EUROPEAN COMMISSION
HEALTH & CONSUMER PROTECTION DIRECTORATE-GENERAL

Directorate A - General Affairs

Annex VI

CV reference list, CV form and template of letter confirming availability

1. CURRICULUM VITAE REFERENCE LIST

It is mandatory to provide a list of the CVs submitted for each lot in the offer by using the following table:

Company name:

Lot number:

CV No.	Person Name	Telephone No	Junior	Cons^{nt}.	Senior
1					
2					
3					
4					
5					
etc					

Legend :

Company Name	Name of the company submitting the offer, for consortia, name of the consortium.
Lot No.::	The lot number(s) that the CV is submitted for
CV No:	reference number of the cv, equal to the one to be put on the CV.
Person:	Full Title, first Name and Last Name of the person.
Telephone No.:	The telephone number of the person where he can be contacted, including the country codes.
Junior:	Cross if the profile is a junior
Consultant:	Cross if the profile is a consultant

Senior:	Cross if the profile is a senior.
Only one cross allowed for the 3 previous categories!	

It is also mandatory to provide a signed letter of availability (see chapter 3) for each service provider in this list and that should be attached to the list.

2. CURRICULUM VITAE SUBMISSION.

For the purpose of this tender, a standardized CV form defines the Curriculum Vitae (CV) layout and is mandatory for each service provider proposed.

Do not indicate the names of the candidates on the CV forms but <u>numbers</u>   which have to be filled in the CV REFERENCE LIST to make the connection between numbers and names. In order to protect confidential personal data, CVs will be verified without the corresponding table. The CV reference list will be kept separately and destroyed as soon as the awarding process is terminated and all delays for eventual recourses or the recourses are finished.

2.1. How to fill out the standardized CV form:

All the required information has to be provided. Any missing or incomplete information may lead to a CV being discarded.

Where the information is to be provided in tabular form, **all the columns of the table** have to be filled in.

The CV should be a summary rather than a biography of an individual and must be in a format enabling a quick and accurate comparison with other CVs submitted to fill certain roles. There should be no unexplained chronological breaks.

Each CV consists of:

- one CV front page

- **at least** one CV training page

- **at least one** CV software expertise page

- **at least** one CV professional experience page;

> more CV training, CV software expertise or CV experience pages may be added as necessary.

Education:

Proof: Relevant technical studies (including university ones) need to be proven by adding a copy of a diploma or certificate in annex to a CV as well as a description specifying the official duration of the study and the main subject matters. On the CV

it should be specified what percentage of the study was dedicated to the technology for which the CV is presented. In case the studies lasted more than 2 years, additional months of professional experience can be counted for the specific time spent studying the dedicated technology over the 2 first years of studies.

Specialised expertise should mention the tools or topics in which the candidate has a high expertise.

Software expertise :

– **Competence** must be rated from 1 (basic) to 5 (excellent).

– **Duration** must be expressed <u>in months</u> and has to relate clearly to the relevant entries under "Professional experience". The total number of months spent on technology can not exceed the total number of months of professional experience. The time spent in months is time spent 100% on the technology field. For example, a multi technology project of 1 year (Coldfusion + Java + Oracle) will be indicated in such a way that the total number of technology months noted can not pass 12. Therefore the consultant will have to judge which technology he was involved in the most and indicate the number of months accordingly.

– **Description** must state how the competence has been acquired and in what projects it has been used, relating clearly to the relevant entries under "Professional experience".

Each CV professional experience page should contain data about the projects to which the consultant has participated, his/her role and responsibilities, and the products or tools used. More CV experience pages must be added for more projects.

– **Dates** must indicate precisely the <u>starting and ending months</u> of the entry.

– **Project size** is to be expressed as the total number of <u>person-months</u>.

– **Description** must include an explanation of the scope and results of the project (or task).

2.2.   Description of the core Technologies / Fields of expertise valid for each Technology.

2.2.1.   Technology T1. J2EE & XML technology, Documentum & Application stress testing

Core experience that is required:
J2EE (JAVA 2.0. Enterprise Edition technology)
Weblogic server platform
Struts
Ajax
Alfresco

	Maximum no of months taken into account for evaluation:		
Neoload, OptimizeIt Documentum XML/XSL/XSLT WDSL, Web services Hibernate Java Server Pages Spring MVC Application Stress Testing / Optimization Application performance profiling			
Additional technology experience that will be accepted up to a maximum:			
	Jr	**Consultant**	**Sr**
SQL	2	5	8
JDBC + J2EE related Middleware	2	5	8
UML/RUP	2	5	8

Tools / Utilities that can be acknowledged:

– Eclipse,
– UML modelling tools
– Db designer tools

2.2.2. *Technology T2. Coldfusion development*

Core experience that is required::			
Coldfusion development experience Mach II WSDL / web services			
Additional technology experience that will be accepted up to a maximum:	Maximum no of months taken into account for evaluation:		
	Jr	**Consultant**	**Sr**
SQL + Db Design	2	5	8
MVC	2	5	8
CSS HTML / XHTML / XSL / XSLT / XML	2	5	8

Tools / Utilities that can be acknowledged:

– Coldfusion development tools
– HTML development tools
– UML modelling tools
– Db designer tools

2.2.3. *Technology T3. Web design and content management applications development.*

Core experience that is required::			

Web Content Management
Design of web sites
Java script / CGI script
HTML / CSS
XHTML / XSL / XSLT / XML
       Off-line Pdf Forms
       Flash
Open Source / Linux / Zope / Python			

Additional technology experience that will be accepted up to a maximum:	**Maximum no of months taken into account for evaluation:**		
	Jr	**Consultant**	**Sr**
Graphical Design	9	18	25

Tools / Utilities that can be acknowledged:

