, or Members when important issues related to a Member’s official status/endorsed control programme require consultation. The DSD, in charge of the Official Status and Self-declaration procedures, seeks to gradually digitalise the processes, to have a single platform to manage the submission, tracking, follow-up and communications with Members regarding all official status dossiers (applications, annual reconfirmations, status mission reports, etc.), and self-declaration of disease freedom reports. With this proposed centralized platform, Members will also have access to



the official documents that they submitted to WOA, which the Members have ownership of; this enhances transparency.

The current project focusses on Phase 1 (firm tranche) of the Official status management platform: the “Application for official status and establishment of containment zone or recovery” and the “Annual Reconfirmation”. The conditional tranches (phases 2 and 3) will concern the “Self-Declaration and fillable online form for application for official status and self-Declaration”.

2.2 PROJECT OBJECTIVES

The objective of the Official Status Management Platform is to have a centralized system to archive, track, search, and submit all relevant dossiers related to the official recognition and maintenance of animal health status, and self-declarations of disease freedom.

This Negotiated Procedure concerns the entire platform with a firm tranche (the “Application for official status and establishment of containment zone or recovery” and the “Annual Reconfirmation”) and conditional tranches (“Self-Declaration” and “fillable online form for application for official status and self-Declaration”). Knowing that those conditional tranches will start at the request of WOA and after the full implementation of the firm tranche.

All user's requirement specifications are detailed in the Document B - Annex B1 – user requirement specifications.

The global number of users expected annually for the platform is: 400 (this number is less than the addition of the number of users specified below in the firm tranche and conditional tranche, as there are common users of the two tranches).

The main objectives of the project are:

For the firm Tranche to:

- Set up the global infrastructure of the official status management platform: the infrastructure must be built to facilitate the future development expected in phases 2 and 3.
- Develop the new annual reconfirmation system: directly fillable online forms that allows the follow up of the steps described in the workflow in the user requirement specification document.
- Develop the official animal health status or endorsement of official control programme application system: the questionnaires that Members need to complete are not expected to be filled online at this stage. This system should also permit the application for the establishment of a containment zone or for recovery of animal health status for Members having suspended official status(es).
- Develop transversal components such as:
 - Data model design
 - Admin account / Back office management
 - Expert Missions related to official animal health status recognition: The mission component makes it possible to be able to manage expert missions and facilitate the report writing and the validation of the mission reports.
 - “Final Document Repository”: The document repository serves to store all documents submitted or produced throughout the process.
 - Develop API for Status system and Link with other systems / applications: API for the status system should be developed as well, to provide key information in a seamless and secured way



- Link and matching with WOAHRM API to check the contact details of Delegates and technical contact points appointed by the Delegates
- Link to [WAHIS](#): When an application, annual reconfirmation, or a self-declaration of disease freedom is submitted by a Member, the DSD checks that the information provided in the dossier or self-declaration report is consistent with the reporting history of the Member through WAHIS. Below are the three WAHIS weblinks that DSD systematically checks:
<https://wahis.WOAH.int/#/report-smr>
<https://wahis.WOAH.int/#/dashboards/control-measure-dashboard>
<https://wahis.WOAH.int/#/dashboards/country-or-disease-dashboard>
Given that the WAHIS application API is under development, the status platform will allow DSD staff to have a quick access to those weblinks in the short term. In the medium term, depending on WAHIS progress, the link will be made via API.
- Link to PVS and via API in the future¹: Access to the PVS Database weblink to cross-check that a PVS mission has been conducted in a member, the type of PVS mission, the date when the PVS mission was conducted, and whether there is a validated report of that mission through the platform
- Link to WOAHRM website: Automatic export of questionnaires, annual reconfirmation forms, lists of disease-free Members or zones, and list of published self-declarations to WOAHRM website anytime they are updated in the platform.
- Migrate data and documents (forms, reports, etc.): All currently existing annual reconfirmations/Official status application (including applications for endorsement of control programme) and recovery (even the ones prior to the launch of the online annual reconfirmation system in November 2015) submitted to WOAHRM by the Member must be imported onto the platform. Other documents like forms, questionnaires, templates, reference documents used in these processes by Members, experts and DSD team have to be migrate. The MS Access database also has to be migrated. Around 40 Mbits of data, and 70 go of documents will be migrated on the new platform.
 - Excel document which compiles the history of submission and recognitions (and rejections) for the different diseases for official animal health status recognition and endorsement of official control programmes since the time the disease became part of the WOAHRM procedure
 - Questionnaires are in Word and PDF format
 - Annual reconfirmation forms are in Word and PDF format
 - All documentation for status and control programme are in PDF format, Word, Excel
 - Self-declaration template is in Word and PDF format

There is also the data and documents from the current online annual reconfirmation system that must be migrated to the new platform's database.

