



**Ministry of Environment  
and Food of Denmark**  
The Danish  
Agricultural Agency

## **ADVERTISEMENT OF**

**Software for carrying out the annual LPIS QA  
including ETS, MTS, and user support**



## 1. PURPOSE

The Danish Agricultural Agency (hereinafter referred to as the "contracting authority") requires the performance of a task concerning a software for carrying out the annual LPIS QA including ETS, MTS, and user support.

The contracting authority hereby invites interested eligible companies to submit offers for the solution of this task.

## 2. SCOPE OF THE TASK

The advertisement includes the procurement of a software for carrying out the annual LPIS QA including ETS, MTS, and user support. The task is described in more detail in Annex 1 including annexes.

The ordinary contract will run for three years after which the contracting authority has the option to extend the contract three times, one year at a time on unchanged terms.

## 3. PERSONAL DATA

The contracting authority processes personal information in connection with receiving offers, typically contact information for one or more employees of the bidder. The General Data Protection Regulation grants rights to the registered, and the contracting authority's processing of personal data are described in the privacy notice at <https://lbst.dk/persondatapolitik/>.

## 4. PROCEDURE FOR THE ADVERTISEMENT

The contracting authority advertises the task in accordance with Title IV of the Danish Public Procurement Act, as the contracting authority has determined that this contract has a clear cross-border interest.

The process for submitting offers is organised as shown below.

### 4.1 Advertising material

The material that forms the basis for the submission of offers consists of the following:

- a. Advertising conditions (this document)
- b. Annex 1 - Draft contract, including annexes A-D
- c. Annex A - Questions, answers, and changes to the procurement documents (only if relevant)
- d. Annex B - Requirements specification
- e. Annex C - Supplier's offer and solution
- f. Annex D - Consortium declaration (only if relevant)



#### 4.2 Submission of offers

The bidder must prepare a written offer in accordance with annex C. Only one offer may be made per bidder.

Offers must be received no later than Thursday the 16th of July 2020 at 23:59. Offers received after this date will not be considered.

Offers must be submitted in writing to Mette Holst Nielsen, [kortoggis@lbst.dk](mailto:kortoggis@lbst.dk).

The offer must include descriptions in relation to the award criteria below, and the offers will subsequently be assessed based on these criteria.

The offer and all related material shall be in English.

The bidder must abide its offer for 3 months after the deadline for submission of offers.

The bidder's costs associated with submitting the offer are irrelevant to the contracting authority, also if the contracting authority decides to cancel the advertisement without awarding a contract.

The contracting authority is not obliged to return the offers to the bidders.

#### 4.3 Contract award

The contract will be awarded on the basis of the following 2 criteria, which weighs by the percentage indicated:

○ Price (20 %):

The bidder shall provide a fixed price per year for the task in the ordinary contract period and a fixed price per year for the options.

The total tender price will be converted to points following a non-linear model, where the tender with the lowest price will be given 9 points, and the other tender prices will be converted to points using the following formula: the tenders' point =  $9 * \text{lowest price} / \text{the tenders' price}$ .

Offers stated in Euro (EUR) will, in terms of the price-evaluation, be converted to Danish kroner with the rate 1 EUR = 7.46 DKK, in order to compare it to offers received in DKK.

○ Performance of the task (80 %):

Evaluated on the basis of an overall assessment of the following sub-criteria:



***Delivery and update of the software***

The bidder must describe how they will deliver the software and make sure that they are up to date on the specifications and changes from the Commission, to make sure that the software is up to date. A solid and thought out plan will be weighted positively.

***Functions etc. in the software***

It will be weighted positively, that the bidder in their description of the offered solution, show that the bidder have a good understanding of the LPIS QA and what the software will need to include for the contracting authority to be able to report correctly to the Commission. This also includes a good understanding of needed input data and GIS functions.

It will be weighted positively, if the software is able to handle the needed extra data and multiple users described in Annex B.

A user-friendly software, with easy overviews of the results for each reference parcel, which makes it easy for the operators to find out why the reference parcel is not conforming and where there are validations or the like including check for geometric overlap, which gives a low risk of errors from the operators, will be weighted positively.

***Creation of gml and xml files for reporting to the Commission***

The bidder must describe how their software will be able to deliver the expected files to the Commission. It will be weighted positively, the greater the number of relevant files the software produces.

***Calculation of the quality elements (QE)***

The bidder must describe which of the quality elements their software will be able to calculate automatically. It will be weighted positively, the greater the number of automatic calculations the software can generate.

***Support and training***

Good possibilities for support and training will be weighted positively.

***Timeframe for delivery***

The bidder must describe the plan for delivery and update of the software. A solid and thought out plan will be weighted positively.

Point model

"Performance of the task" – will be evaluated using the following point scale of 1 to 9:

- 9 Best possible compliance with the criterion
- 8 Excellent/superior compliance with the criterion
- 7 Good/highly satisfactory compliance with the criterion



- 6 Above average compliance with the criterion
- 5 Average /satisfactory compliance with the criterion
- 4 Below average compliance with the criterion
- 3 Less satisfactory compliance with the criterion
- 2 Inadequate compliance with the criterion
- 1 No compliance with the criterion or minimum requirements

## 5. EVALUATION OF OFFERS

After the deadline for submission of offers, the contracting authority will evaluate the received offers on the basis of the above mentioned award criteria and decide, to which bidder to award the contract.

All the bidders will be notified simultaneously, and as soon as possible, of the decision regarding the contract award. The contracting authority intends to conclude the contract following the award decision.

### 5.1 Security approval and test of software

Before the contract can be concluded the software needs to get approved in the contracting authority's security protocol and tested, to make sure the software lives up to the requirements and the descriptions from the winning bidder.

This requirement apply to software which has not yet been security approved and tested by the contracting authority.

This is specified in more detail in requirement #30.

### 5.2 Contract conclusion

The contract will be concluded on the basis of the draft contract in Annex 1.

The contract sets out the obligations and rights that will apply between the parties in connection with the performance of the task covered by this advertisement. It should be noted that the substantial terms of the draft contract cannot be changed.

The bidder's standard terms and conditions will not form part of the contract basis.

## 6. QUESTIONS

Any questions about the material or process may be addressed in writing to Mette Holst Nielsen, [kortoggis@lbst.dk](mailto:kortoggis@lbst.dk) no later than the 8th of July at 23:59. Questions received after this date will not be answered.

Questions will be answered in writing and as soon as possible after they are received.

Both questions and answers will be uploaded in anonymized form to [www.udbud.dk](http://www.udbud.dk).



## 7. CONTACT INFORMATION

The contracting authority is:

The Danish Agricultural Agency  
Nyropsgade 30  
1780 Copenhagen K  
Denmark

Contact person: Mette Holst Nielsen  
E-mail: [kortoggis@lbt.dk](mailto:kortoggis@lbt.dk)

## 8. TIMETABLE

The advertisement is expected to be completed according to the timetable below. It should be noted that the contracting authority reserves the right to make changes. Bidders will be notified of such changes.

Thursday the 18th of June 2020	Advertisement on <a href="http://www.udbud.dk">www.udbud.dk</a>
Wednesday the 8th of July 2020 at 23:59	Deadline for asking questions
Thursday the 16th of July 2020 at 23:59	<b>Deadline for submission of offers</b>
Monday the 10th of August 2020	Expected provision of notifications regarding the award decision to bidders
Friday the 21st of August 2020	Security approval of the software from the winning bidder expected to be completed
Friday the 21st of August 2020	Delivery of software to the contracting authority for test. Conditional on the software being approved
Friday the 4th of September 2020	Expected completion of the test of the software to make sure it lives up to the requirements and the descriptions from the bidder
As soon as possible after the test of the software and award of contract	Contract signing and eventual kick-off meeting

