



REQUEST FOR PROPOSAL

ECMWF/RFP/2025/404

FOR

CONSULTANCY ON AGILOFT-BASED CONTRACT LIFECYCLE MANAGEMENT TOOL FOR ECMWF

Clarifications issued on 6 November 2025

ISSUED BY:
ECMWF
Administration Department
Procurement Section

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

1 Ref: C1_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 1. BACKGROUND INFORMATION: What data flows and business scenarios are being contemplated by the integration between Agiloft and ECMWF's ERP (Unit4) (e.g., furnishing master data for vendors and customers from ERP to Agiloft)?

Answer:

There is one integration in place: a flat file containing supplier invoice payment information is consumed daily by the CLM. This process used to work fine, and the goal is to map the payment information against contract milestones.

2 Ref: C2_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; General: Please provide the number of anticipated users (if possible by Agiloft's license type).

Answer:

Licence Type	Number of Licences
Prof Ext Assigned Users	50
Prof Ext Floating Users	10
External Portal Users	1000
Dedicated Server	1

The current number of licences (by type) is presented in the table above. The total number of internal users is expected to be approx. 200, however a great majority will need to access the system sporadically.

3 Ref: C3_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 3. TASKS, RESPONSIBILITIES AND DELIVERABLES: Please provide the estimated number of individuals (or groups of individuals) by function (e.g., procurement, grants, contract management, IT) who will need to be engaged with directly during the Stakeholder Engagement.

Answer:

ECMWF can make the relevant stakeholder groups available based on the workshop and interview plan proposed by the contractor. The approximate size of each group is as follows:

- Procurement: 6 staff (3)
- Grants: 2 staff (1-2)
- Contract Management: 12 staff (3)
- Legal: 3 staff (1-2)
- Finance: 15 staff (1-2)
- IT / ERP: 2 staff (2)

The number of staff who will be directly engaged in the Stakeholder meetings is shown in parenthesis; the aim will be to have all teams represented.

In terms of availability, the organisation will accommodate workshops and interviews where possible. However, there are peak workload periods during which scheduling flexibility is reduced, particularly May–June and Q4. No formal blackout periods exist, but during these months workshops may need to be shorter, grouped, or scheduled further in advance.

4 Ref: C4_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; General: What is ECMWF's anticipated timeline for Phase 1 and Phase 2?

Answer:

ECMWF expects Phase 1 (Assessment, Future-State Design, Roadmap) to be completed before end of February 2026 (1 month before licence renewal date). Phase 2 (Configuration and Build) will follow, with its detailed planning and timeline to be agreed jointly during Phase 1.

5 Ref: C5_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 3. TASKS, RESPONSIBILITIES AND DELIVERABLES: Given that Phase 2 begins with the 'Configuration and Build' stage, please confirm that ECMWF will be expecting a detailed future state functional design for Agiloft in Phase 1.

Answer:

Yes. Phase 1 is expected to produce the detailed future-state functional design for Agiloft. This design will serve as the basis for the configuration and build activities in Phase 2.

6 Ref: C6_RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; General: Please provide an estimated number of records that will be managed in the system (annually) by type. For example, number of tenders, new contracts by contract type, number of amendments by contract type.

Answer:

ECMWF does not categorise records by contract type. Instead, we differentiate processes based on value (low value/high value), sourcing approach (competitive/non-competitive), funding source (Copernicus/Destination Earth/Sewa/Core), and location (UK/Germany/Italy). The organisation is expanding and expects to expand more, the average yearly figures can be found below:

- Tenders of various types: approx. 80-90 processes launched
- New contracts signed: approx. 120 (duration of contracts is between 4 and 6 years)
- Number of amendments signed: approx. 50

7 Ref: C7_ RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 3. TASKS, RESPONSIBILITIES AND DELIVERABLES: In Phase 1, do you expect that the implementation partner to also assist with preparing the design for document templates that may be generated leveraging Agiloft? If yes, please either provide a list of such templates (including variations in language) or provide a count of such templates.

Answer:

Some of the document templates have already been designed (e.g. contracts, tender documents etc.) and we expect the implementation partner to further assist with preparing such document templates. During Phase 1, the successful bidder is expected to analyse the existing templates and assess the work required to bridge the gaps prior to system Go Live.