The number of users expected in this firm tranche is: 350

¹ The PVS Information system is under development



For the conditional tranches to:

- Phase 2:
 - Develop the self-declaration system

The development of the self-declaration system will permit Members to request the publication of their Self-Declaration reports and submit the relevant information through the platform and also to enrich the transversal components of the firm tranche (complete the back office and dashboard with new functionalities, link with others information systems within WOA, migrate data, self-declaration reports and other documents). The self-declaration reports are not expected to be fillable online at this stage.

- Complete the transversal component developed in phase 1 with the contents of the self-declaration system
- Phase 3: Develop a system in which the questionnaires for applications for animal health status/endorsement of control programme, establishment of containment zone or recovery and request of publication of self-declarations can be filled online within the platform

Here the objective is to have pre-designed questionnaires and a self-declaration template report that can be fillable online.

The number of users expected for those conditional tranches is: 200

3. PROJECT ORGANISATION AND METHODOLOGY

3.1 PLANNING AND IMPLEMENTATION SCHEDULE

The schedule identified in this section is a projection. The actual schedule will depend on the actual date of signing of the contract and the development time assessment of the chosen service provider. The scheduling should follow the agile approach for development.

Phase #	Phase coverage	Project Development Estimated Timeframes	Remarks
1	Annual reconfirmation + Official animal health status/endorsed control programme Application and or recovery of animal health status	~ 6 months (Starting from kick-off meeting with chosen Service Provider)	<p><u>Milestone 1:</u> Development of the new annual reconfirmation system, and some key transversal components such as: Database/API, Back office management, "Experts Mission reports" etc. Migration of at least the past few years of annual reconfirmations (that are available from the online annual reconfirmation system).</p> <p><u>Milestone 2:</u> Development of the official animal health status / endorsement of control programme application + establishment of containment zone or recovery, enrich the transversal components developed in milestone 1 Key transversal components developed in milestone 1.</p> <p><u>Milestone 3:</u> Enrichment and Development of other transversal components: Admin</p>



			account/back office management including dashboard and Database/API", "login page and menus" "Experts missions", "document repository" components <u>Milestone 4:</u> Data & document migration
2	Self-declaration system	~ 3 months – to be confirmed with the Service Provider	<u>Milestone 1:</u> Development of the self-declaration and enrich the transversal components <u>Milestone 2:</u> Data & document migration
3	fillable online form for official animal health status/endorsement of control programme application and request for publication of self-declaration	~ 2 months - to be confirmed with the Service Provider	<u>Milestone 1:</u> Development of the fillable online Official Animal Health status Application/endorsement of control programme and establishment of containment zone or recovery <u>Milestone 2:</u> Development of the fillable online self-declaration report

For the delivery of each phase, it is expected that the DSD team and Members will be fully able to use the developed system in their daily operations. Knowing that the delivery of the Phase 1 milestone 1 “Annual reconfirmation” is highest priority.

3.2 GOVERNANCE

The project will be managed by a WOAHA project team composed of at least one DSD member and one DTIS member. Advancement meetings (operational committees) will be held between WOAHA project team and the supplier.

The deliverables will be validated by WOAHA project team.

A steering committee will also be set up. It will be the framework for decisions and validations of strategic points and orientations.

Deliverables:

- Minutes of committees (operational and steering)
- Follow up reports of actions identified during operational and steering committee meetings

3.3 METHODOLOGICAL APPROACH

The platform is expected to be developed in no code - low code approach preferably.

WOAHA project management team provides the requirements (Annexed to this consultation) to the supplier's Low code-No code specialist, for discussion and agreement on prioritisation and preparation for the delivery plan (planning).

The Supplier team leader and WOAHA project team will agree on a regular meeting schedule to update WOAHA on the progress and issues concerning the ongoing development of the platform.

WOAHA expects a checkpoint report from the supplier. This will provide WOAHA information on the progress of the work done compared to what was agreed in the planning, and potential actions expected from the WOAHA project team. The frequency of the checkpoint report will be agreed between WOAHA project team and the Tenderer. Apart from the checkpoint report, an online progress report tool will also aid in WOAHA's project monitoring prior the checkpoint report schedule agreement.



With respect to the management of the delivery, the deadline is fixed as per agreement in the delivery plan (planning). The deliveries will be tested by WOAHP testers.

Quality Assurance testing (including unit tests) is the responsibility of the Service provider. The new system will only be deployed after it has passed the Service provider's internal QA testing at which point WOAHP team will perform User Acceptance Testing (UAT) as the final stage of testing before the customization is certified for production use.

After each User Acceptance tests phase, WOAHP will arbitrate a go / no-go decision of the deployment of the version, based on the number of remaining blocking, major and minor defects. The number of defects impacting the decision will be settled before the start of the User Acceptance tests phase, depending on the content of the delivery.

The standard testing tool of WOAHP is Test Rail (Gurock), WOAHP will record the test scenarios within this tool. The supplier needs to provide a tool to track the defects found during the UAT. WOAHP must be able check the conformity of the version's functionalities in regard with the detailed functional specifications.

With respect to the validation of the final delivery for the current tranche, the project is deemed closed when:

- All business and technical requirements are accepted by WOAHP.
- Validation of delivery quality by WOAHP (no blocking or major bugs).
- The solution delivered are clearly aligned with the user acceptance test result.
- Source codes of the project are in CI/CD platform of WOAHP.
- Project closure document is approved by WOAHP businesses – DSD team and IT – for closure.

4. SCOPE OF THE SERVICES

The scope of the service described below deals with phase 1. All the requirements are expressed in the Document B - Annex B1 – user requirement specifications. However, in order to allow a technical choice to ensure an adequate development that can support all the phases, the Annex B1 (attached to this consultation) describes all the requirements.

4.1 CORE WORKSTREAMS

4.1.1 Prerequisite for a WOAHP IT project

API first approach

WOAHP is currently going through its digital transformation. In that context and considering WOAHP activities and mandates, it has been identified that the architecture of the organisation would be data-centric oriented. In order to put in place this architecture, new IT projects within WOAHP will have to be based on an API first approach, in order to facilitate an easier and wider use of APIs, and if compatible with low code no code approach.

Data protection needs

As an intergovernmental organisation, WOAHP is subject to international public law, entrusted with a number of privileges and immunities necessary for its functions. Accordingly, WOAHP has decided to self-regulate the protection of data subject, personal data and privacy to ensure it processes in accordance with general accepted standards. From an IT project perspective, WOAHP provides elements to be implemented for any IT development, attached to this document (Document B – Annex B3 – IT Data Protection Checklist).



IT Infrastructure standards

WOAH has already outsourced the management of their IT infrastructure building, IT security and IT platform building and maintenance to an identified IT service provider. This IT service provider will identify an IT infrastructure project manager in charge of all those tasks (see Document B - Annex B2 - WOAHS IT Infrastructure Standards).

The future IT tenderer will be in charge of:

- Development of all features required by WOAHS
- Co-Writing of technical document architecture (segregation of duties must be clearly defined during the kick-off as it depends on the project type)
- Application maintenance and functional support to key users
- Liaise and participate to workshop with IT infrastructure project manager

The future IT tenderer will have to identify a project manager as a Single Point of Contact for all requests and meetings in close contact with the IT infrastructure project manager.

The IT service provider will be in charge of:

- Security and Network management. They are WOAHS's Security operations center.
- Building the azure IT infrastructure.
- Building the IT platform (new website base etc.) if hosting is managed by WOAHS based on information provided by the future IT tenderer
- Supporting the IT tenderer during development phases for K8s subjects and all infrastructures questions.

Once the IT platform is built, full access will be provided to the future IT tenderer.

Trilingual management of the system

All work for and communication with WOAHS are to be carried-out in English. All functionalities developed for the Official status management platform will need to be available to the users in English, French and Spanish (the three official languages of WOAHS). It is expected that the trilingual management of the system and data is anticipated from the beginning of the project, and designed to offer integrated and dynamic solutions. The change of language will be accessible by the user through a front-end language switcher.

The supplier will particularly pay attention to follow multilingual best practices, namely:

- Mock-up a layout and navigation that will work for all targeted languages in order to ensure an easy way to navigate the website, no matter the language.
- Assess and minimize the impact on the system performance.