– Graphical designer tools

– File management tools

– Web content management tools

2.2.4. *Technology T4. Business Analysis, Project Management and Technical Documentation*

Core experience that is required::

UML modelling
     Project Management
     Business Process Analysis
     RUP
User Requirement Analysis

Tools / Utilities that can be acknowledged:

– UML/RUP tools
– Ms Project
– Mindjet

2.2.5. *T5. Helpdesk support for application*

Core experience that is required::

	Maximum no of months taken into account for evaluation:		
Application support, internal or external applications Customer service support functions User application training Client facing activities			
Additional technology experience that will be accepted up to a maximum:	Jr	Consultant	Sr
Application user guide preparation	2	5	8

Tools / Utilities that can be acknowledged:

– Camtasia

– Jira

2.2.6. *Technology T6. Database design, analysis and Reporting development, Business Intelligence and ETL*

Core experience that is required::			
Oracle RDBMS SQL ETL Data Warehousing Data Mining Database Administration Business Objects Suite (except Reporter) Business Intelligence			
Additional technology experience that will be accepted up to a maximum:	**Maximum no of months taken into account for evaluation:**		
	Jr	Consultant	Sr
Business Objects Reporter	2	5	8

Tools / Utilities that can be acknowledged:

– Oracle support suite

– Toad

– Business Objects Designer

– KXEN or SPSS

2.2.7. *Technology T7. Web editing and publishing*

Core experience that is required::
Drafting, editing and approving texts for publication, Web page make-up, illustrations, layout styling. Web Content editing

Redaction of content for web sites
E-news services management
Proof reading of publications
Provision of editorial assistance
Editor role in communications sectors

Tools / Utilities that can be acknowledged:

– Web content management tools

– Text and content editing tools

SANCO/A4/2007/001 CV FORM

CV front page

CV number :	*(indicate here the CV number)* …………
Date of birth:	*(dd/mm/yy)*
Contract information:	Date of recruitment (dd/mm/yy), for freelance indicate freelance:
Current function:	*(indicate the function in the company)* *for freelance indicate freelance*
Profile for which employee is entered:	*Check the appropriate (only **one**):* ☐ Junior ☐ Senior Consultant ☐ Consultant
Technology for which the employee is entered:	*Check the appropriate boxes (only check boxes within **one Technology area T1 - T7**):* T1 ☐ J2EE development ☐ Documentum ☐ Application Stress Testing T2. ☐ Coldfusion development T3 ☐ Web designer ☐ Content Management T4 ☐ Business Analysis ☐ Project Management ☐ Technical documentation T5 ☐ Helpdesk Application support ☐ Applications Trainer T6 ☐ Database design & Analysis ☐ ETL ☐ Business Intelligence & Reporting T7 ☐ Web editing ☐ Web publishing

Highest relevant educational qualification:	*Check the appropriate :* ☐ University degree ☐ Non university degree	Certificate and/or diploma obtained and main topics studied	Institute: Date:

Languages: Mother tongue:				
Languages: **Include Mother tongue** (indicate level of skill: from 1=basic to 5=excellent)	English: French: German: Dutch: Italian: Spanish: Other(s):	Spoken	Read	Written
Date IT career started:	(mm/yy)			
Specialised expertise				

Summary (use this area to briefly indicate the major facts which should be known about this employee):

CV training page

CV number:	
CV training page number for this CV:	

TRAINING			
	Training name + relevance for the technology / profile:	Company/institute organising the training:	Date(s) training followed:	Exams or certificates:
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

CV software expertise page

CV number:	
CV software expertise page number for this CV:	

Software expertise			
Tool or Technology (precise manufacturer, product name and version(s))	Competence (rating : 1 -5)	Duration (in months)	Description (e.g. give relevant entries under "professional experience")

CV professional experience page

CV number:	
CV experience page number for this CV:	

PROJECT EXPERIENCE (use one per project / employer)	
Project name:	
Company:	
Dates :	**Start:** (mm/yy) E**nd:** (mm/yy) **Effective number of months worked on the project:** (months)
Client :	
Project size:	

Project description :

Clearly describing all technologies worked with.

Employee's Roles & Responsibilities in the project:

Software / Technologies used by the consultant in the project:	months	% of time spent on the technology
Total		**(May not exceed 100%**

Methodologies used by the consultant in the project:	months	% of time spent on the methodology
Total		**(May not exceed 100%)**

3. **LETTER CONFIRMING THE AVAILABILITY OF A SERVICE PROVIDER**

Each CV of proposed service provider will have to be accompanied by a letter signed by them stating that:

(1)   he or she has agreed to be proposed by the tenderer for the purpose of this contract;

(2)   he or she is available to start working for the contract between 30 September 2008 and 31 October 2008;.

(3)   he or she has agreed to participate to an eventual meeting a the Commission premises where interview may be conducted to verify the content of the proposed CV;

(4)   he or she declares that he or she has verified the CV before being submitted and has found everything mentioned in the CV to be 100% correct.

_____letter template_____

<Company Name>
<CV list Number>
<Service Provider Name>
<Service Provider Address>
<Country>

Ref: Call for tender offer submission availability declaration.

I the undersigned, <Full Title, First name and Last name> hereby declare that I have agreed with <Company Name> to work for them for the execution of services for this call for tender, and have agreed with them the employment terms under which I will execute this work. I have noted that this is part of a call for tender without any guarantee of success but that nonetheless, should the bid succeed I will be available to start the services between 30 September 2008 and 31 October 2008 at the latest.

I also declare that I have verified that the CV that will be submitted is correct.

I also declare that I agree to participate to an eventual meeting with Commission officials and to be interviewed by them so as to verify the accuracy of my CV.

<Place>   , <Date>

<Service ProviderName>   <Signature>

_____end of template_____