8 Ref: C8_ RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 3. TASKS, RESPONSIBILITIES AND DELIVERABLES: In Phase 1, do you expect the implementation partner to define data and document migration strategy? If yes, please provide the contemplated source systems, or an estimated number of sources to be included for the assessment.

Answer:

During Phase 1 the implementation partner is expected to discuss these aspects with the stakeholders and provide an analysis on the feasibility of any future data and document migration.

9 Ref: C9_ RFP404

Question:

ANNEX 1: SPECIFICATION OF REQUIREMENTS; 3. TASKS, RESPONSIBILITIES AND DELIVERABLES: As part of the current implementation, how many estimated custom tables have you implemented?

Answer:

The exact number of custom tables is not known to us, however it should be assumed that a significant number of tables have been customised to fit ECMWF's requirements.

10 Ref: C10_ RFP404

Question:

I did want to raise a question regarding the onsite preference for the consultancy - we would need to deliver this element remotely. Although this would help to keep the cost down and provide no material difference in the quality and efficacy of work produced, please can you confirm if the stated onsite 'preference' is actually a 'requirement'?

Answer:

Remote consulting is acceptable. However, ECMWF's preference is that certain key sessions and milestones are held on site. Proposals that present a balanced approach between remote and on-site delivery, particularly where on-site presence adds value, will be assessed more favourably.

11 Ref: C11_ RFP404

Question:

General; Strategic Alignment & ROI: Will there be a designated ECMWF steering committee or governance structure for escalation and decision-making?

Answer:

Yes. A steering committee will be in place, composed of the Director of the Administration Department and the relevant Section heads. This body will provide governance, support decision-making, and act as the escalation point for the project.

12 Ref: C12_ RFP404

Question:

General; Strategic Alignment & ROI: Do you have a certified Agiloft resource on your team?

Answer:

Yes. ECMWF has one certified Agiloft resource within the IT team. This person obtained the Agiloft Business Administrator, Design Administrator and Workflow Administrator certifications.

13 Ref: C13_ RFP404

Question:

General; Strategic Alignment & ROI: Is the project part of a larger transformation program, engaged with other IT teams and Technology platforms?

Answer:

No, this project is not part of a wider transformation programme. It is a standalone initiative and is not currently linked to other IT or technology platform projects.

14 Ref: C14_ RFP404

Question:

General; Strategic Alignment & ROI: Is the CLM system aligned with quantifiable KPIs and ROI measurements?

Answer:

Yes. The CLM initiative is aligned with measurable KPIs and expected benefits, including reduced contract cycle time, increased process standardisation and automation, improved compliance, and better visibility of obligations and deadlines. These indicators will be used to assess ROI and monitor adoption.

15 Ref: C15_ RFP404

Question:

General; Strategic Alignment & ROI: Are business units aligned with CLM goals and outcomes, and is there a shared understanding of success metrics?

Answer:

Yes. The key business units (Procurement, Grants, Legal, Finance, and IT) are aligned on the objectives of the CLM initiative, namely process standardisation, improved governance, and visibility across contract lifecycles. Success will be measured through agreed KPIs such as reduced process lead time, improved data quality, and increased user adoption.

16 Ref: C16_ RFP404

Question:

General; Strategic Alignment & ROI: What are the acceptance criteria for the Phase 1 deliverables (Assessment Report, MVP Recommendation, Roadmap, Cost Estimate)?

Answer:

The Phase 1 deliverables mentioned the RFP document will be assessed and validated by the ECMWF steering committee for this project. Acceptance criteria may include implementation timelines, level of commitment needed from ECMWF, as well as cost.

17 Ref: C17_ RFP404

Question:

General; Technical Access: Will access to the current Agiloft environment (including test and production instances) be granted immediately upon contract award?

Answer:

Access to the Agiloft environment (test and production) will be granted to the successful bidder after contract award, once the necessary access and security procedures have been completed.

18 Ref: C18_ RFP404

Question:

General; Governance: We have experienced success in our remote consulting saving time and money, and achieving great success with our clients. Therefore, we appreciate that there are some sessions and milestones that should be on-site. Is this cadence acceptable?

