

# ANNEX G - SAMPLE PROFILE SPEC AND A REQUEST FORM

## ABOUT THIS DOCUMENT

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

The purpose of this specification is:

- To ensure that Contractor and EMEA 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:           |  |
| EMEA 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 work required therefore comprises:

### Constraints

EMEA ICT Standards

### Required Software Expertise

In addition to the knowledge, skills and experience as described in the section B.3 of **Error! Reference source not found.**, the candidates must have expertise in the following domains:

| Expertise / Tool | Level <sup>1</sup> | M / O <sup>2</sup> |
|------------------|--------------------|--------------------|
|                  |                    |                    |

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

|                                              |  |  |
|----------------------------------------------|--|--|
| Windows 2000 Advanced Server administration  |  |  |
| Windows 2000 (Client). administration        |  |  |
| Windows 2000 Professional administration     |  |  |
| Windows XP administration                    |  |  |
| RedHat Enterprise Linux AS                   |  |  |
| Oracle 9i DBMS administration                |  |  |
| Oracle 10g DBMS administration               |  |  |
| Oracle 9i DBMS development                   |  |  |
| Oracle 10g DBMS development                  |  |  |
| Oracle RAC                                   |  |  |
| Oracle Application Server 9i administration  |  |  |
| Oracle Application Server 10g administration |  |  |
| Oracle Application Server 9i development     |  |  |
| Oracle Application Server 10g development    |  |  |
| BEA Weblogic                                 |  |  |
| Apache Web Server                            |  |  |
| Enterprise Java Beans                        |  |  |
| Oracle Portal                                |  |  |
| JetSpeed                                     |  |  |
| Web Services                                 |  |  |
| XML                                          |  |  |
| HTML                                         |  |  |
| Java Server Pages (JSP)                      |  |  |
| Cascading Style Sheets                       |  |  |
| STRUTS                                       |  |  |
| JSTL                                         |  |  |
| Microsoft Visual C++                         |  |  |
| Swing                                        |  |  |
| PowerBuilder 6                               |  |  |
| MS Office Professional                       |  |  |
| MS Outlook 2000                              |  |  |
| MS Access 2000 development                   |  |  |
| Business Objects                             |  |  |
| MicroStrategy                                |  |  |
| JUnit                                        |  |  |
| PL/SQL                                       |  |  |
| SQL                                          |  |  |
| WINSOCKETS                                   |  |  |
| HTTP 1.1                                     |  |  |
| SGML                                         |  |  |
| Object Oriented Analysis                     |  |  |
| Object Oriented Design                       |  |  |
| IBM Rational Unified Process                 |  |  |
| IBM Rational Rose                            |  |  |
| XSL                                          |  |  |
| PKI                                          |  |  |
| JDeveloper (Oracle)                          |  |  |
| Eclipse                                      |  |  |
| IBM Rational Requisite Pro                   |  |  |
| TOAD                                         |  |  |
| UML                                          |  |  |
| ASP                                          |  |  |
| CVS                                          |  |  |
| MS SourceSafe                                |  |  |
| IBM Rational ClearQuest                      |  |  |

<sup>2</sup> Mandatory (M), Optional (O)

|                                |  |  |
|--------------------------------|--|--|
| IBM Rational ClearCase         |  |  |
| MS Project Enterprise Server   |  |  |
| MS Project 2003                |  |  |
| Isilog                         |  |  |
| Documentum 5                   |  |  |
| MySAP ERP                      |  |  |
| MySAP CRM                      |  |  |
| MySAP SCM                      |  |  |
| MySAP SRM                      |  |  |
| SAP NetWeaver                  |  |  |
| SAP Business One               |  |  |
| MySAP All-in-One               |  |  |
| SSL                            |  |  |
| OpenLDAP                       |  |  |
| Oracle Internet Directory      |  |  |
| Oracle SSO                     |  |  |
| Checkpoint                     |  |  |
| Retina                         |  |  |
| PGP                            |  |  |
| IBM Rational Test Suite        |  |  |
| Iterative Software Development |  |  |
| PM BOK                         |  |  |
| PRINCE 2                       |  |  |
| ISO 9000:2000                  |  |  |
| W3C Standards                  |  |  |
| CSS                            |  |  |
| IBM Rational SoDA              |  |  |
|                                |  |  |

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

## DOCUMENT INFORMATION

### Open issues

(None)

### Document location

D:\Program Files\Axcelia\Word Attribute Services\dmcl\000142b2\ws134\806023ab\Annex G - Sample Profile Spec and a request form.doc

### Document ID

### Referenced documents

| Doc id | Title |
|--------|-------|
|        |       |

### Document history

| Version | Who | When | What |
|---------|-----|------|------|
|         |     |      |      |
|         |     |      |      |

# Request Form for Services

London, [Date]

**Request number:**

**Framework contract number:**

**To: Company:  
Contact:**

**Telephone:  
e-mail:**

**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  
request:**

**Date by which contractor to accept or decline the service:**

**From: Project manager:**

**Telephone:**

**Unit & sector:**

**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.

## A – Specifications

[Request No.]

Version:

Date:

Status:

| Profile            |               | EMA     | EMA     | Estimated | Daily |          |
|--------------------|---------------|---------|---------|-----------|-------|----------|
| Ref. & description | Allocation of | Project | Project | Days      | Rate  |          |
|                    | Individual    | Number  | Name    | [Request  |       |          |
|                    |               |         |         | No.]      | €     | Values € |

Total  
rounding  
**Grand total – [Request  
No.]**

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