



Madrid – 20 January 2012

ICCAT CIRCULAR #0226 / 2012

SUBJECT: CALL FOR TENDERS – IMPLEMENTATION OF eBCD

I have the honor to transmit the attached **Call for Tenders for the Implementation of the Electronic Bluefin Tuna Catch Document (eBCD)**. As agreed during the 2011 Commission meeting, this text has been drafted and reviewed by the Technical Working Group on the eBCD, which met in Madrid 16-17 January 2012.

The Call for Tenders includes the Terms of Reference, background and objectives and instructions to Offerors, as well as details on the technical requirements.

Kindly distribute this information to individuals, agencies or private consultancy firms who may be interested in this offer. All the proposals should be sent to the Secretariat prior to the deadline of **29 February 2012 at 16:00 hrs GMT**.

The Secretariat invites all CPCs interested to designate a representative to be a member of a selection committee for the evaluation of the Tenders received and provide the name of the designated person to the Secretariat before **29 February 2012 16:00 hrs GMT**.

Please accept the assurances of my highest consideration.



Driss Meski
Executive Secretary

Commission Officers:

Commission Chairman :	F. Hazin	COC Chairman:	C. Rogers
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Head Delegates of Contracting Parties

Cooperating Parties, Entities, or Fishing Entities

Attachment: Call for Tenders – Implementation of eBCD.

TERMS OF REFERENCE – CALL FOR TENDERS – ICCAT #0226/2012

IMPLEMENTATION ELECTRONIC BLUEFIN TUNA CATCH DOCUMENT (eBCD) PROJECT 2012

Following the Commission Recommendation 11-21 (<http://iccat.int/Documents/Recs/compendiopdf-e/2011-21-e.pdf>), and based on the specifications and conclusions provided in the feasibility study report, the ICCAT Secretariat is calling for proposals to develop and implement an integrated electronic Bluefin tuna Catch Document (eBCD) project (hereafter referred as *the eBCD project*). This Call for Tenders is open to all institutions or entities interested in developing and implementing the eBCD project according to the specifications detailed below and in the Appendices provided. The anticipated timetable for the project calls for a software development within the first four months, with test trials during the following eight months, and full implementation by the beginning of the 2013 fishing season (May 2013) pending the results of the test trials and the recommendations of the technical Working Group. The eBCD project should be fully compatible with the ICCAT Secretariat databases, should be available 24 hours/7 days per week via Web internet, should provide the security and traceability requirements as specified, and should comply with the ICCAT current conservation and management measures applicable to the bluefin catch document (BCD) programme. The system should develop modules that allow upload and automatic transmission of data from CPCs on the system.

REQUEST FOR BIDS

Interested institutions or entities should submit an offer, in three volumes, to the attention of Mr. Driss Meski, the Executive Secretary of ICCAT, **February 29, 2012** at 16:00hrs GMT. Requests for clarifications must be received by **January 31, 2012**. Complete bids must be submitted in one of the official languages, English, French or Spanish, together with sufficient information on which to evaluate the technical proposal in the other two languages. The technical proposal will be evaluated on the following criteria: Company Experience, Technical Features and Organization. The offers should be sent by email in compressed format to driss.meski@iccat.int and two hard copies of all three volumes should be delivered to:

Mr. Driss Meski, Executive Secretary
ICCAT
c/ Corazón de María 8-6th floor
28002 Madrid, Spain

The bids should be submitted in three volumes as follows:

Volume 1. Technical proposal

- a) A detailed offer to meet the requirements of the development, testing and implementation, technical support and training of the eBCD integrated system, in accordance with the specifications, recommendations and security requirements explicit in the Tables attached to this call.
- b) A detailed list of any subcontracting activities contemplated;
- c) The declaration that the offering Institution or entity will follow these Terms of Reference and the Technical specifications contained in **Appendix 1**, and/or approved modifications agreed upon, and the administrative rules specified;
- d) A declaration that all the changes requested by ICCAT throughout system development and interim reports will be incorporated into the final system. Changes requiring additional activities not contemplated in this Call for Tenders and implying additional costs will be subject to mutual agreement.

