

Annex 10 Standard Profile Specification and Request Form for Services

London,

Request number:
Framework Contract No.:

To: Company
:
Contact:

Telephone:
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.

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 the technical specifications document of ITT EMA-2012-13-ICT and its associated annexes, which are of particular importance for the candidates in the context of this project, are as follows:

Expertise / Tool	Level ¹	M / O ²
Windows NT Server 4.0 administration		
Windows 2000 Advanced Server administration		
Windows NT Workstation 4.0 administration		
Windows 2000 (Client). administration		
Windows 2000 Professional administration		
Windows XP administration		
Linux RedHat 2.1 or higher		
Sun Solaris		
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		
IIS		
Enterprise Java Beans		
Hibernate		
Oracle Portal		
JetSpeed		
Spring		
Web Services		
XML		
HTML		
Java Server Pages (JSP)		
Cascading Style Sheets		
STRUTS		
JSTL		
C, C++		
Java		
Swing		

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
VBA		
PowerBuilder 6		
DEVELOPER/2000 2.0		
VISUAL BASIC 6.0		
MS Office 2000 (all applications including MS Access and MS Visio)		
MS Outlook 2000		
MS Project		
MS Access 2000 development		
MS Access 2000 and ODE (Office Developer Environment)		
Windows CE		
SAS		
FAME		
Business Objects		
MicroStrategy		
JUnit		
PL/SQL		
SQL		
ODBC		
JDBC		
WINSOCKETS		
HTTP 1.1		
Corba IIOP		
DCOM		
SOAP		
SGML		
Object Oriented Analysis		
Object Oriented Design		
IBM Rational Unified Process		
IBM Rational Rose		
IBM Rational ClearQuest		
IBM Rational ClearCase		
XSL		
Perl		
J2EE		
UNICODE 2.0		
PKI		
JDeveloper (Oracle)		
Eclipse		
Netbeans		
IBM Rational Requisite Pro		
TOAD		
UML		
ASP		
CVS		
MS SourceSafe		
MS Project 2003 Enterprise Edition		
MS Project 2003		
Isilog		
Documentum 5		
MySAP ERP		
MySAP CRM		
MySAP SCM		
MySAP SRM		

Expertise / Tool	Level ¹	M / O ²
SAP NetWeaver		
SAP Business One		
MySAP All-in-One		
SSL		
Java Security		
Java Cryptography		
LDAP v3		
Oracle Internet Directory		
Oracle SSO		
Checkpoint		
Retina		
PGP		
IBM Rational Test Suite		
Iterative Software Development		
PM BOK certified / knowledge		
PRINCE 2 certified		
ICMM		
ISO 9001		
Black Box Testing		
White Box Testing		
W3C Standards		
CSS		
bash		
CGI		
JavaScript		
Tomcat		
TCP/IP		
Macromedia Suite (Dreamweaver etc.)		
IBM Rational SoDA		
ITIL / ISO 20k certified		

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/201137/2012

Referenced documents

Doc id	Title

Document history

Version	Who	When	What

Annex B Timesheet template



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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																								Total :		
			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
		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	16
		Days	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	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	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	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	106	
		Days	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	0.0	0.3	13	
Total :		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	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	0.0	0.8	17	

Total Days for Invoicing : 17

Comment:

Signed:	Approved:
Date: 8-Mar-2010	Date: