

**Open Tender Procedure Corrigendum No. 2**  
**European Banking Authority Procurement Procedure: Website Services**  
**EBA/2016/02/COMM/SER/OP**  
**Date: 30<sup>th</sup> May 2016**

The purpose of this corrigendum No. 2 is to correct errors and replace Corrigendum No.1

**In the Annex 1 TERMS OF REFERENCE document on Page 7, paragraph 3.A currently reads:**

## **A. Website Transfer from Present/to Future Contractor**

Upon signature of this contract, a full handover from the present to the future contractor will be implemented in order to guarantee smooth transition of the services and ensure uninterrupted service. The same activities shall be also organised at the end of this contract.

The present contractor's responsibilities will be:

1. To execute the following activities:
  - a. Prepare and fully organise the transfer activities based on the existing website infrastructure (planning, activities coordination); this should cover full knowledge transfer. The planning needs to be confirmed and aligned with the Future Contractor.

The contractor's responsibilities will be:

2. To execute the following activities:
  - a. Prepare and fully organise the transfer activities based on the existing website infrastructure (planning, activities coordination, knowledge transfer)
  - b. Package all software components related to the EBA website and make sure it is transferrable to the future Contractor via a hard support (DVD, external HDD) or remotely via a secured ftp connection.
  - c. Create a clear and complete EBA website installation manual that will allow the future Contractor to install, setup and configure properly on the production environment.

- d. Package all EBA website supporting documents including all analysis material, design material, development material, testing material, migration material, hosting material and training material. As a minimum required set of documents, the following shall be produced and delivered:
    - i. Analysis material: Requirements Analysis, Non Functional Requirements, Database Model, System Architecture Document, Site Map
    - ii. Design material: Images & Illustrations, Screen Designs, Style Guide
    - iii. Development material: Detailed Installation Manuals, Source Code, System Operation Manual, User Manual, Release Notes
    - iv. Testing material: Test Strategy, Test Plan, Test Cases, Factory Acceptance Report
  - e. Provide support to the future contractor until all website services are up and running. Ideally organise and provide full knowledge transfer to the future contractor in form of a training session.
  - f. Regarding the domain: transfer of domain names etc. from present contractor at entry into force of contract, thus avoiding any down-time at the end of this contract's term and during the transfer to another contractor.
  - g. Close the transfer activities by signing off “Services Transfer Acceptance”.
  - h. At completion of contract term—after successful transfer of content to future contractor — deletion of all the EBA website-related content from present contractor's servers;
3. To produce and hand over the following deliverables:
- a. Handover Plan
  - b. Handover Material (as described above)
  - c. Fully transferred software assets
  - d. Fully transferred content of the repositories used during the contract
  - e. Training Material

The future contractor’s responsibilities are:

1. To create the new infrastructure, environments, servers in line with the current architecture.
2. To install and setup fully the EBA website on Production and make sure it is fully operational.
3. To gain full knowledge of the EBA website and set up a full team to operate it.
4. To retain the current websites domains names that are held by the EBA and provision of regulatory domain name.
5. To close the transfer activities by signing off “Services Transfer Acceptance”.

The deadlines of the main milestones are as follows (T0 being the date of Handover initiation). Based on the current timeline, the Handover invitation will start when the new contract comes into force (which the EBA expects to happen by mid-June 2016). All transition activities will have to be finalised by the end of the current contract deadline (2/8/2016 + 2W).

1. T0 + 1 week: Hand Over Plan produced and agreed
2. T0 + 2 weeks:
  - a. Handover material (incl. Training material) produced and delivered
  - b. Software assets and content of the repositories fully transferred.
3. T0 + 3 weeks:
  - a. Knowledge transfer organised.
  - b. All new infrastructure prepared and ready to start installing and setting up the EBA Website
4. T0 + 7 weeks:
  - a. EBA website fully installed and configured
  - b. New contractor fully in charge of the EBA website
  - c. “Services Transfer Acceptance” signed off by EBA, present contractor and future contractor.

**Important remarks:** The downtime for implementation has to be less than 1h and carried out during the weekend.

## CORRIGENDUM 2. It should read instead:

### A. Website Transfer from Present/to Future Contractor

Upon signature of this contract, a full handover from the present to the future contractor will be implemented in order to guarantee smooth transition of the services and ensure uninterrupted service. The same activities shall be also organised at the end of this contract.

The present contractor's responsibilities will be:

1. To execute the following activities:
  - a. Prepare and fully organise the transfer activities based on the existing website infrastructure (planning, activities coordination); this should cover full knowledge transfer. The planning needs to be confirmed and aligned with the Future Contractor.

The contractor's responsibilities will be:

- ~~2. To execute the following activities:~~
  - ~~a. Prepare and fully organise the transfer activities based on the existing website infrastructure (planning, activities coordination, knowledge transfer)~~
  - b. Package all software components related to the EBA website and make sure it is transferrable to the future Contractor via a hard support (DVD, external HDD) or remotely via a secured ftp connection.
  - c. Create a clear and complete EBA website installation manual that will allow the future Contractor to install, setup and configure properly on the production environment.
  - d. Package all EBA website supporting documents including all analysis material, design material, development material, testing material, migration material, hosting material and training material. As a minimum required set of documents, the following shall be produced and delivered:
    - i. Analysis material: Requirements Analysis, Non Functional Requirements, Database Model, System Architecture Document, Site Map
    - ii. Design material: Images & Illustrations, Screen Designs, Style Guide

- iii. Development material: Detailed Installation Manuals, Source Code, System Operation Manual, User Manual, Release Notes
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  - f. Regarding the domain: transfer of domain names etc. from present contractor at entry into force of contract, thus avoiding any down-time at the end of this contract's term and during the transfer to another contractor.
  - g. Close the transfer activities by signing off “Services Transfer Acceptance”.
  - h. At completion of contract term—after successful transfer of content to future contractor — deletion of all the EBA website-related content from present contractor's servers;
2. To produce and hand over the following deliverables:
- a. Handover Plan
  - b. Handover Material (as described above)
  - c. Fully transferred software assets
  - d. Fully transferred content of the repositories used during the contract
  - e. Training Material

The future contractor’s responsibilities are:

- 1. To create the new infrastructure, environments, servers in line with the current architecture.
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  - a. Handover material (incl. Training material) produced and delivered
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4. T0 + 7 weeks:
  - a. EBA website fully installed and configured
  - b. New contractor fully in charge of the EBA website
  - c. “Services Transfer Acceptance” signed off by EBA, present contractor and future contractor.

**Important remarks:** The downtime for implementation has to be less than 1h and carried out during the weekend.