Volume 2. Administrative documentation

- e) Letter of acknowledgment of this Call for Tenders and commitment to its terms and conditions;
- f) The name, address, and telephone number of the institution or entity;
- g) Curriculum vitae of each key member of staff to be assigned to the project.
- h) The description of activities of the institution(s) or entity(ies) applying for the eBCD integrated system implementation, indicating documented experience in these fields, to include up to five recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information);

- i) The legal, institutional and administrative status of the tendering body (e.g., statutes, type of institution, annual budget, budget control procedures, etc.).
- j) The bank account of the tendering body (bank name, bank account number, IBAN and SWIFT codes). VAT identification code should also be supplied, but please note that ICCAT is VAT exempt.

Volume 3. Financial proposal

- k) A budget, for the eBCD integrated system implementation, to be detailed by individual components (software development, database organization and integration with ICCAT Secretariat DB, graphical user interface (GUI), installation on “cloud” Internet server provider, administration control and transfer, training and technical support, operability test, stress and security test, end-user training, software documentation, extended technical support, others, etc.), and any discount terms. A summary of costs should be sent in the attached format (**Appendix 2**).

It is recommended that the total number of pages is less than 50 (Volumes 1 and 3). Offers that fail to furnish the required documentation or information, or that reject the terms and conditions of the Call for Tenders will not be considered.

An interview with bidders may be required. The Contractor should be available to report to any meeting requested by ICCAT. It is expected that the final selection will be made on **20 March 2012**

BACKGROUND AND OBJECTIVES

An important component of the measures taken by ICCAT in regard to the sustainable management of north Atlantic bluefin tuna is the adoption, in 2007, of a catch documentation programme. This programme, entitled the bluefin catch document (BCD) aims to track from catch to end-market distribution of all Atlantic bluefin tuna operations. Each BCD is composed of different sections (catch, transfer, farming, harvesting, trade) which must each be completed by relevant operators and subsequently validated by their flag and/or farm States. By validating, flag State authorities confirm that the products referred to in each section of the BCD have been caught and transferred in accordance with the appropriate conservation and management measures as agreed by the ICCAT Commission.

In 2010, the Commission, through Recommendation 10-11, and taking into account the multi-annual recovery plan for eastern Atlantic and Mediterranean bluefin tuna, recommended that an electronic Bluefin tuna Catch Documentation system (eBCD) shall be developed and maintained at the ICCAT Secretariat covering all bluefin tuna caught, farmed, harvested and traded. During 2011 the eBCD Technical Working Group and the Secretariat met regularly to develop the technical specifications and security requirements that the eBCD should have in order to implement the adopted Recommendation. Given the technical requirements, resources and cost associated with the project, it was decided to carry out a feasibility study, to be performed by an external expert company and present the results to the Working Group and to the Commission at its meeting in November 2011.

The feasibility study identified four main sections of the eBCD project: Development of the computer application, infrastructure requirements, training and maintenance and technical support. In the conclusion, the following actions were recommended: a) to develop an integrated system with auxiliary modules for complete electronic operability, b) to house the software system in a cloud provider service to maximize use and performance for users and provide maximum security and reliability to the system, c) to provide technical administrative training and end-user training, and d) to extend maintenance and service support to accommodate future modifications or improvements in the system.

CONTRACTOR TASK

The Contractor, who will work in close collaboration with the ICCAT Secretariat, will implement the eBCD project according to the Technical Specifications. The report from the feasibility study is available at the Secretariat in English and Spanish at [http://www.iccat.int/Documents/Other/eBCD_ANN_EN.zip]. The eBCD project involves code development, software implementation and testing, training and technical support. The bid should contain details on the methodology proposed for implementing the eBCD programme.

CONTRACTOR REQUIREMENTS

Documented multi-year experience in electronic systems for tracking products from production to end-market distribution, with emphasis in fisheries related resources. Demonstrated experience in code development for web/internet applications of animal/product control.

Availability of sufficient qualified administrative and technical staff to carry out the duties requested. The staff assigned must have an excellent working knowledge of one of the three official languages of ICCAT (English, French and Spanish). A high level of knowledge of English is highly desirable.

Availability of the technological expertise and experience for web development and implementation projects at the international level.

Requirement specifications

The BCD programme will be implemented in accordance with ICCAT Recommendation 11-21, which contains basic rules, format, instruction sheet, etc. The record of the discussions to implement the electronic system can be found in the report of the eBCD Working Group (http://www.iccat.int/Documents/Meetings/Docs/eBCD_WG2011Rep_ENG.pdf).

The contractor shall read carefully these documents.

