



The Request for Quotation (RFQ)

Open Call number:	# 6
Open call title:	Experts/organisations supporting the internationalization & implementation of EOOSC
Date of Issue:	17.9.2020
Dissemination Level:	Public
Owner:	Technopolis Group Belgium (TGB) Coordinator of EOOSC Secretariat
Version:	1.00

1 Definitions

Terms	Definitions
Attachment	A document made available to Bidders in relation to this procurement.
Bidder	A Supplier submitting a tender for the supply of the requested Services.
Commencement Date	The date the Services start to be delivered.
EOSC Secretariat	The Secretariat of the European Open Science Cloud, as set up in the Grant Agreement 831644 “EOSCsecretariat.eu” between the European Commission and the EOSCsecretariat.eu consortium coordinated by TGB
RFQ	Request for Quotation
Service(s)	The services as described in this document, which the supplier has agreed to offer under the standard contractual terms supporting the supply of goods and / or services and which EOSC Secretariat has instructed the Supplier to carry out in an order.
Solution	A Supplier’s response to EOSC Secretariat’s RFQ in the form of an offer capable of acceptance made by the Supplier as a proposal to meet the requirements set out in this document.
Statement of Requirements	A statement issued by EOSC Secretariat detailing its Service requirement issued in accordance with the RFQ.

Supplier	An Economic Operator and could be a registered company, charitable Organization, Voluntary Community and Social Enterprise, Special Purpose Vehicle or other form of entity, who is capable of offering the requested Services.
Technopolis Group Belgium (TGB)	The contracting party, Technopolis Group Belgium (TGB), coordinator of the EOSC Secretariat project, on behalf of the EOSC Governance who are inviting Suppliers to participate in this procurement process.
Tender	The bid(s) prepared and submitted by Bidder in response to this RFQ.

2 Introduction

2.1 Contact person

The contact person for this request for quotation is:

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2.2 About EOSC Secretariat

EOSCsecretariat.eu addresses the need for the set-up of an operational framework supporting the overall governance of the European Open Science Cloud (EOSC). Led by a lean consortium of experienced and complementary partners, the project maintains a practical approach to address all the specific needs of the coordination structure expected by the EOSC.

Furthermore, it retains a high degree of flexibility in its roll-out plan by adopting a co-creation approach, founded on a substantial budget left available for all upcoming, foreseen and unforeseen, challenges of introducing a truly operational open science cloud serving all European stakeholders.

EOSCsecretariat.eu is also characterised by being neutral towards the community it is serving and by having a pragmatic approach that is fully dedicated to realising the outcomes of the EOSC design as stated by the Staff Working Document and adopted council conclusions.

2.3 Objective of this Procurement

EOSCsecretariat.eu is urgently looking for a team of experts to provide six-fold support to the implementation of EOSC on the following tasks:

- 1) Identify and prepare new scientific & research communities to engage with EOSC
- 2) Adoption and implementation of technological and/or domain specific research data solutions in EOSC.
- 3) Connecting EOSC with the international stakeholders via the RDA governance
- 4) Gaining international consensus and input on EOSC
- 5) Institutional and policy maker global engagement
- 6) Supporting the generation of standards for EOSC implementation

1. Identify and prepare new scientific & research communities to engage with EOSC

There are a large number of domains and disciplines that are unaware, unprepared or uninterested in engaging in EOSC. Furthermore, the level of understanding, willingness and preparedness of many communities is very disparate. The first task is to identify scientific and research communities that are not yet officially engaged with EOSC and prepare them to engage with it.

The selected team of experts is expected to identify and engage with these domains through a comprehensive mapping exercise and work with their representatives to raise awareness and identify the required support to reap the benefits of EOSC. Special focus shall be given to communities that are not represented by Research Infrastructures.

The output of this activity will be a report that maps the state of awareness and readiness of domains and disciplines that are currently not officially engaged with EOSC. As a part of the report, the selected team of experts is asked to provide suggestions on how engagement can be pursued from 2021. The report shall be delivered in March 2021.

2. Adoption and implementation of technological and/or domain specific research data solutions in EOSC.

The second task is to provide secretarial support, technical consultancy and technological expertise to support the adoption and implementation of technological and/or domain specific research solutions in EOSC. A good example of such solutions are the RDA Recommendations and Outputs.

The output of this activity will be individual implementation documentation and report for each of the above mentioned technological and/or domain specific research solutions adopted and

implemented by the new communities engaged in Task 1. The documentation and report shall be delivered in May 2021.

