**ANNEX II - TECHNICAL PROPOSAL FORM**

The technical proposal must be consistent with the Technical Specifications (see Title B.1. of the Tender Specifications). In preparing the technical proposal the tenderers should bear in mind the award criteria against which it will be evaluated (see Title B.7. of the Tender Specifications).

Tenderers shall use the following format to submit their technical proposals.

Name of the tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Authorised signature on behalf of the Tenderer** | |
| Name and address of the tenderer |  |
| Name and function of the authorised representative |  |
| Signature |  |
| Date |  |

The tenderers shall answer the questions below and shall provide the required information in the text boxes provided. Tenderers can extend the answers to questions in the Technical Proposal form on as many pages as needed and there is no restriction on how long the answers can be. The text boxes can be expanded for as long as needed and additional information/documents can be attached if necessary. In case additional information is provided as annex(es) to this technical proposal form, a reference to the annex(es) should be included in the box corresponding to the relevant question.

This technical proposal form is divided in four parts, as follows:

* Part 1: Checklist of minimum (mandatory) requirements
* Part 2a: Availability of e-journal titles for subscription and availability of e-journal back copy volumes of minimum last 10 years (or complete), according to list
* Part 2b: Other peer reviewed international e-journals related to the field of police research, criminology, criminal justice or general social science offered by the tenderer (not taken into account in the evaluation)
* Part 3: Number of relevant offered e-book-collection subscriptions
* Part 4: Contract implementation proposal

# Checklist of minimum (mandatory) requirements\*

\* **Important**: Please note that the questions in “Checklist of minimum (mandatory) requirements” require an unconditional answer. In order for the tender to be evaluated against the award criteria, it should first meet all the minimum (mandatory) requirements, i.e. all the answers to the below question must be positive. If no answer is given or if an affirmative answer is qualified in any way (e.g. a “yes, but …” answer), it will be deemed as a negative answer and your offer will be disqualified and eliminated.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref.[[1]](#footnote-1) | Mandatory (minimum) requirements | Compliance  *(please tick)* | |
| YES | NO |
| B.1.2. | Ability to enable registered users of CEPOL e-Net to access full-text content of e-resources through a single sign-on mechanism via CEPOL extranet and their CEPOL user credentials. |  |  |
| The offered authentication mechanism for accessing, reading, downloading and printing full-text articles or books is delivered through an external authentication mechanism, which is fully compatible with the set-up of CEPOL technical e-Net structure. |  |  |
| B.1.3.a | Ability to implement the installation and to constantly support a proven and stable authentication/authorisation mechanism compliant with international protocol standards, that will link the CEPOL e-Net user-base with the electronically available content of specific published e-journals and e-books, in technical cooperation with CEPOL’s e-Net provider. |  |  |
| B.1.3.b | Ability to activate access to the content of the subscribed e-journals, e-books or related librarian information services. |  |  |
| B.1.3.c | Ability to provide electronic subscription services to specifically requested e-journal and e-book titles for 12 months periods, to the effect that registered CEPOL e-Net users can open, read, download or print full text articles of the e-journals and e-books. |  |  |
| B.1.3.d | Ability to provide the service to all registered CEPOL e-Net users. The service shall not be restricted in terms of data volume or frequency of access by individual users other than stipulated by the terms of use by the publisher of the e-journals. |  |  |
| B.1.3.e.i. | Ability to provide access to the content of the subscribed e-books for collections offered as packs. |  |  |
| B.1.3.e.ii. | Ability to provide the permanent acquisition of selected titles upon request by CEPOL and on various usage models (single, unlimited, etc.). |  |  |
| B.1.3.f | Availability of abstract services for periodicals in the area of policing and law enforcement, with an indication of where full-text will be available. |  |  |
| B.1.3.g | Availability of tools and services to support the search and usage of subscribed contents. |  |  |
| B.1.3.h | Availability of access to CEPOL’s designated staff member(s) to the administrator accounts offering monthly statistics of usage, where applicable. |  |  |
| B.1.3.i | Availability of training sessions to CEPOL agency staff for administrator accounts. |  |  |
| B.1.3.j | Availability of a helpdesk and technical support to fix any possible interruptions of the service within the shortest possible period of time.  The functionality of the access will be checked on a working-day basis.  After the identification or communication of an interruption or a possible error or malfunction, ability to resolve any issue within maximum 48 hours from the date and time the request is communicated. |  |  |
| B.1.4.a | Compliance with the reporting requirements as specified in the tender specifications. |  |  |
| B.1.4.b | Compliance with the delivery timeframes required in the tender specifications. |  |  |
| B.1.4.c | Availability of an account manager as specified in the tender specifications. |  |  |
| B.1.4.d | Availability to participate in a kick-off meeting and in periodical meeting, as specified in the tender specifications. |  |  |