Answer:

Remote consulting is acceptable. However, ECMWF's preference is that certain key sessions and milestones are held on site. Proposals that present a balanced approach between remote and on-site delivery, particularly where on-site presence adds value, will be assessed more favourably.

19 Ref: C19_ RFP404

Question:

General; Expenses: We assume that travel, accommodation, and incidental expenses for any on-site work will be reimbursed due to a mutually agreed expense policy at costs. Is this correct?

Answer:

Travel, accommodation, and incidental expenses are not reimbursed separately. These costs must be included in the financial offer.

The bidder should indicate the assumed number of trips required for the delivery of the project. If additional travel is requested by ECMWF beyond what is included in the original offer, a unit cost for travel may be quoted and mutually agreed in advance.

20 Ref: C20_ RFP404

Question:

Annex 1 - Background Information; Current State: What is the main reason for the delay to Phase-1 Go-Live post UAT? Is the delay due to any compliance/regulatory requirement not being met? What are the pain points or resistance factors for releasing the solution to user?

Answer:

The delay to Phase-1 go-live following UAT was not due to compliance or regulatory constraints. Several project management and governance factors contributed to the timeline slippage:

- The project was not prioritised consistently within the organisation during the period concerned.
- Changes in leadership and governance led to shifts in direction and loss of continuity.
- The design documentation agreed at the outset was incomplete, which created ambiguity in scope and deliverables.
- Misalignment between ECMWF and the supplier on certain requirements resulted in rework and clarification cycles.

These elements collectively impacted progress and delayed the release of the solution to users.

21 Ref: C21_ RFP404

Question:

Annex 1 - Background Information; Current State: Is there a UAT issue log or defect tracker available for our review? Access to this information would help us better align our services and expertise to effectively address any potential obstacles.

Answer:

Yes. A UAT issue log/defect tracker exists and will be made available to the successful bidder.

22 Ref: C22_ RFP404

Question:

Annex 1 - Background Information; Current State: What specific documentation (design documents, configuration records, UAT results, etc.) will be provided at project start? Is there a comprehensive “as-is” system map?

Answer:

Yes, there is a ECMWF Design Specification (58 pages), a Functional As-Built document (253 pages) and an UAT Plan (94 pages), alongside several other documents created in the past months.

23 Ref: C23_ RFP404

Question:

Annex 1 - Background Information; Current State: In the "Background Information" section of Annex 1 on Page 9, our understanding is that the part regarding "the system scope covers" includes pre-contract RfP management, as well as tender and RfP evaluation and award. Could you confirm if this interpretation is correct?

Answer:

Yes, that interpretation is correct. The process is structured into three stages, as mentioned in the RFP document:

- Preparation stage – Covering needs identification, process determination, drafting of procurement or grant documentation, criteria selection, internal panel nomination, internal validation, and approval workflows prior to publication or launch.
- Process Stage – supporting tendering or call-for-proposal activities, including publication, clarifications, evaluation, negotiation/collaboration with shortlisted bidder(s) on contractual documentation prior to award recommendation, as well as automated tracking of key milestones and audit documentation. Contract preparation based on negotiated documentation, signature and contract archiving.
- Contract implementation stage – Performance monitoring, deliverable tracking, amendments management, payments, reporting and closure.

24 Ref: C24_ RFP404

Question:

Annex 1 - Background Information; Contract Types, Templates and Clauses: "How many agreement / contract types have been configured? (Please note that these aren't actual contracts, but the types of business agreements that you enter into)"

Answer:

5 Record Types have been configured, which determine the Contract Type dropdown, which in turn determines the Print Templates to generate.