4.1.2 Annual reconfirmation

Set up the global infrastructure of the official status management platform with the back office: the infrastructure must be built to facilitate the future development expected in phases 2 and 3.

The new annual reconfirmation system:

The new annual reconfirmation system has to be directly fillable online (online form with field to fill). At each step of the process, the user must have to see the status of progress corresponding to the stage at which this submission is. All details are provided in the Annex B1.



Within WOAHA Azure Active Directory is used for hosting internal and external users. The MS Graph is used to monitor the user accounts permission to different WOAHA systems.

4.1.3 Application for Official Animal Health Status/endorsement of control programme application

The objective is to develop the official animal health status/endorsement of control programme application to allow the submission, assessment, and management of dossiers directly through the same application. It comes in complement to the Annual reconfirmation part and enrich the transversal components.

At this stage, the questionnaires (template Members must follow when building their dossier) are not expected to be fillable online. All users must be able to upload and download any documentation related to the application (dossiers and other relevant supportive documentation).

All the requirements are expressed in the Document B - Annex B1 – user requirement specifications.

4.1.4 Establishment of containment zone or Recovery of animal health status

The objective is to develop a system that allows the application for submission of application for establishment of containment zone or recovery of animal health status. It comes in complement to the Annual reconfirmation and the official status application and to enrich the transversal components.

As for the official status Application, the recovery of animal health status questionnaires are not expected to be filled online. All users must be able to upload and download any documentation relevant to the application (dossiers and other relevant supportive documentation).

All the requirements are expressed in the Document B - Annex B1 – user requirement specifications.

4.1.5 Transversal components

There are transversal components for all phases (firm and conditional tranches) and their structures will be enriched with the integration of new items developed in the different phases. All details are provided in the Document B - Annex B1 – user requirement specifications. in the sections: “Admin account / back office management”, “Login page and menus”, “Expert mission (Official status/endorsement programme or annual reconfirmation mission reports)”and “Document repository”.

For this phase 1, all available data, mission reports, submitted and validated annual reconfirmation forms, submitted and validated questionnaires for application for official animal health status/endorsement of control programme and Recovery of animal health status, will be migrated to the Official status management platform.

4.2 CONDITIONAL TRANCHES

4.2.1 Self-declaration system

This 2nd phase aims to the develop the self-declaration part of the platform. It will also at some stage complete the transversal components already developed in phase 1. As the official animal health status/endorsed control programme application and recovery of animal health status, the self-declaration report are not expected to be filled online. All users must be able to upload and download all relevant documentation related with the request.

All the requirements are expressed in the Document B - Annex B1 – user requirement specifications.

4.2.2 Fillable online form for official animal health status/endorsed control programme application and self-declaration

This 3rd phase aims to have a full fillable online platform including the questionnaires, as well the self-declaration report previously developed in phase 1 and 2.



4.3 DELIVERABLES

Deliverables will include at a minimum:

- Monthly report level of advancement
- Updated risk and mitigation plan
- Monitoring and project follow up tool
- Testing plan, methodology and tool to track the defects found during
- Certification and report of technical and functional test success before delivery to WOAHA tester
- Demonstration of a functional requirement developed (as described in the Document B - Annex B1 – user requirement specifications) in low code – no code
- Documentation and application user guide
- Data migration plan
- Data model documentation, including at least data dictionary (with WOAHA business team support) and data structure
- Detailed specifications
- API online documentation (swagger)
- Solution Architecture Document
- Source codes of the project

4.4 GUARANTEE AND CORRECTIVE MAINTENANCE

The tenderer must maintain the solution developed in the framework of the project during a guarantee period of 12 months starting from the go-live for each phase of the project.

During this period of guarantee and on-going maintenance, WOAHA will alert the tenderer on the malfunctions of the system which will be qualified in minor, major or blocking defects by WOAHA.

The tenderer will analyse the issue to establish its origin. A patch will be applied if the defect is due to an installation or setting error, or to the developments performed by the supplier. On the contrary, the supplier will justify its lack of responsibility in the defect.

The intervention period is 7d/7, 24h/24. The service supplier will have to arrange an on-site visit if necessary.

