CTA

Dear Sir/Madam,

CTA is participating in a European project (H2020) called GEN4OLIVE Mobilization of Olive GenRes through pre-breeding activities to face the future challenges and development of an intelligent interface to ensure a friendly information availability for end users (101000427) (https://GEN4OLIVE.eu/). As part of this project, CTA is responsible for the organization and implementation of two Open Calls as well as the management of the cascade funding throughout the project's life.

CTA is looking for an offer to set up a platform in English for **presentation, management, evaluation and monitoring** of open calls in european projects with cascade funding. The provider must have an open call management platform already tested and used by other projects, with the possibility of being parameterized according to the conditions of the call defined within the GEN4OLIVE Project, as described in Annex 1 below.

GEN4OLIVE Project will publish two calls for proposals, the first one in September 2021, and the second one is expected for October 2022. The project will also publish two call for external experts, first one expected in October 2021, and second one in November 2022. The applications to the call for experts will be managed trough the same platform.

The specific details of the functionalities will be provided to the provider at the same time as the parameterization is being carried out, as they will be defined in parallel. Only the logo and colours representing the European project for which the parameters are being set may appear on the platform interface, so there will be no logo or advertising from the supplier.

Below, the schedule with the project's dates that should be accomplished:

- From January to May 31th, 2021: Definition and calls design (GEN4OLIVE consortium).
- First week of april 2021: date estimated for contract signature among CTA and the subcontractor.
- From April 15th, 2021 to July 15th, 2021: Platform parametrization.
- May 31th, 2021: Platform ready for testing by CTA.
- July 15th, 2021: Platform ready for GEN4OLIVE consortium testing and training.
- Sept 1st, 2021: First call launching. The platform must be operative.

- April 1st, 2021 to September 30th, 2024: During that period the supplier must support CTA for possible incidents or modifications on the platform.

The maximum budget available is 15,000 EUR. The selection criteria will be the best value for money, provided that it meets **all the modules** described in the technical specifications presented in Annex 1 are included.

The price offered will correspond to the use of the platform during the entire project period (from April 1st, 2021 to September 30th, 2024). During that period the supplier must support CTA for possible incidents or modifications of the platform.

The platform should be available at least 2 months before the launch of the first call, for testing and training project partners. Training and demostration sessions for CTA and GEN4OLIVE Project partners should be included in the price.

The details for the offer are as follows:

- Customer: Corporación Tecnológica de Andalucía.
- Address: C/Albert Einstein, S/N, Edificio Insur, 4º planta, PCT Cartuja | 41092 Sevilla
- VAT number: G91452953
- Concept: GEN4OLIVE Project Task 7.1: Desing of two open calls for olive pre-breeding activities and breeding plans

The supplier has to state in the offer that they meet all the requirements of annex I. The offer must be submitted signed and stamped by the entity.

The deadline for offer reception is March 26th, 2021, 14 pm CET. Please, send your offer to the attention of Macarena Ureña, to the following email address; macarena.urena@corporaciontecnologica.com.

Nivel Seguridad: No Clasificada

Corporación Tecnológica de Andalucía

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ANNEX 1 - TECHNICAL SPECIFICATIONS FOR THE PLATFORM PARAMETERIZATION

The platform must allow the independent management of different calls, complying with the General Data Protection Regulation and information security requirements.

Confidentiality

It is expressly agreed that all information communicated to the service provider in the framework of the contract, including and without limiting, all information regarding products, data, study results, and all financial, administrative or commercial information about GEN4OLIVE project partners and/or its beneficiaries will be strictly retained confidentially by the service provider.

The **following modules** need to be included:

- Publication of the call and reception of the applications, and management of elegibility checks.
    - o Calls launching, deadlines setting off, documents and formats publications in the project website.
    - o Inclusion by the data manager of compulsory data/documentation in order to send the application.
    - o Registration of applicant users (the applicant itself).
    - o Application sending by applicant users
    - o Reception of applications (various screens for introducing fields, attaching documents and other document sections).
    - o Registration of data/documents of the applicants.
    - o Entry forms for the proposal and other documents.
- Module for the management of the evaluation process (call publication for evaluators, evaluators registering and profile management, monitoring the evaluation process, with the possibility of automatic ranking of proposals, communication of the results to applicants)
    - o Access and registration of evaluators (inclusion of data/documentation and CV)
    - o Eligibility check of the applications received and selection of evaluators
    - o Distribution of proposals among the evaluators (a proposal can be evaluated by one or more evaluators).

- o Possibility of including exclusionary criteria or criteria with a minimum threshold
- o Monitoring the evaluation process.
- Module for managing communications and document Exchange between different users: coordinator/partners directly related to the call, contract signature, evaluators, beneficiaries, non-beneficiaries, etc.

  Automatic notifications (emails) to all users (applicants, evaluators, managers and administrators) about events or deadlines at different stages of the call.

- Module for monitoring and control of funded Projects: for team members to be able to request beneficiares for technical reporting for monitoring funded Projects, and beneficiaries to be able to send requested information. Monitoring of the projects being implemented (sending and receiving documentation).
- Administration module, exclusive for the GEN4OLIVE coordinator and/or for administrator users that the coordinator creates. Through this module, data and statistics retrieval needs to be available, e.g. current pojects, finished projects, data of each call, etc. All data should be downloadable.

  This module would also allow the coordinator to "register" a new call, without contacting the IT provider, as long as it is from a program whose functionality is previously included. This will include a screen for creating new items such as "Name of the call", "status", "opening and closing date", "registration of users / profile", criteria, scores, definition of processes and workflows, etc.

- Allow for implementation of different types of users: system administrator, applicant, beneficiary coordinator, beneficiary partner, evaluators, GEN4OLIVE team member, GEN4OLIVE support partner
- Possibility of establishing deadlines in each phase.
- Issuance of reports (in Excel): in the parameterization phase, reports will be defined with the data they will contain
- Issuing reports (in PDF): in the parameterization phase, reports will be defined with the format and data they will contain

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