Record Type	Contract Type	Print Template to Generate
Amendment	ECMWF Core Amendment Agreement	Please keep the Record Type & Contract Type but note that there is no template at the moment. This will probably be included over the coming years.
Agreement	ECMWF Core Contract – Goods	
Agreement	ECMWF Core Contract – Services	
Agreement	ECMWF Core Contract Italy – Goods	
Agreement	ECMWF Core Contract Italy – Services	

Grant Agreement	ECMWF Core Grant Agreement	
Agreement	ECMWF Copernicus Agreement (Small Scale T&Cs)	• COP Annex 1 – ECMWF's Request for Proposal (RFP) • COP Annex 2 – Contractor's Proposal • COP Annex 3 – Payment Plan • COP Annex 4 – Software • COP Annex 5 – Personal Data Protection • COP Annex 5 – Appendix 1 – Data Processing Description • COP Annex 5 – Appendix 2 – Minimum Security Measures • COP Annex 5 – Appendix 3 – Approved Sub-processors • COP Annex 6 – Logos
Agreement	ECMWF Copernicus Agreement (Training T&Cs)	• COP Annex 1 – ECMWF's Expression of Interest (EOI) or Request for Proposal (RFP) • COP Annex 2 – Contractor's Proposal • COP Annex 3 – Payment Plan • COP Annex 4 – Personal Data Protection • COP Annex 4 – Appendix 1 – Data Processing Description • COP Annex 4 – Appendix 2 – Minimum Security Measures • COP Annex 4 – Appendix 3 – Approved Sub-processors • COP Annex 5 – Logos
Amendment	ECMWF Copernicus Amendment Agreement	• COP Amendment Agreement
Framework Agreement	ECMWF Copernicus Framework Agreement	• COP Annex 1 – ECMWF's Specification for the Framework Agreement • COP Annex 2 – Contractor's Tender for the Framework Agreement • COP Annex 3 – Model Service Contract • COP Annex 4 – Software • COP Annex 5 – Report Contents • COP Annex 6 – Personal Data Protection • COP Annex 6 – Appendix 1 – Data Processing Description • COP Annex 6 – Appendix 2 – Minimum Security Measures

		• COP Annex 6 – Appendix 3 – Approved Sub-processors • COP Annex 7 – Logos
Grant Agreement	ECMWF Copernicus Grant Agreement	
FA Service Contract	ECMWF Copernicus Service Contract	• COP Annex 3 – Service Contract • Annex A - ECMWF's Request for Service • Annex B - Service Description • Annex C - Payment Plan
Agreement	ECMWF DestinE Agreement	• DestinE Annex 1 – ECMWF's Specification for the Agreement • DestinE Annex 2 – Contractor's Tender for the Agreement • DestinE Annex 3 – Payment Plan • DestinE Annex 4 – Software • DestinE Annex 5 – Reporting • DestinE Annex 6 – Personal Data Protection • DestinE Annex 6 – Appendix 1 – Data Processing Description • DestinE Annex 6 – Appendix 2 – Minimum Security Measures • DestinE Annex 6 – Appendix 3 – Approved Sub-processors • DestinE Annex 7 – Logos
Amendment	ECMWF DestinE Amendment Agreement	DestinE Amendment Agreement
Grant Agreement	ECMWF DestinE Grant Agreement	
Agreement	Non-ECMWF Agreement (Supplier's T&Cs)	

Any gaps identified during Phase 1 should be highlighted in the Assessment Report.

25 Ref: C25_ RFP404

Question:

Annex 1 - Background Information; Contract Types, Templates and Clauses: How many templates do you have supporting agreement/contract types, and how many different languages do you contract in?

Answer:

At present, as reported in the table above, there are 16 Contract Types and approximately 45 contractual documents templates in Word and/or Excel format. This number is expected to decrease, as we are

implementing simplifications wherever possible. Please note that this figure refers only to contractual templates; there are also various other templates used during the procurement, negotiation, and contract implementation stages. The contracting language is predominantly English; however, there are a few exceptions where contracts are issued in German or Italian.

26 Ref: C26_ RFP404

Question:

Annex 1 - Background Information; Contract Types, Templates and Clauses: Have you developed a clause library and playbooks to support the templates and the redlining and negotiation process?

Answer:

The current Clause Library in our environment contains 3 entries (according to the Governing Laws we use – Italy, Germany, England) but hasn't been yet populated as the Clauses templates were under revision.

27 Ref: C27_ RFP404

Question:

Annex 1 - Background Information; Contract Types, Templates and Clauses: What is the estimated number of contract requests submitted annually, and what is the anticipated volume of active contracts maintained each year?

Answer:

Please refer to the Clarification Ref. C6_ RFP404 above.