The response and recovery times will be the following:

Type of defect	Definition	Response time	Recovery time
Blocking	A defect is blocking when a sensitive functionality of the system, or the whole system, is out of order and the user does not have any workaround	0,5 days	0,5 days
Major	A defect is major when a process cannot be performed normally, inducing a discomfort to the user	0,5 days	2 days
Minor	A defect is minor when it does not impact the behaviour of the solution neither its use	2 days	10 days



4.5 EVOLUTIVE MAINTENANCE

The tenderer must assist WOAH in adding an evolution of the functional perimeter of the solution.

This service will not be in the fixed part and will be performed based on purchase orders. The purchase order will specify the desired deliverables, the starting date of the service and the delivery deadlines.

To each evolutive maintenance will be automatically associated a guarantee as defined in chapter 4.2 Guarantee and corrective maintenance.

This will include:

- Define the new functional and technical detailed specifications
- Architecture update if relevant
- Data model update if relevant
- Development of the new functionalities
- Unit, integration, non-regression and performance tests
- Deployment
- Manuals update if relevant
- Corrective maintenance
- Only the relevant deliverables depending on the desired evolution will be required

5. RESPONSE STRUCTURE

Responses to the Negotiated Procedure should cover the following elements to provide sufficient background to the evaluation of the offers and ensure homogenous assessment.

5.1 TECHNICAL RESPONSE

The tender response should be provided in a WORD/PDF document (Document C). The technical offer should not be longer than 50 pages. Additional information relevant to the understanding of the response may be presented in annex and will not count against the maximum number of pages (each additional document should not be longer than 5 pages). Tenderer must prove in their technical response:

- Relevance and adequacy of proposed solution to users' needs
- Relevance and adequacy of proposed development tools
- Ergonomics and user friendliness of the proposed solution
- Relevance and quality of the proposed methodology, testing plan and timeline (workplan)
- Adequacy of the additional options to develop phase 3 of the conditional tranche
- Compliancy of IT security policy
- Relevance of data management system (data model design and data migration plan)
- Relevance of quality assurance plan and risk management framework: provide a QAP (quality assurance plan)

5.1.1 General company information

This section should include information on your organisation and its activities, including:



A. General information

- Company name (and name of group if applicable);
- Structure (location and number of employees in the headquarters as well as regional offices);
- Contact point name, phone number and email address;

B. Activities:

- Company background review;
- Description of major activities (incl. number of employees and their location).
- Clear References and experience on similar projects developed
- Clear references on organisation's scope (e.g with an international dimension)

C. Expertise and experience

- Expertise 1: Low code / no code development
 - o Experience in projects developed in low code / no code (Microsoft low code no code tools experience would be appreciated)
- Expertise 2: project in health sector and/or associated application
 - o Experience with health sector and/or associated application
- Expertise 3: Azure AD on Microsoft Azure Cloud
 - o Experience in Azure AD on Microsoft Azure Cloud
- Expertise 4: Database development and Data migration
 - o Experience in Database PostgreSQL on Microsoft Azure cloud or in other DataBase technology on Microsoft Azure cloud
 - o Experience in data migration in a similar application
 - o Experience on API development
- Expertise 5: SharePoint, Dataverse, etc
 - o Experience on Sharepoint and Dataverse, etc.
- Expertise 6: Working and capitalization in a multicultural context
 - o Experience in working in English in a multicultural context
 - o Experience in Training and capitalisation of knowledge in a similar project

5.1.2 Understanding of the project

This section should provide assurance of the understanding of the global landscape, the organisational context and the rationale for the current call for tender. The objectives underlying the work to be carried out should be clearly identified and addressed in the rest of the response document.

5.1.3 Methodology for each core component

Tenderers should clearly highlight throughout this section which activities will require an on-site presence and which will be carried out remotely, and the methodology for each core component:

- Core workstream 1 - setting up the architecture and the infrastructure of global official status management platform

This section should describe the recommended methodology and approach to guaranty the best foundation to build the complete Official status management platform.



Tenderers should highlight how they intend to set up the required architecture and infrastructure.

It is requested to the tenderers to provide different scenario according to the number of users, the volume of data, the duration period of use of the platform the options available (with advantages and inconvenient of each): SharePoint, Dataverse, licensing strategy (by application, by users, by connection, etc.)

- Core workstream 2 - new annual reconfirmation system

This section should provide general information regarding the approach/tools/methodology to develop the new annual reconfirmation system as required in the Document B - Annex B1 – user requirement specifications.

Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.

The user testing and training approach should be also provided.

