



**SUBJECT: EX-ANTE PUBLICITY
- LOW OR MIDDLE VALUE CONTRACT-**

**USER SUPPORT AND WEB/APPLICATION DEVELOPMENT
CAPABILITIES FOR THE MICROSOFT 365 POWER PLATFORM**

1. WHAT IS THIS PUBLICITY ABOUT?

Economic operators must note that this is **not a call for tenders**, only operators that have received an invitation to tender can participate. It is merely a publication to announce the Contracting authority's intention to launch a negotiated procedure for the award of a low or middle value contract.

⚠ This publication is made pursuant to point 3.1 of Annex I to [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union \(the EU Financial Regulation\)](#) which requires ex-ante advertising of negotiated procedures for the award of middle and low value contracts (between €15,000 and €140,000 for services and supplies).

2. DESCRIPTION OF THE CONTRACT

The object of this tender is threefold:

1. User Support and Troubleshooting:

- The tenderer will offer assistance to external users, primarily through email correspondence. In cases where detailed interaction is required, support may extend to organizing and conducting meetings via Microsoft Teams.
- The support scope primarily encompasses troubleshooting and management of various Microsoft Power Platform components including Power Automate Flows, PowerApps, Power Pages, SharePoint Lists, and the Microsoft Dataverse.

2. Website Management and Development:



- The contractor will be responsible for the development, updates, and maintenance of a public website. This website is to be constructed using Power Pages, incorporating HTML and CSS for design and layout.
- A key feature of the website is a document library, integrated with the Microsoft Dataverse, necessitating expert handling of these interconnected systems.
- The contractor's role will include regular webpage development, updates, and addressing any issues or queries raised by staff regarding the website.

3. *IKOP and Boards Platform Management:*

- This involves using Power Automate for managing access rights to the IKOP Reporting application.
- Development and maintenance of a PowerApps-based Reporting application, which is utilized by external members for data input.
- Managing a SharePoint list dedicated to keeping track of the external members' contact information.
- Oversight and management of a Dataverse table, which is critical for administering web roles on Power Pages, particularly for the IKOP and Boards platforms.

2.1. *Price*

The maximum price is 25.000 EUR.

2.2. *Timing*

The contract will entail the provision of the above-mentioned services for a period of 6 months.

3. **WHERE CAN THE CALL FOR TENDERS' SPECIFICATIONS BE CONSULTED?**

The documentation of the actual call for tenders (invitation letter, tender specifications, and draft contract) will be provided only to invited candidates.

⚠ The Contracting authority reserves the right not to launch the planned procedure or to cancel or abandon it, without any right to compensation,



4. WHO WILL BE INVITED TO SUBMIT A TENDER?

Only invited candidates having received an invitation to tender from the Contracting authority may participate in the planned procedure.

Consequently, any tender received from a legal or natural person not invited to tender will be rejected.

5. HOW IS YOUR PERSONAL DATA PROTECTED?

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Any personal data will be processed solely for the purposes of the future invitation to tender.

Details concerning the processing of personal data are available in our privacy statement found here: [Data Protection & Legal Notice](#).