REQUEST FOR PROPOSAL

ECMWF/RFP/2025/400
POWER BI CONSULTANT

Clarification issued on 16 10 2025

ISSUED BY:
ECMWF
Administration Department
Procurement Section

We are pleased to provide the following clarification responses to the questions received:

1 Ref: C1_RFP_400

Question:

Do you need a consultant from Europe for this project, or would a global resource be acceptable?

Answer:

We don't restrict the competition geographically; however, we do require the consultant to align with our working hours - generally European time, 8 AM to 5 PM UK time - for effective collaboration.

2 Ref: C2_RFP_400

Question:

Please confirm whether there are 9 deliverables for each division, including 7 documents, 2 technical/visual outputs (Mock-up and PoC).

Answer:

There are 9 deliverables in total for Phase 1, covering all divisions collectively, including 7 documents and 2 technical/visual outputs (Mock-up and PoC).

3 Ref: C3_RFP_400

Question:

Could you please confirm whether is acceptable that our RFP response and associated deliverables use a "light" documentation standard?

By "light," we mean structured summaries, essential diagrams, and standardized templates, reducing the documentation workload by up to 40–50% compared to full standards such as PMI/Prince2 or TOGAF/DAMA, without compromising the quality of key information and with all the advantage of the cost-effectiveness of the proposal.

Answer:

It is acceptable as long as the content allows us to clearly access the quality and cost benefit of the proposal.

4 Ref: C4_RFP_400

Question:

Could you please confirm that, for each division, the maximum number of key interviewees is limited to two business representative plus one IT contact, to avoid dispersion and ensure consistency of collected information?

Answer:

We can state that the interviewees will be the subject matter experts for the key areas. The number of interviewees may vary by section - for example, there may be more in areas such as Finance or HR, and fewer

in smaller sections like Property Services. Additionally, a colleague will be available to support with IT-related questions.

5 Ref: C5_RFP_400

Question:

Could you confirm that the responsibility for organizing and ensuring attendance at meetings with the 7 divisions lies with you, and that any delays due to unavailability will not impact compliance with contractual times, will not be chargeable to us as a supplier and any extras resulting from delays will be paid to us?

Answer:

Yes, we confirm that we will be responsible for setting the meetings up and sending invitations as well as ensuring attendance at meetings with the seven divisions. Any delays caused by our staff's unavailability will not impact contractual timelines and will not be chargeable to the supplier. At the same time, we expect the consultants to remain flexible and available, as scheduling should work both ways.

6 Ref: C6_RFP_400

Question:

Can you confirm that, in the event of valid circumstances requiring replacement, a key resource can be replaced with another figure with equal skills and abilities, even if there are no causes of force majeure?

Answer:

It is possible, but we require a prior notice period and ECMWF's approval of the proposed new consultant.

7 Ref: C7_RFP_400

Question:

Can you confirm whether - if the tender is awarded - a minimum setup period of 5 weeks can be granted for the definitive nomination of the key resource before the start of operational activities, to allow adequate Onboarding?

Answer:

We confirm.

8 Ref: C8_RFP_400

Question:

Could you confirm whether the indemnity under Clause 11 can be limited to liabilities arising from the Supplier's gross negligence or wilful misconduct, excluding indirect liabilities or claims not directly attributable to the activities actually performed under the contract?

Answer:

Kindly be advised that the T&Cs are not subject to negotiation in this procurement as outlined in section 2.7 of the RFP document.

9 Ref: C9_RFP_400

Question:

Could you confirm which costs are considered accompanying licences and which are classified as disbursements?

Answer:

ECMWF does not anticipate any additional licensing requirements at this stage of the project.

10 Ref: C10_RFP_400

Question:

Is it possible for additional licenses or tools necessary to properly deliver the services (i.e. M365 Tenant

with PowerBI user subscriprions) to be considered outside the fixed price, or must they be fully absorbed by the Supplier?

Answer:

Additional software licences as well as evaluation of existing E5 standard plans need to be evaluated. Guest accounts for consultants in our tenancy can be arranged.

11 Ref: C11_RFP_400

Question:

Should travel for workshops, stakeholder sessions, or on-site visits be included in the fixed price, or can

they be reimbursed separately?

Answer:

Travel for workshops, stakeholder sessions, or on-site visits should be included as part of the total fixed price and itemised separately within the cost breakdown.

12 Ref: C12_RFP_400

Question:

In case of technical unforeseen issues or additional costs strictly necessary for proper service delivery,

is it possible to agree on a price adjustment, or must any variations be entirely borne by the Supplier?
Answer:

Only if the additional costs result from actions taken by ECMWF.

13 Ref: C13_RFP_400

Question:

Can you confirm that the price may be revised or adjusted in case additional requirements emerge that are not explicitly included in the RFP?

Answer:

ECMWF may be open to revising the price in the event that the scope includes additional requirements.

14 Ref: C14_RFP_400

Question:

Can you tell us, if you think it is important, what is the minimum percentage of the activities you prefer

should be carried out on your premises?

Answer:

As a multi-site organization, online work is inevitable; however, we would like the option to request in-person sessions if they are deemed more effective for certain activities.

15 Ref: C15_RFP_400

Question:

Can you confirm that before exercising remedies such as immediate termination, the Contractor will be granted a cure period (e.g., 20 business days) to remedy any non-compliance formally communicated and well documented?

Answer:

Under clause 7.1 of the contract ECMWF may only resort to the remedies listed after the contractor failed to correct any breach in due time.

16 Ref: C16_RFP_400

Question:

Can you clarify whether the right to have services performed by third parties at the Contractor's expense will be limited to cases of material or serious breach, and not to minor deviations?

Answer:

Please see clause 11 for the scope of the contractor's liability.

17 Ref: C17_RFP_400

Question:

Can you confirm that recoverable damages will be limited to direct damages, explicitly excluding indirect or consequential damages (e.g., loss of profit, operational delays, etc.)?

Answer:

Please see clause 11 for the scope of the contractor's liability.

18 Ref: C18_RFP_400

Question:

Can you clarify whether the refund of advance payments will be limited exclusively to portions of services not delivered or not usable, and not to work already completed?

Answer:

Under clause 4, ECMWF will honour its payment obligation subject to the contractor's obligations under the contract, notwithstanding its right under clause 7.1(e).

19 Ref: C19_RFP_400

Question:

Can you confirm that any set-off or withholding of payments will only be applied following a formal notification and due process with the Contractor?

Answer:

Please refer to clause 15 of the T&Cs.

20 Ref: C20_RFP_400

Question:

Can you clarify if ECMWF's unilateral right to terminate with 30 days' notice (clause 7.4) is accompanied by financial recognition for the work already performed and planned?

Answer:

Please see Clause 4 on conditions for payment.

21 Ref: C21_RFP_400

Question:

We would be willing to consider an alternative estimation approach, which would involve a fixed initial phase of minimal requirements gathering (e.g. 2gg per division, including a minimum Requirements Gathering Report deliverable), after which a more precise estimation of the subsequent phases could be made, always with the aim of maintaining the overall elapsed indicated by you. Could you confirm whether this approach would be acceptable?

Answer:

All methodologies will be assessed during the evaluation stage, so please feel free to propose the approach you consider most suitable.