The list of requirements of the eBCD project is given in **Table 1 to Appendix 1**. The essential elements of these requirements are as follows:

- a) A registered user can enter data as authorized by their CPC into the eBCD system, via web-internet connection.
- b) Final validation of any bluefin catch is the responsibility of the CPC authorities; this validation will be confirmed by the CPC authorized officer(s) by sending an electronic certificate to the eBCD system.
- c) Required signatures of the eBCD, (*i.e.* from observers, customs agents, etc.) will be implemented via a secure connection and additional password confirmation.
- d) Any modification in the history of eBCD will be recorded and documented for traceability.

The catalogue of data recorded and linked to any eBCD is given in **Table 2 to Appendix 1**. Note that this table includes several databases that record auxiliary information and are linked to the eBCD project. For example, list of authorized vessels, traps, farms, ports, authorized signatures from the State and observers, and list of registered exporters and importers. In practice these auxiliaries lists should be available prior to completing an eBCD. The eBCD project will include the development of the auxiliary forms/modules to allow Contracting Parties and Cooperating non-contracting Parties, Entities or Fishing Entities (CPCs) and users to submit this information also through the web-Internet directly to the Secretariat for its integration. The eBCD project must also allow for the register and recording of Joint Fishing Operations (JFOs), **Tables 3 and 4 to Appendix 1** summarize the requirements under the JFO records. **Tables 5 and 6 to Appendix 1** detail the eBCD project requirements in reference to split shipment BCDs and grouping of BCDs, respectively.

The Internet, network and software technical requirements for the eBCD project are given in **Table 7 to Appendix 1**. The eBCD software must be fully compatible with Microsoft SQL Server 2008 R2, the current database system used by the ICCAT Secretariat. The graphical user-interface (GUI) of the eBCD must be compatible with common and current versions of web programs including but not limited to Internet Explorer version 8 and upwards, Mozilla Firefox 3.6 and upwards, Safari 5.1 and upwards, and Google chrome. The GUI must also be available in the three official languages of ICCAT (English, French and Spanish).

It is estimated that about 3500 to 5000 eBCD will be generated per fishing year, during the peak of the fishing season (May-June) it is expected a maximum of concurrent users at any given time of 100 users. This estimate may be conservative and the number of registered trade users may increase significantly, for which the eBCD should be able to easily deal with higher simultaneous user access. The eBCD project should provide high speed secure connectivity between the service provider and ICCAT Secretariat to ensure efficient and optimize performance.

The rights and restrictions of the user profiles for each registered user in the eBCD project are described in **Table 8 to Appendix 1**. All users of the eBCD must be registered in the system with at least a name, valid email address, business address, CPC and main role definition. The eBCD project will provide, as minimum, a user account and password for any connectivity to the eBCD system. Further authorized or defined roles will be granted based on the user's profile. The user profiles will have a renovation time requirement; a given profile will be authorized for a maximum of one year. The eBCD system will automatically generate reports requesting the re-authorization of specific accounts. For security reasons passwords must be changed periodically.

eBCD functionality

The BCD program has different requirements depending upon the stock unit from which the catch is taken, the fleet/gear operation and or the area/season of the fishing operation. The eBCD system shall follow the current ICCAT management measures and identify each case scenario. The following should be considered as main control variables:

- a) Whether the catch is from the Western or Eastern stock unit
- b) Whether the catch is from a directed fishery or as bycatch (e.g. non-target fishery)
- c) Whether the catch is from a commercial fishery or a recreational fishery with no trade
- d) Whether the catch is trade as live fish (farming operations) or trade as dead fish (direct market trade).

According to the options above, the requirements in terms of data, signatures, validation, and registration vary within the eBCD scheme.

Document 08E of the feasibility study details the expected functionality of the eBCD project. Briefly, the eBCD will record all information currently collected under the ICCAT Bluefin catch documentation program. This includes:

- Creation of a new eBCD by a registered user via web-internet access at the vessel, port or by a legal representative of the business.
- The system should develop modules that allow upload and automatic transmission of data from CPCs into the system.
- Official validation of the eBCD information submitted by an authorized CPC representative.
- Observer confirmation on eBCD for transactions requiring the presence and signature of observers under the rules of the current Regional Observer Programs for bluefin tuna.
- On each eBCD, an authorized user at his/her level will designate the access to next users. For example, potential importers will have only access to those eBCDs authorized to him/ her by a registered exporter.
- Regional observers should be allowed access only to those eBCD(s) related to their deployment.
- ICCAT Inspectors will have read access to eBCD records related to their inspection.
- Registration of any new transaction activity by the corresponding user responsible including:
 - o Trade of live fish
 - o Transfers between vessel(s) of capture and transport
 - o Transshipment(s)
 - o Caging and farming activities
 - o Harvesting from farms
 - o Trade of harvested fish
 - o Re-export and import transactions.
- Authorized modification(s) for eBCD by CPC representatives
- Print functionality at any stage of the eBCD project with restrictions given by the user's profile.