3. Connecting EOSC with the international stakeholders via the RDA governance

The third task is to support EOSC in connecting with the international stakeholders. The Research Data Alliance (RDA) is an organization with over 11,000 volunteers who form an international data expert community that is already contributing to the making of the EOSC, through the work of its 100 Working and Interest groups and its 50+ flagship outputs. As a global organisation, RDA is the ideal neutral international forum to promote the EOSC missions, vision and values.

The selected team of experts is expected to provide secretarial and travel support to the volunteer, elected European governance members of RDA (Council, Technical Advisory Board, Organisational Advisory Board, Regional Advisory Board) and a contribution to RDA Secretary General costs to participate in board meetings and RDA plenary meetings to ensure the EOSC mission, vision and values are disseminated and aligned with global discussions. This activity also includes increased support to the Global Open Research Commons Interest Group¹

The output of the task will be a summary of support provided to up to a total of 8 European experts with a governance role in RDA and / or EOSC (for example, RDA Council Technical Advisory Board, Organisational Advisory Board and Regional advisory Board, EOSC EB, EOSC WGs) and contribution to the RDA Secretary General costs.

The output shall be delivered in May 2021.

4. Gaining international consensus and input on EOSC

The joint RDA & EOSC event in Helsinki 22 October 2019 was a concrete example of how the RDA community contributes to EOSC and support the EOSC governance and its Working Groups in realizing the international alignment of the EOSC in all its aspects and how EOSC can benefit from such interaction.

The fourth activity is to support the European hosts of the 17th RDA plenary by providing secretarial support for the organisation, communication and dissemination of the event in Europe and beyond. The selected team of experts is also expected to facilitate the organisation of an EOSC stakeholder forum (to be organised and financially covered by EOSC secretariat) in co-location with the RDA Plenary meeting to leverage on the international expertise attending and raise awareness of EOSC with global stakeholders.

The output of this activity will be the 17th RDA plenary meeting in April 2021 in Edinburgh with the facilitation of a dedicated EOSC stakeholder forum and EOSC related RDA working /

¹ <https://www.rd-alliance.org/groups/global-open-research-commons-ig>

interest group meetings or new groups through Birds of Feather meetings. The output will be delivered by May 2021.

5. Institutional and policy maker global engagement

The fifth task is to organise dedicated events and tutorials targeting international institutions and policy makers to support them in strategically planning their open science agenda and preparing for EOSC.

The output of this activity will be a summary of communication, consultation and dissemination of EOSC activities to international institutions and policy makers. The output shall be delivered in May 2021.

6. Supporting the generation of standards for EOSC implementation

The sixth task is to increase the availability of internationally recognised research data and open science interoperability standards.

RDA is approved by the Multi-Stakeholder Platform (MSP) as an authorized organisation that can submit technological solutions to be approved as standards. To date 8² RDA Recommendations have been approved as ICT Technical Specifications with another 4 currently under evaluation. EOSC can leverage on the RDA processes and procedures of ratification of Working Groups and recommendations, which are recognised as relevant to the definition of ICT Technical Specifications within the Multi-Stakeholder Platform, to increase the availability of internationally recognised standards supporting the formalisation of the Rules of Participation for the EOSC.

The output of this activity consists of a report presenting potential fit for purpose EOSC data standards and best practices and a report covering the status and plans for evaluation and approval of RDA Recommendations as ICT technical specifications by the MSP. The output shall be ready in May 2021.

2.4 Timetable: Milestones and deliverables

Requirements	Deliverable	Timeline
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² <https://www.rd-alliance.org/recommendations-outputs/standards>

Following discussions with and comments from the Landscape Working Group	Activity 1: Report mapping the state of awareness and readiness of domains and disciplines that are currently not officially engaged with EOSC (incl. recommendations for engagement from 2021 onward)	December 2020
Following discussions with and comments from the Architecture Working Group	Activity 2: Individual implementation documentation and report for each of the technological and/or domain specific research solutions adopted and implemented the by the new communities engaged in Task 1.	May 2021
Following discussions with and comments from the Sustainability Working Group	Activity 3: Summary of support provided to up to a total of 8 European experts with a governance role in RDA and / or EOSC (e.g. RDA Council Technical Advisory Board, Organisational Advisory Board and Regional advisory Board, EOSC EB, EOSC WGs) and contribution to the RDA Secretary General costs.	May 2021
Following discussions with and comments from all the EOSC working groups	Activity 4: The 17th RDA plenary meeting in April 2021 in Edinburgh with the facilitation of a dedicated EOSC stakeholder forum and EOSC related RDA working / interest group meetings or new groups through Birds of Feather meetings.	May 2021
Following discussions with and comments from all the EOSC working groups	Activity 5: summary of communication, consultation and dissemination of EOSC activities to international institutions and policy makers.	May 2021

