



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Annex 10 Standard Profile Specification and Request Form for Services

London,

Request number:
Framework Contract No.:

To: Company:

Telephone:

Contact:

e-mail address:

**Description of the
required service:**

Place of delivery:

**Approximate start
date:**
**Approximate delivery
date:**

**Listing of specification
annexes:**

- Annex A: Specifications
- Annex B: Timesheet template

**Date by which contractor to acknowledge receipt of this
Request:**

Date by which contractor to accept or decline the service:

From: Title:
Unit & sector:

Telephone:
e-mail:

Please note that this request form does not constitute a firm order. The firm order takes the form of a specific contract under the framework contract, signed by both parties.



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Annex A – Specifications

[INSERT TITLE OF PROFILE HERE]

ABOUT THIS DOCUMENT

This document describes in detail the specifications for the required contractor and is annexed to the request form.

The purpose of this specification is:

- To ensure that the Contractor and European Medicines Agency staff are fully aware of the scope of the tasks, their timing, and the objective
- To enable the Contractor to make available appropriately qualified staff within the requested time periods

GENERAL INFORMATION

Request Number:	
Framework Contract Number:	
Specific Contract Number	
Name of the Project:	
Number of the Project:	
EMA Requester:	
Requested Profile:	
Expected Start Date of Activity:	
Expected End Date of Activity:	
Number of Person-days:	
Location:	

DESCRIPTION OF THE REQUESTED SERVICE

Purpose

The purpose of this work is to:

Description

The nature of the specific tasks required is as follows:

The above list is not exhaustive, but goes some way to describing the role.

Constraints

EMA Information and Communications Technology (ICT) Standards (Doc. Ref. No: EMEA/C/20738/02)

Required Software Expertise

The skills and experience, as described in Annex 04 to the Technical Specifications of EMA-2012-09-IF, which are of particular importance for the candidates in the context of this project are as follows:

Expertise / Tool	Level ¹	M / O ²
Adobe LiveCycle Data Services ES		
Adobe LiveCycle Forms ES		
Adobe LiveCycle Reader Extensions ES		
Adobe LiveCycle Rights Management ES		
Ant		
Apache web server		
Cascading Style Sheets (CSS)		
Citrix		
Clustered J2EE Application Server		
CVS Client		
Enterprise Storage Systems		
HTML		
HTTP		
HTTPS		
Information Technology Infrastructure Library (ITIL)		
Java EE 6, Java EE 5, J2EE 1.4		
Java SE 6, Java SE 5		
Java Web Start		
Javadoc		
JavaServer Pages Standard Tag Library (JSTL)		
LDAP		
LDIF		
Linux Shell Scripting		
Microsoft Office Professional		
Microsoft Project		
Oracle Application Server 10g		
Oracle Automatic Storage Management (ASM) 11g		
Oracle BPEL Process Manager		
Oracle Business Intelligence Enterprise Edition		
Oracle Cluster File System (OCFS 2)		
Oracle Data Guard		
Oracle Database Partitioning		
Oracle Database Server Enterprise Edition 10g		
Oracle Database Server Enterprise Edition 11g		
Oracle Directory Manager (oidadmin)		

¹ The level of experience / competence in using the Expertise / Tool: High (H), Medium (M), Low (L)

² Mandatory (M), Optional (O)

Expertise / Tool	Level ¹	M / O ²
Oracle Enterprise Manager (Grid Control)		
Oracle HTTP Server		
Oracle Internet Directory (OID), 10g		
Oracle Real Application Testing		
Oracle Real Applications Cluster		
Oracle Recovery Manager		
Oracle Single Sign-On (SSO)		
Oracle Wallet Manager		
Oracle Warehouse Builder		
Oracle WebCache Server		
Oracle WebLogic Server		
PL/SQL		
PuTTY (or similar SSH client)		
RAID		
RedHat Enterprise Linux		
SAP		
Service-Oriented Architecture (SOA)		
Servlet		
SNMP		
SQL Developer (Oracle)		
SQL *Plus		
SSL		
TOAD (Quest)		
UTF16		
UTF8		
W3C		
Web Services		
XHTML		
XML		
XSD		
XSL		

Formal qualifications of staff are less important than demonstrable experience and success in the areas to be covered.

The European Medicines Agency reserves the right to interview any proposed candidate at the premises of the Agency.

DOCUMENT INFORMATION

Open issues

(None)

Document location

n/a

Document ID

EMA/834694/2011

Referenced documents

Doc id	Title

Document history

Version	Who	When	What

Annex B Timesheet template



Timesheet Period From 1-Feb-2010 To 28-Feb-2010

Consultant Name :

Resource Type :

Framework Contract :

SC Code :

Project Code		Project Name		Time by Day		01/02/2010	02/02/2010	03/02/2010	04/02/2010	05/02/2010	06/02/2010	07/02/2010	08/02/2010	09/02/2010	10/02/2010	11/02/2010	12/02/2010	13/02/2010	14/02/2010	15/02/2010	16/02/2010	17/02/2010	18/02/2010	19/02/2010	20/02/2010	21/02/2010	22/02/2010	23/02/2010	24/02/2010	25/02/2010	26/02/2010	Total :			
			Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16			
			Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.5	0.0	0.0	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2			
			Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	12		
			Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	2		
			Hours	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	2.0	106		
			Days	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.5	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.3	13			
			Hours	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	6.0	134
			Days	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.8	17		

Total Days for Invoicing : 17

Comment:

Signed:

Approved:

Date:
8-Mar-2010

Date: