

# Request for proposal

## Software-Maintenance and other IT-Services (BlueBook)

## 1. Overview of EIT RawMaterials

EIT RawMaterials is a 'Knowledge and Innovation Communities' (KICs) created by the European Institute of Innovation and Technology (EIT), aimed at promoting innovation in the raw materials sector across Europe. Established in 2015, EIT RawMaterials works to secure the sustainable supply of raw materials to the European industry by driving innovation, education, and entrepreneurship along the entire raw materials value chain.

We are a knowledge-driven business and a catalyst for industrial progress. Our offerings leverage our expertise and that of our network – the world's largest network in the raw [and advanced] materials sector – which includes companies at every stage of evolution, from start-ups to market leaders, along with leading international universities, research organisations, and top experts and future talent from the sector.

Our activities span from mining and mineral processing to material recycling and substitution, focusing on increasing resource efficiency and fostering a circular economy.

We inform policy, apply knowledge, accelerate innovation, create opportunity, and unlock commercial value – for our partners and customers throughout the raw materials value chain to develop the raw materials sector as a strategic strength and foundation for a secure, sustainable future for Europe.

Our offerings are designed to help our partners and industry to be part of Europe's strategic agenda to ensure supply chain security and make the 'Green New Deal' a reality that benefits the people of Europe and partner nations.

For more information about our company please visit the following website:

<https://eitrawmaterials.eu/>

## 2. Scope of work

### 2.1. General Objectives

BlueBook is a project management software to fulfil the internal requirements of EIT RawMaterials. It includes the management of partner/company contacts, projects, project agreements & contracts, business plan creation and reporting to the EIT (European Institute of Innovation and Technology) and all related processes like rights management, logins for internal users and external users (partner organisations), reporting internally (via Dashboards) and externally (via Data transfers) to the EIT.

**The application is mainly based on the programming language ASP.net in combination with WebForms (VB.net). TypeScript and JQuery are also used. SQL Server is used as database system. Further libraries for data visualization are used (GemBox.Document, Gembox.Email, SpreadsheetGear).**

Approximately 100 internal users use the tool regularly and up to 7000 external users exist. About 800 projects are managed in BlueBook, of which 170 are currently active.

There are several interfaces and connections to external systems such as SeedBook (proprietary internal call-for-proposals management software) and SimpleSign (digital signing service). BlueBook also offers an API for external

services to use/provide the data (e.g. HubSpot). Extensive automated exports of reports are implemented and a variety of options for exporting data as Excel files are available.

Currently, a BlueBook modernization project has been initiated, which will use .NET for the backend and the Angular framework for the frontend. The improved BlueBook 2.0 version is intended to be more functionally flexible with configuration options from the admin-user side, which are currently not available.

EIT RawMaterials intends to engage a service provider with experience in all necessary programming languages (see above) and in agile project frameworks to support smooth transition to BlueBook 2.0 and ensure the software remains fully functional until the transition project is completed.

## 2.2. Detailed Scope of Work

The provider must provide all necessary maintenance, development and support services to achieve the aforementioned objectives and contribute to a successful transition to BlueBook 2.0, in particular the following

- Basic services and ongoing support such as consulting, planning, reporting, etc.
- Together with EIT RM IT service provider support/configuration of the web servers
- Monitoring of recurring cron jobs/scheduler tasks
- Ensure recurring export to the EIT based on requirements provided by the EIT
- Minor extension of data structures in case of requirement changes
- Support data exchange with EIT when it comes to regular reporting, Business Plan submissions etc
- Establishment of a change request process
- Bugfixing
- Ensure availability of API interface + adaptations
- Further develop digital signing service (e.g. SimpleSign) connection
- Assist existing developer in creation documentation and description of application during the handover process.
- Weekly meetings with the central stakeholders

It is important to EIT RawMaterials to find a provider with whom the transition processes to BlueBook 2.0 can be carried out in a cooperative way. The cooperation shall be based on agile project approaches. EIT RawMaterials expects the provider to have fixed contact persons available for all services which are subject of this cooperation. Close cooperation between the provider, EIT RawMaterials and further external developers working on BlueBook 2.0 is required.

The engagement shall begin immediately after the award of this contract. It shall end automatically on 31/05/2027.

The scope of services is estimated up to 1682 person hours. The provider is not entitled to a specific amount of person hours under this contract. The specific amount shall be subject to monthly planning and decision by EIT RawMaterials.

## 3. Tendering Process

### 3.1. Participation

Participation is open to all interested economic operators.

All tenderers must sign the Tenderers' Declaration Form attached as Annex 1 and submit it with the proposal.

Please note that the tenderer may not modify the text. The document must be submitted electronically signed as provided by EIT RawMaterials and as attached to this Request for Proposal.

### 3.2. *Timetable*

EVENT	DATE (Calendar dates)
Publishing the RfP on EIT RawMaterials website	13.04.2026
Deadline for requesting additional information	20.04.2026
Deadline for submitting proposals	28.04.2026
Intended date of notification of award	05.05.2026
Intended date of contract signature	18.05.2026

### 3.3. *Requirements for proposals*

Proposals must be emailed in English to the following address:

Contact name: for the attention of Sandra Grunde

E-mail: [sandra.grunde@eitrawmaterials.eu](mailto:sandra.grunde@eitrawmaterials.eu)

The proposal shall contain:

- A minimum of **one reference for services that are comparable** in terms of scope and complexity, i.e.
  - o Cover all necessary programming languages and IT skills, i.e. **VB.NET, C#, ASP.net WebForms, Typscript, JQuery, TSQL – stored procedures and queries in SQLServer, SQL basic server administration tasks – backup/restore, basic Windows server administration skills.**
  - o Work in an agile project framework (i.e. SCRUM or comparable).
  - o Work in a multilingual project framework (English and other).
- **Short outline of the approach** to taking over and familiarising oneself with an ongoing transition project (max. 2 A4 pages).
- **CVs of the personnel to be appointed for the services** with track record / personal references as proof of the required programming languages and IT skills.
- The **financial offer** (the price for the requested services). The financial offer must be presented in Euro as net amount per person hour + VAT.
- An indication of supplier's **insurance coverage**. The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.
- **Tenderers' declaration form.**

Proposals must be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals shall, if applicable, also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorised to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers in this RfP and that it has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

#### 3.4. *Requests for additional information or clarification*

In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be provided through written communication – email only. All questions should be sent prior to the deadline for requesting clarification as specified in section 2.2.

Contact name: for the attention of Sandra Grunde

E-mail: [sandra.grunde@eitrawmaterials.eu](mailto:sandra.grunde@eitrawmaterials.eu)

#### 3.5. *Validity of the proposals*

Tenderers are bound by their proposals 90 days after the deadline for submitting proposals.

#### 3.6. *Costs for preparing proposals*

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

#### 3.7. *Ownership of the proposals*

EIT RawMaterials retains ownership of all proposals received under this procedure. Proprietary information identified as such, which is submitted by tenderers in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT RawMaterials may transfer the proposal and the contract of the supplier to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

#### 3.8. *Clarification related to the submitted proposals*

After submission, proposals shall be reviewed for compliance with formal requirements as set forth in this RfP. Where information or documentation submitted by the tenderers are or appear to be incomplete or erroneous or where specific documents are missing, EIT RawMaterials may request the tenderer to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be provided through written communication – email only.

#### 3.9. *Negotiation about the submitted proposal*

After reviewing the formal compliance of the tenders, EIT RawMaterials may negotiate the contract terms with the tenderers. In this negotiation EIT RawMaterials will request all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiations, EIT RawMaterials shall provide further information about the proceedings and timing.

#### 3.10. *Evaluation of proposals*

Each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document.

Quality criteria	Points
<p>Approach to taking over and familiarising oneself with an ongoing transition project.</p> <p>To apply this criterion, points shall be awarded using the school grading system, as follows:</p> <ul style="list-style-type: none"> <li>• 'excellent' (equivalent to 17-20 points)</li> <li>• 'good' (equivalent to 13-16 points)</li> <li>• 'average' (equivalent to 9-12 points)</li> <li>• 'below average' (equivalent to 5-8 points)</li> <li>• 'insufficient' (equivalent to 0-4 points).</li> </ul>	20
<p>Proven track record of the designated personnel with projects comparable in scope and complexity.</p> <p>To apply this criterion, points shall be awarded using the school grading system, as follows:</p> <ul style="list-style-type: none"> <li>• 'excellent' (equivalent to 41-50 points)</li> <li>• 'good' (equivalent to 31-40 points)</li> <li>• 'average' (equivalent to 21-30 points)</li> <li>• 'below average' (equivalent to 11-20 points)</li> <li>• 'insufficient' (equivalent to 0-9 points).</li> </ul>	50
<i>Total score for quality criteria</i>	70
<b>Financial criterion</b>	
<p>Lowest offered price (hourly rate multiplied with the estimated amount of person hours) shall receive the highest score, other shall be calculated in relation to that in linear equation</p>	30
<i>Total score for financial criterion</i>	30
<b>Total maximum score</b>	<b>100</b>

### 3.11. Signature of contract

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the procedure.

The successful tenderer will be awarded the Service Agreement as provided in Annex 2. The specific services will be assigned to the successful tenderer following the procedure as set forth in the Service Agreement.

The successful tender is fully aware that this contract does not confer the right to a specific amount of person hours. EIT RawMaterials reserves the right to assign all or parts of the services to third parties.

### 3.12. *Appeals/complaints*

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. Appeals should be addressed to EIT RawMaterials. EIT RawMaterials is only able to address complaints before the contract is awarded to the successful tenderer.

### 3.13. *Cancellation of the procedure*

EIT RawMaterials reserves the right to suspend or cancel the procedure, where the procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, EIT RawMaterials may terminate the contract.

In the event of cancellation of the procedure, EIT RawMaterials will notify the tenderers of the cancellation. In no event shall EIT RawMaterials be liable for whatsoever, including, without limitation, damages for loss of profits, in any way connected to the cancellation of the procedure.

### 3.14. *Ethics clauses / Corruptive practices*

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Furthermore, the supplier acknowledges and accepts the Code of Conduct of EIT RawMaterials which can be downloaded via <https://eitrawmaterials.eu/>

**Annexes**

*Annex 1: Tenderers' Declaration Form*

*Annex 2: Service Agreement*