Following discussions with and comments from the Architecture, FAIR and Rules of Participation working groups.	Activity 6: A report presenting potential fit for purpose EOSC data standards and best practices and a report covering the status and plans for evaluation and approval of RDA Recommendations as ICT technical specifications by the MSP.	May 2021
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3 Statement of Requirements

3.1 Procurement plan

Below indicated procurement plan provides an overview of the key stages and dates in this procurement. EOSC Secretariat reserves the right to change these dates as necessary, although it will seek to minimise any changes.

RFQ issued	17 September 2020
Deadline for Quotation responses	1 October 2020
Contract awarded	5 October 2020
Commence date	5 October 2020

3.2 Scope of the contract

The contract will be for the period October 2020 – May 2021.
The budget available is up to 207 000,00 EUR.

3.3 Conditions of Contract

For the supply of the requested Services, the standard contractual terms supporting the supply of goods and / or services of EOSC Secretariat are applicable. Terms and Conditions of

contract are explained in the PDF “Terms and Conditions” which has been published at the EOSCsecretariat.eu web page in conjunction to other information related to this Open Call.

3.4 Hours and Pricing

Proposals should clearly state the rate per hour for the consultancy and a proposal for how hours will be allocated to work items. Payment will be in monthly instalments invoiced in arrears, linked to deliverables / milestones. Payment by EOSC Secretariat will be within 30 days of receipt of invoice when the deliverables and milestones as specified in section 2.4 are met and accepted. Only real costs, documented in receipts, without overhead, can be covered. Subcontracting and indirect costs are not eligible. Applicable taxes are extra and must be itemized separately in a proposal. Any additional costs must be detailed in the quotation.

All travel must be agreed with the EOSC Secretariat Coordinator before being undertaken and must be billed against the EOSC Secretariat Travel Policy rules in Europe. Travel and accommodation considering 1-night stay per person can be claimed up to €650; 2-nights stand per person up to €850; 3-nights stay per person up to €1050, etc. Per diem is not applicable. All costs are reimbursed based on receipts. Please see the summary of travel policy below.

Cost	Claimable
Hotel cost	Where accommodation is not provided actual cost will be reimbursed up to 150 euros per night including breakfast.
Air travel	All air travel should be Economy Class flights, maximum of €500
Rail travel	All rail travel should be second class rail, maximum of €500
Travel by car	0,22 EUR / kilometre
Local travel	Most efficient and reasonably priced method of travel between point of arrival (airport, train station), hotel and venue.

Travel Insurance	Actual cost up to a limit of 20 euros for 6 days travel.
Lunch	If not provided. Actual cost up to a limit of 18 euros per day.
Dinner	If not provided. Actual cost up to a limit of 50 euros per day.
Travel Visa Fees	May be supported by scans of Visa in passport showing cost.

Please, note that traveling outside EU member states has to be discussed and agreed with the contact person of this RFQ well in advance. Decisions will be made on a case-by-case basis

4 Evaluation

This section explains the evaluation criteria applicable to this open call and the evaluation procedure.

4.1 Evaluation Criteria

Criterion 1: Skills and expertise

- The expert(s) should have strong organizational skills and proven previous experience in similar activities as listed in this request for quotation.
- Preparedness to start the work on a short notice
- An understanding of the European Open Science Cloud; the FAIR movement; knowledge of the Open Science agenda, and how these intend to evolve in Europe is an advantage
- The knowledge and previous involvement in activities related to the Research Data Alliance is a plus

Criterion 2: Methodology and budget

- The soundness of proposed methodology to meet the objectives of this procurement

- The budget should be well-defined, and indicate how costs are divided between different tasks.
- The contract will be awarded to the most economically advantageous tender.

4.2 Evaluation Procedure

The EOSCsecretariat.eu will first check admissibility and eligibility.

A tender is **admissible** if it:

- is submitted via the official online submission system before the call deadline;
- is complete – accompanied by the relevant supporting documents specified in the call (if any);
- is readable, accessible and printable

A tender is **eligible** if:

- its contents are in line with the topic description of the call.

EOSCsecretariat.eu will then set up an **evaluation team of three experts** from the project consortium who will evaluate the tenders independently. After having read all the tenders, the evaluation team will choose the best candidate.

The evaluation procedure takes approximately one week.

EOSCsecretariat.eu reserves the right not to award a contract.