28 Ref: C28_ RFP404

Question:

Annex 1 - Background Information; Contract Types, Templates and Clauses: Will you be wanting to migrate existing and legacy contract documents into the CLM system and what is the expected volumes?

Answer:

The migration of active or previously closed contracts will only be considered at a later stage, once the system is fully understood, its benefits are clearly demonstrated, and all implications are assessed. We are approaching this process with caution, and therefore do not anticipate any migration in the near future.

29 Ref: C29_ RFP404

Question:

Annex 1 - Background Information; Workflows and Processes: What workflows and approvals are active? Are they aligned with the organisation's contract types and business processes? How many approval processes have you identified?

Answer:

Currently, there are 50 Approval Workflows created in our Agiloft system, and they are aligned with the contract types and business processes.

Multiple validation steps are required at different stages of the procurement and contracting process, including:

- Tender documentation approvals
- Evaluation approvals
- Negotiation approvals
- Final process approvals
- Deliverables approvals

These steps involve several internal stakeholders to ensure proper governance before a contract reaches signature.

ECMWF aims to simplify and streamline these workflows with the implementation of the new tool and, wherever feasible, will try to align with the system's standard processes.

30 Ref: C30_ RFP404

Question:

Annex 1 - Background Information; Workflows and Processes: Are alerts and notifications configured for renewals, obligations, and expirations?

Answer:

Yes. Alerts and notifications at different stages/milestones were included in the initial project configuration. Some are active, others need to be configured, others need to be tailored (e.g. email text and notification content, addressees etc.).

31 Ref: C31_ RFP404

Question:

Annex 1 - Background Information; Workflows and Processes: How complex is your signature process? Are there multiple signers involved, both internal and external, for your contracts? Additionally, do most or all of your users utilize DocuSign for signing?

Answer:

The signature stage itself is straightforward. ECMWF uses DocuSign, and the signing process is simple, with limited signatories. However, there are a few contractors who either are not permitted to utilise DocuSign as a signing platform or are not legally authorised to execute contracts digitally.

Our current Agiloft System appears to be fully integrated with DocuSign, but this was not fully tested.

32 Ref: C32_ RFP404

Question:

Annex 1 - Background Information; Integration and Master Data: What is the current status of integrations with Unit4 (ERP) and SharePoint? Are these integrations bi-directional or uni-directional, and are interface specifications and test environments available?

Answer:

Please refer to the Clarification Ref. C1_ RFP404 above.

33 Ref: C33_ RFP404

Question:

Annex 1 - Background Information; Integration and Master Data: How is master data being sourced and maintained? (e.g; Counterparties, Legal entities etc.). Is this sourced by the ERP system?

Answer:

Legal entities data comes from different sources: ERP, Agiloft registration and manual entry. The unique identifier that links the information from the ERP with the other sources is the ERP Supplier ID.

34 Ref: C34_ RFP404

Question:

Annex 1 - Background Information; Adoption and Users: What type of licenses do you have and in what quantity?

Answer:

Please refer to the Clarification Ref. C2_ RFP404 above.

35 Ref: C35_ RFP404

Question:

Annex 1 - Background Information; Adoption and Users: When is your subscription up for renewal?

Answer:

1st April 2026.

36 Ref: C36_ RFP404

Question:

Annex 1 - Background Information; Adoption and Users: How many different roles do you have configured for the solution (Requestor, Legal reviewer, Approver etc)?

Answer:

At present, 28 roles have been configured:

Role Name	Role Description	Associated Team	Associated Group
Verification Officer		Verification Officers Team	Internal Evaluator
Supplier	End User Supplier or Entity Role.	Supplier Team	Supplier
External Evaluator		External Evaluator Team	External Evaluator
Director General		Director General Team	Director General
Document Approval	Document Approvers for Documents part of a Contract	Document Approval Team	Approver
Technical Evaluator		Technical Officers Team	Internal Evaluator
Department Director		Department Director Team	Department Director

