



Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez
Durance Cedex - France

PRIOR INDICATIVE NOTICE (PIN)

OPEN TENDER SUMMARY

IO/21/OT/70000744/EBT

for

Services to support IO Requirements Management

Abstract

The purpose of this summary is to provide prior notification of the IO intention to launch a competitive Open Tender process in the coming weeks. This summary provides some basic information about the ITER Organisation, the technical scope for this tender, and details of the tender process for the provision of Services to support IO Requirements Management activities.

1 Introduction

This Prior Indicative Notice (PIN) is the first step of an Open Tender Procurement Process leading to the award and execution of a Framework Service Contract.

The purpose of this document is to provide a basic summary of the technical content in terms of the scope of work, and the tendering process.

The Domestic Agencies are invited to publish this information in advance of the forth-coming tender giving companies, institutions or other entities that are capable of providing these services prior notice of the tender details.

2 Background

The ITER project is an international research and development project jointly funded by its seven Members being, the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe at St. Paul–Lez-Durance in southern France, which is also the location of the headquarters (HQ) of the ITER Organization (IO).

For a complete description of the ITER Project, covering both organizational and technical aspects of the Project, visit www.iter.org.

Within IO, the Design and Configuration Control section (DCC) is responsible, in particular, for all activities to be performed to ensure that all technical requirements to be satisfied by ITER Installation and its systems are identified, documented, maintained, communicated and traced throughout their lifecycle. This work includes maintaining in a dedicated requirements management database, the technical requirements specifications defined at project and system levels, including the traceability of the propagation and compliance demonstration of their requirements.

3 Scope of Work

The present tender process is aiming to set up a Framework Contract for Services to support IO Requirements Management (RQM) activities. Within IO, DCC will be in charge of the implementation of this Contract. The summary scope of work is described below:

WP1 – RQM data management

Purpose	<p>On DCC request and supervision, to perform or support CMD in managing RQM data in the IO RQM database (DOORS).</p> <p>The activities below will be prioritized and planned with DCC, and all modifications/extract of DOORS RQM data approved by DCC prior to implementation. Note that these activities are limited to assisting DCC in ensuring the proper implementation of IO RQM process; the technical quality of the technical requirements, their propagation and compliance demonstration remains within IO's responsibility.</p>
Tasks	<ul style="list-style-type: none"> • Updating in DOORS the technical requirement specifications and their related propagation and compliance matrices with modifications approved by IO; • Verifying the RQM data loaded in DOORS for the correct application of IO RQM process, using the built-in DOORS functions and CMD recommendations; • Supporting Technical Responsible Officers (TROs) in their usage of DOORS and related external tools; • Extracting RQM data from DOORS to produce the required external outputs;

	<ul style="list-style-type: none"> • Seeking progress from TROs for their expected RQM inputs; • Informing DCC of any encountered issues on RQM data and DOORS, and implementing the agreed resolution actions.
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WP2 – DOORS maintenance and improvement

Purpose	<p>On DCC request and supervision, to maintain and implement agreed improvements in the IO RQM database (DOORS)</p> <p>The activities below will be prioritized and planned with DCC, and all DOORS modifications approved by DCC prior to implementation.</p> <p>Note that no major development of this database is expected – only consolidation of the current database (including its external tools).</p>
Tasks	<ul style="list-style-type: none"> • Maintaining operational DOORS (including its external tools); • Implementing in DOORS agreed corrective actions and improvements; • Providing training for new DOORS users, including the update of the agreed training material; • Managing DOORS access rights, back-up and integrity checks; • Informing DCC of any encountered issues related to DOORS and implementing the agreed actions for resolution; • Training of IO staff for hand-over of DOORS maintenance; • Keeping up-to-date the DOORS documentation.

4 Procurement Process & Objective

The objective is to award a Framework Service Contract through a competitive bidding process.

The Procurement Procedure selected for this tender is called the Open Tender procedure.

The Open Tender procedure is comprised of the following four main steps:

➤ Step 1- Prior Indicative Notice (PIN) :

The Prior Indicative Notice is the first stage of the Open Tender process. The IO formally invites the Domestic Agencies to publish information about the forth-coming tender in order to alert companies, institutions or other entities about the tender opportunity in advance. **Interested tenderers are kindly requested to return the expression of interest form (Annex I) by e-mail by the date indicated in the procurement timetable below.**

➤ Step 2 - Invitation to Tender (ITT) :

Within 14 days of the publication of the Prior Indicative Notice (PIN) the Invitation to Tender (ITT) will be advertised. This stage allow interested bidders who have seen the PIN to obtain the tender documents and to prepare and submit their proposals in accordance with the tender instructions.

➤ Step 3 – Tender Evaluation Process :

Tenderers' proposals will be evaluated by an impartial, professionally competent technical evaluation committee of the ITER Organization. Tenderers must provide details demonstrating their technical compliance to perform the work in line with the technical scope and in accordance with the particular criteria listed in the invitation to tender (ITT).

➤ Step 4 – Contract award :

A Framework service contract will be awarded on the basis of best value for money according to the evaluation criteria and methodology described in the Invitation to tender (ITT).

Procurement Timetable

The tentative timetable is as follows:

Milestone	Date
Publication of the Prior Indicative Notice (PIN)	17 th Sept 21
Submission of expression of interest form	01 st October 21
Invitation to Tender (ITT) advertisement	11 th October 21
Tender Submission	22 nd November 21
Tender Evaluation & Contract Award	January 2022
Contract Signature	By the end of January 22
Contract Commencement	February 22
Task Order Commencement	1 st April 22

5 Quality Assurance Requirements

Prior to commencement of any work under this Contract, a “Quality Plan” shall be produced by the selected Contractor and submitted to the IO for approval, describing how they will implement the ITER Procurement Quality Requirements.

6 Contract Duration and Execution

The ITER Organization shall award Framework Contract in the first quarter of 2022. The resulting Framework Contract will be for a period of 33 months.

The working language of ITER is English, and a fluent professional level is required (spoken and written).

7 Experience

The tenderer shall demonstrate their experiences and knowledge in the following:

- Experience in the development, administration and maintenance of complex database in a multiple user / multiple role environment;
- Expertise in DOORS, DXL and VBA programming;
- Good knowledge of MS Word and MS Excel;
- Good knowledge of Systems Engineering methodologies, in particular requirements management.

All resources proposed for this contract shall be fluent in English.

8 Candidature

Participation is open to all legal entities participating either individually or in a grouping/consortium. A legal entity is an individual, company, or organization that has legal rights and obligations and is established within an ITER Member State.

Legal entities cannot participate individually or as a consortium partner in more than one application or tender of the same contract. A consortium may be a permanent, legally-established grouping, or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

In order for a consortium to be acceptable, the individual legal entities included therein shall have nominated a leader with authority to bind each member of the consortium, and this leader shall be authorised to incur liabilities and receive instructions for and on behalf of each member of the consortium.

It is expected that the designated consortium lead will explain the composition of the consortium members in a covering letter at the tendering stage. Following this, the Candidate's composition must not be modified without notifying the ITER Organization of any changes. Evidence of any such authorisation shall be submitted to the IO in due course in the form of a power of attorney signed by legally authorised signatories of all the consortium members.