



CLARIFICATIONS

Ref: ECMWF/RFP/2021/320
ISSUED BY: ECMWF Administration Department Procurement Section
Date: 14 October 2021
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1 Ref: C1_RFP_320

Question:

How many suppliers have you invited directly to respond to the RFP and has ECMWF worked with any of those suppliers previously?

Answer:

RFP_320 is publicly advertised hence is an open procurement process. ECMWF communicated the opportunity to a handful of suppliers in and outside its portfolio who may be interested in the opportunity, however there are no preconceptions.

2 Ref: C2_RFP_320

Question:

Are you able to share your project budget?

Answer:

We believe that the RFP has sufficient detail for bidders to respond in a way that meets our financial expectations, and we expect to receive price proposals based on the expertise and experience of the bidders.

3 Ref: C3_RFP_320

Question:

In terms of ongoing support and maintenance, can you confirm your annual budget over the period of 24-36 months and your anticipated average support and maintenance needs (expressed in hours) per month during that period?

Answer:

Prices for support and maintenance will form part of the competition, therefore no budget is advertised.

Suppliers may note that current development runs at about 3 days development per month, with an additional day for support spread across the month.

4 Ref: C4_RFP_320

Question:

Can you tell us more about the team at ECMWF that will be working on the rebuild project? Do you have any Drupal development capabilities internally? Who will be your Product Owner, and your Project Sponsor?

Answer:

Project team at ECMWF will include primarily the Communications Manager (project manager) and Web Content Manager (technical knowledge). Head of Communications at ECMWF will be acting as the project sponsor. There is also a part time developer in the organisation who may provide some technical support. The communications team are web content editors, therefore some team members may have a stakeholder role, as well as other stakeholders in the organisation.

5 Ref: C5_RFP_320

Question:

Does ECMWF have minimum requirements in terms of supplier headcount and turnover (and other financial metrics) that would represent thresholds for eligibility for suppliers?

Answer:

There are no thresholds as such, however ‘ability’ to deliver the service will form part of the evaluation and ECMWF may verify financial stability of the successful bidder before placing a contract.

6 Ref: C6_RFP_320

Question:

Annex 2 appears to require the submission of a fixed and firm, all-inclusive quotation for the different work packages. Will ECMWF consider bids that are based on estimates – which, in our experience, would be more typical for projects of this scope at this stage – or are only fixed-price bids acceptable?

Answer:

ECMWF expects quotes and proposals based on experience and best estimates to achieve the deliverables / objectives, and these will form part of the evaluation of the bids. We however also accept that changes may be required during the project, and these will be subject to agreement at that time.

7 Ref: C7_RFP_320

Question:

Does ECMWF have a preference or requirement regarding the delivery methodology the successful supplier should use for the project e.g. agile vs waterfall? Does the ECMWF project team have experience of agile project delivery?

Answer:

Agile and waterfall approaches are acceptable as there is no defined project method requirement. ECMWF welcomes proposals recommending the most suitable approach to deliver the project based on agency experience and skills.

8 Ref: C8_RFP_320

Question:

Can you elaborate on ECMWF’s requirements for the migration of content from the existing Drupal 7 website to a new Drupal 9 website, in particular the likely split between programmatic migration (by the supplier) and manual migration (by ECMWF staff)?

Answer:

We would want the contractor to carry out all the content migration, with UAT by ECMWF staff.

9 Ref: C9_RFP_320

Question:

Is any additional information available to that provided in the final paragraph of page 8 of the RFP regarding the required integrations with other ECMWF websites and services?

Answer:

To expand on what is already included in the RFP, suppliers may note that we use a mix of front-end and back-end integration, e.g. Drupal feeds plugin, APIs, email, and db connections,

and some of the integrations are navigational rather than technical. There should be single sign on and the design and integration of the user journeys and content across the web areas must be seamless and consistent from experience, brand and strategy points of view, and driven by user needs and behaviour.

10 Ref: C10_RFP_320

Question:

Can ECMWF confirm that post-Brexit there is no impediment to contracting with a UK corporate entity for this work?

Answer:

We confirm that UK entities are eligible for participating in this procurement.