- Core workstream 3 - application for official animal health status/endorsement of control programme, and establishment of containment zone or recovery of animal health status

This section should provide general information regarding the approach/tools/methodology to develop the new annual reconfirmation system as required in the Document B - Annex B1 – user requirement specifications.

Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.

The user testing and training approach should be also provided.

- Core workstream 4- transversal components

This section should provide general information regarding the approach/tools/methodology to develop the transversal components as required in the Document B - Annex B1 – user requirement specifications. In the sections: “Admin account/back-office management”, “Login page and menus”, “Document repository”, and “Experts missions (Official status/endorsement programme or annual reconfirmation mission reports)”

Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.

The user testing and training approach should be also provided. The migration part of data and documents is also essential, the methodological approach will have to be detailed.

5.1.4 Guarantee, corrective and evolutive maintenance

The tenderer must explain how:

- 1) the solution developed in the framework of the project will be maintained during a period a guarantee of 12 months starting from the go-live for each phase of the project, and
- 2) how the tenderer will assist WOAHA in adding an evolution of the functional perimeter of the solution as necessary.

5.1.5 Conditional tranches

- Self declaration system

This section should describe the steps to develop the Self-declaration system and the remained related transversal component as required in the Document B - Annex B1 – user requirement specifications.

- Fillable online form for official animal health status/endorsement of control programme application and self declaration



This section should describe the steps to develop fillable online form for official status application and self-declaration as required in the Document B - Annex B1 – user requirement specifications.

5.1.6 General methodology, migration strategy and plan, testing plan and proposed schedule

This section should identify the recommended methodology to implement the different steps in the most appropriate and effective approach.

The offer should provide input on the proposed project governance mechanism and a clear rationale as to the proposed organisation of activities. Major constraints as well as pre-requisites (time, stakeholder availability) should be identified. A schedule encompassing the different milestones should be provided.

The general methodology to manage the project, including the format of the follow-up on the part of the supplier as well as the measures to ensure respect of the project deadlines, tracking of project costs and the delivery of quality deliverables should be identified.

The strategy of migrating data and documents and the migration plans have to be described in the technical response as well as the testing plan according to the agile methodology approach.

5.1.7 Allocated human resources

This section should identify the professional profiles (field of expertise, seniority etc.) proposed throughout the project and according to each stage of the methodology established in the previous section. It should include a rationale for the team set-up and clearly underline how the team, as a whole, responds to the required skills as described in the TORs; provide, for each profile, a short biography of the identified consultant and justification of his/her role in the project. A short CV for each consultant (no longer than 2 pages) with reference to relevant experience, qualifications and certifications should be annexed to the main response document.

5.1.8 Success – risk factors

This section should provide a review of major constraints identified at this stage, potential risks to the project and requirements to ensure its successful completion. Prerequisites that you deem important to carry out the project effectively should be identified. A mitigation plan and a quality assurance plan (QAP) must be provided.

5.1.9 Additional information

This section should include any additional information not provided for elsewhere that you deem important for us to know. Innovative solutions as well as relevant “Best practices” that may not be expressly mentioned in this document should be provided here.

5.2 FINANCIAL OFFER

The financial offer should be provided in EURO and quoted free of all duties, taxes and other charges, excluding VAT. The estimated budget for this project is 250,000 euros (firm plus phase 2 and conditional tranches). The tenders are invited to provide their estimated offer even if it exceeds the estimated budget.

5.2.1 Core Components

The financial offer should provide on the document D with the following information:

- An overall cost;
- A cost breakdown as follows:
 - o Per workstream. NB: the cost of workstream “transversal components” should be differentiated for each phase



- Per functional requirement (see Document B - Annex B1 – user requirement specifications). NB: the cost of “transversal components” should be differentiated for each phase
- Per phase: phase 1, 2 and 3 (and the cost for any additional option proposed)
- Per consultant / per team member (technical leader, project manager, data architect, solution architect, developer, etc.)
- A global cost for all the projected missions, based on the proposed schedule of work (including travel, meals, accommodation and all travel-related costs (visa etc.)).
- Estimated licensing cost for:
 - Project phase (during the project) for each proposed scenario (SharePoint, Dataverse, etc.)
 - Run phase (after the project) for each proposed scenario (SharePoint, Dataverse, etc.)

5.2.2 Order and payment terms

Tenderers should detail:

- Purchase order conditions;
- Terms of payment and settlement periods (taking into account WOAH conditions as set out in document A. *Tender procedure rules* of this negotiated procedure).