# 2a. Availability of e-journal titles for subscription

| **E-journal Title** | **ISSN (online)** | **Publisher** | **Access to the current volume**  **2019**  **YES/NO** | **Access to a 10 year collection (where applicable) of back issues**  **2008-2018**  **YES/NO** | **Access to the complete collection of back issues**  **YES/NO** |
| --- | --- | --- | --- | --- | --- |
| Crime Science | 2193-7680 | Springer |  |  |  |
| Digital Investigation | 1742-2876 | Elsevier |  |  |  |
| European Journal for Security Research | 2365-1695 | Springer |  |  |  |
| European Journal of Crime, Criminal Law and Criminal Justice | 1571-8174 | Brill |  |  |  |
| European Journal of Criminology | 1477-3708 | Sage |  |  |  |
| European Journal of Policing Studies | 2014-760X | Maklu Uitgevers |  |  |  |
| European Journal on Criminal Policy and Research | 1572-9869 | Springer |  |  |  |
| European Security | 1746-1545 | Taylor and Francis |  |  |  |
| Global Crime | 1744-0580 | Taylor & Francis |  |  |  |
| International Journal of Police Science & Management | 1478-1603 | Vathek Publishing (Sage) |  |  |  |
| International Journal of Cyber-Security and Digital Forensics | 2305-0012 | SDIWC |  |  |  |
| International Journal of Digital Crime and Forensics | 1941-6229 | IGI Global |  |  |  |
| International Journal of Electronic Security and Digital Forensics | 1751-9128 | Inderscience Publishers |  |  |  |
| International Journal of Forensic Computer Science | 1980-7333 |  |  |  |  |
| Journal of Criminal Justice Education | 1745-9117 | Taylor & Francis |  |  |  |
| Journal of Digital Forensics, Security and Law | 1558-7223 | Embry-Riddle |  |  |  |
| Journal of Digital Forensic Practice | 1556-7346 | Taylor & Francis |  |  |  |
| Journal of Human Rights | 1475-4843 | Taylor & Francis |  |  |  |
| Journal of Human Trafficking | 2332-2713 | Routledge/ Taylor & Francis |  |  |  |
| Journal of Money Laundering Control | 1368-5201 | Emerald |  |  |  |
| Journal of Police and Criminal Psychology | 1936-6469 | Springer |  |  |  |
| Journal of Policing, Intelligence and Counterintelligence | 2159-5364 | Routledge/ Taylor & Francis |  |  |  |
| Kriminalistik | 0023-4699 | Kriminalistik Verlag |  |  |  |
| New Journal of European Criminal Law | 2399293X | Sage |  |  |  |
| Police Journal: Theory, Practice and Principles | 1740-5599 | Vathek Publishing  (Sage) |  |  |  |
| Police Practice & Research | 1477-271X | Routledge/ Taylor & Francis |  |  |  |
| Police Quarterly | 1552-745X | Sage |  |  |  |
| Policing – a journal of policy and practice | 1752-4520 | Oxford University Press |  |  |  |
| Policing and Society | 1477-2728 | Routledge/ Taylor & Francis |  |  |  |
| Polizei & Wissenschaft | 1439-7404 | Verlag für Polizeiwissenschaft |  |  |  |
| Security Journal | 1743-4645 | Palgrave |  |  |  |
| Studies in Conflict & Terrorism | 1521-0731 | Routledge/ Taylor & Francis |  |  |  |
| Terrorism and Political Violence | 1556-1836 | Taylor & Francis |  |  |  |
| Trends in Organized Crime | 1936-4830 | Springer |  |  |  |
| World Customs Journal | 1834-6715 | World Customs Organisation |  |  |  |

# 2b. Other peer reviewed international e-journals related to the field of police research, criminology, criminal justice or general social science offered by the tenderer (not taken into account in the evaluation)[[2]](#footnote-2)

|  |  |
| --- | --- |
| **E-journal title** | **Comments** |
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# E-book collections subscriptions offered[[3]](#footnote-3)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Package and/or Subject Set** | **Content of the Package and/or Subject Set**  **(link to website)** | **Length of access if purchased (12-month subscription or other)** | **Comments** |
|  |  |  |  |
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# Contract implementation proposal

| **No.** | **Question** |
| --- | --- |
| *4.1.* | *Describe how subscriptions will be managed. Indicate clearly your timeframes (in working days) for processing the following:*  *a) price requests*  *b) specific contracts (maximum 10 days)*  *c) cancellations*  *d) complaints*  *e) invoices*  *f) credit notes* |
| *4.2.* | *Define the type of electronic resources that you are able to supply. In particular, please confirm if you could provide the contracting authority with:*  *a) datasets*  *b) databases*  *c) resources from economic operators with which you do not currently work* |
| *4.3.* | *For resources where the publisher sends user credentials (‘login’/‘password’), describe clearly how these credentials will be handled.* |
| *4.4* | *Explain the notification system you would use to inform the contracting authority of any change relating to existing subscriptions and titles and to provide the necessary information on new titles available (bibliographic details, publication frequency, availability, formats, etc.).* |
| *4.5* | *Can you consolidate and provide COUNTER-compliant usage statistics/reports?* |
| *4.6* | *Do you propose OpenAthens software(s) and/or service(s) or equivalent? Please elaborate.* |
| *4.7* | *Describe the available mechanism to link the content of e-journals and e-books to CEPOL Learning Management System* |
| *4.8* | *Describe any other service or supply proposed in connection with the subject matter of the FWC.* |

1. Section of the tender specifications [↑](#footnote-ref-1)
2. The tenderer shall add/remove lines, as applicable [↑](#footnote-ref-2)
3. The tenderer shall add/remove lines, as applicable [↑](#footnote-ref-3)