Legal Manager		Legal Management Team	Legal
Budget Holder	Additive role for anyone who should be able to manage Budget Items for both Contracts and Projects. Not meant to be used in isolation – members should be assigned at least one other role that determines their access to Contracts / Projects.	Budget Holder Team	Budget Manager
Evaluation Committee	Power user Evaluation Committee member	Evaluation Board Team	Internal Evaluator
Project Manager	Project Manager - Assigned User	Project Management Team	Project Manager
Project Requester	Power User Project requester	Project Requestor Team	Project Requester
Supplier Manager	Internal Team that manages Suppliers	Entity Management Team	Project Manager
Contract Requester	Power user contract requester	Contract Management Team	Contract Requester
admin	Admin of the Agiloft system, only for administrators.	System Admin Team	admin
Business Admin	For business admins who can work with most records and tables for editing, creating and deleting.	Business Admin Team	Business Admin
Internal Entity Manager	A user who can set up new external users as a base service desk member. Internal Employee who has full control over Supplier Profiles and Companies	Entity Management Team	Project Manager
DocuSign User	Allows DocuSign User accounts	Internal Signer Team	DocuSign User
Risk Approval	Contract approval role.	Risk Team	Approver
Purchasing Team	Members of procurement who may be responsible for approving or handling contracts or ordering assets.	Project Requestor Team	Project Manager
Legal Approver	This is for approvers in the legal department responsible for approving contracts	Legal Team Approver	Approver
Grantee Manager	Internal user who manages Grants and Grantees	Grantee Management Team	Internal Grantee Manager
Internal Signer for contracts	This role is used for the people who can be selected to sign contracts. They may also be approvers.	Internal Signer Team	DocuSign User
Finance Team Approver	Mainly involved in approving contracts.	Finance Officer Team	Approver
Compliance Team approver	May be an approver for contracts or change requests.	Compliance Team	Approver
Clause Library Manager	Manages the clauses table, and has access to contracts.	Clause Library Team	Business Admin
Auditor	Auditor Team that can view all data	Auditor Team	Auditor
Contract Manager	Manages contracts and has full access to all contracts	Contract Management Team	Contract Manager

37 Ref: C37_ RFP404

Question:

Annex 1 - Background Information; Adoption and Users: To what extent do the current Dashboards and Reports meet your business insight requirements?

Answer:

The current dashboards and reports partially meet our business insight needs and requirements. These will have to be customised further, but they are not considered to be part of the Go Live MVP. For information, a dedicated project is scheduled for Q1 2026 to optimise dashboards and reporting through the adoption of Power BI.

38 Ref: C38_ RFP404

Question:

Annex 1 - Background Information; Adoption and Users: Do you have a Change Management program running in parallel and do/will users have access to training to use it effectively?

Answer:

There is no formal change management programme currently in place. However, ECMWF acknowledges the importance of user adoption and intends to provide appropriate training and support to ensure effective use of the system.

39 Ref: C39_ RFP404

Question:

Annex 1 - Background Information; AI & Automation: Is Agiloft's AI functionality enabled (e.g., clause extraction, risk scoring)? If not, is ECMWF looking to deploy AI capability to the process and organization?

Answer:

Agiloft's AI functionality (e.g., clause extraction and risk scoring) is not currently enabled in our environment. ECMWF is interested in exploring and potentially adopting AI capabilities, provided they add value to the contract management process and align with our governance and data protection requirements.

40 Ref: C40_ RFP404

Question:

Annex 1 - Objective and Scope; Resource Availability: How many stakeholder groups and key users are expected to participate in workshops/interviews? Are there any scheduling constraints or blackout periods?

Answer:

Please refer to the Clarification ref. C3_ RFP404.

41 Ref: C41_ RFP404

Question:

Annex 1 - Objective and Scope; Resource Availability: Will ECMWF facilitate introductions and ensure availability of all relevant process owners and technical staff?

Answer:

Yes. ECMWF will arrange introductions and ensure access to the relevant process owners and technical staff. The project is a priority for the Administration Department, and resources will be assigned in line with the agreed project plan and supplier requirements.

42 Ref: C42_ RFP404

Question:

Annex 1 - Objective and Scope; Resource Availability: Has the project secured the appropriate resources and Subject Matter Experts aligned with your corporate calendar and events (e.g.; year-end, quarter-end etc)?

Answer:

Yes. The project has secured the necessary internal commitment. It is a priority for the Administration Department, and the required Subject Matter Experts will be allocated in line with the agreed project plan.