

Summary

Call for Nomination

Project Management, Operational and Administrative Support to IT systems and preparations for construction.

BACKGROUND

This document is the summary of technical specification for the *Framework Contract for Project Management, Operational and Administrative Support to preparations for construction* for ITER Organization (IO). It covers project management, system management, administrative support, data entry and document management.

SCOPE OF WORK

The purpose of this Call for Tender is to identify a company to provide onsite services and support in project management in the areas of implementation of IT systems (such as the Intergraph SmartPlant suite), rollout and operation of associated processes, project management in the domain of preparation of tenders, as well as support to the operation of IT systems connected to construction, including material management.

In order to fulfil the scope of this contract it is expected that a team of up to approximately five full-time persons will be required, including one senior IT project manager, one senior project manager in the area of contract preparations, materials controllers with experience of SmartPlant Materials and/or SAP, SmartPlant Foundation system administration, documentation administration assistants. The exact team size will vary during the contract and shall be determined by IO and according to the issued task orders.

EXPERIENCE

It is required that the contractor has experience in managing the deployment and system management of IT systems, specifically including experience in Intergraph SmartPlant Materials and SmartPlant for Owner & Operators, SmartPlant Construction and the integration of those various systems with a challenging heterogeneous software landscape.

Regarding preparations for construction, the contractor shall have 15+ years project management experience within the construction industry in the areas of contract preparation, tendering and management. Significant nuclear project experience will be required. In addition, support to preparation and execution of communications plans, stakeholder management and associated materials and media shall require experience in business to business communications.

The contractor shall have undertaken projects & team coordination amongst different organizations/customers, heterogeneous information systems and using international project management methodologies.

The contractor shall have experience in support to the operation of the SmartPlant Materials system in large scale construction projects, including generating requisitions, reports, supplier information management, purchase orders, blanket orders, inventory transactions.

Administrative support shall require experience of electronic filing of documents into computer systems similar to ITER's IDM, SAP, Microsoft SharePoint or Intergraph SmartPlant Foundation. This shall include data entry, follow-up of workflows, records keeping, preparation of meetings, conferences, minutes of meetings, receiving telephone and email communications, help and information lines.

Overall the contractor team shall have the following key abilities:

- Ability to work within an international environment
- Ability to work independently within a rapid paced environment
- Ability to confidently present to large and small groups of executives, managers, and engineers.
- Good command of the English language (both written and spoken).

DURATION

The initial framework contract duration shall be for 24 months from the official starting date with an optional extension of 12 months. The option will be released upon the mutual agreement of both parties and with the express written permission of IO.

TIMETABLE

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| Call for Nomination release | End April 2014 |
| Receipt of nominations | End May 2014 |
| Issuance of Pre-qualification Application | June 2014 |
| Receipt of Prequalification Application | July 2014 |
| Notification of Prequalification results | July 2014 |
| Issuance of Call for Tender | July 2014 |
| Clarification questions related to this Call for Tender | August 2014 |
| Response to Questions from ITER Organization | August 2014 |
| Tender Proposals Due Date: | September 2014 |
| Estimated Contract Award Date: | September 2014 |
| Estimated Contract Start Date: | October 2014 |