The eBCD system will also require the inclusion of several modules to perform complementary/auxiliary data process information, which must be integrated into the current ICCAT data base system including:

- Register of vessels, authorizations for vessels activities.
- Register of tuna traps and authorizations for operation.
- Register of tuna farms and authorizations for operation.
- Register of authorized bluefin ports for transshipment and landing.
- Register of authorized Joint Fishing Operations (JFOs).

- Register of importers and exporters
- Register of users and process to assign user profile rights and security level access.
- Programs collecting particular information from each eBCD to create reports pre-defined either by CPC Authorities or by the Secretariat.
- The system will generate alert report(s) for potential non-compliance issues.

System Architecture and service

The eBCD project will utilize the “cloud architecture” for its access, data repository, security, and backup process. The eBCD project must be designed with a secure high speed connection between the cloud provider and the current ICCAT Secretariat databases. **Table 9 to Appendix 1** details the minimum requirements for the cloud architecture provider. The cloud architecture is the option for the eBCD deployment, based on the conclusions of the feasibility study (Documents 09E and 11E of the feasibility study). If any other cloud architecture provider other than that identified through the feasibility study is proposed then tenders must provide comparative evaluation of the services, security features, reliability performance, cost, infrastructure, company history and independent reviews to justify their selection.

Training

The selected tendered will be required to supply the following three elements for training:

1. The eBCD project will require training services for ICCAT staff system administrators and users. Training and system control functionality will be incorporated in every step of the development of the project, from the main software algorithms, deployment operation to regular maintenance operations. Both database structure manuals and common operations control manuals will be provided by the contractor to the Secretariat staff and particular training sessions will be scheduled during the project to teach, evaluate, test and confirm all project functionality. It is expected that the contractor will provide hard-copy manuals for the Secretariat staff.
2. Onsite training for CPC designated representatives will be provided by the Contractor at ICCAT Secretariat. The end-user training manual will be also a deliverable from the Contractor. It is expected to have both printed and online (web based) manuals for end-user on the use, process and features of the eBCD operations. Manuals should be developed for each of the main groups of users profiles (*i.e.* vessel registered users, CPC authorized validation users, trade users, etc.). The training courses and materials should be developed in the three official languages.
3. Training also includes the development of a help function to be available and integrated with the eBCD project. More details of the training deliverables are given in document 12E of the feasibility study.

Maintenance and User Support

The eBCD project will also include maintenance and user support for a period of 12 months after final implementation. Within the activities included in the maintenance stage are the following: a) Detection of new requirements, b) Viability and impact study on the inclusion of the new requirements in the eBCD project, c) implementation and testing.

The user support will include the development and implementation of a technical support with 5 day/ 8 hour service through email response.

The development of the adaptations necessary to cover any new requirements may subject to mutual agreement.

Copyrights

The software, source code, algorithms and database structures created during and for this eBCD project will be property of ICCAT, and administered by the ICCAT Secretariat. The Contractor will transfer all rights and copyrights of the code developed to the ICCAT Secretariat including further modifications as requested by the Secretariat after the final eBCD deployment. Any licenses for commercial or restricted software that is used or integrated in part into the eBCD project will be transferred to ICCAT.

Deliverables

The list of deliverables and tasks to be accomplished are presented as a proposed timetable (**Appendix 3**). It is expected that the eBCD project be developed, implemented and tested in five (5) phases within 15 months. At the end of each phase, a report from the Contractor is expected, outlining the tasks accomplished, test evaluation results and deliverables schedule in the phase completed. During phase 4, the Contractor may requested to present a report and summary of accomplished task to the 2012 Commission meeting, following recommendations of the technical working group and the Secretariat.

PAYMENT SCHEDULE

- 30% of the total on completion and acceptance of phase one (eBCD software development)
- 20% of the total on the completion and acceptance of phase 2 (online eBCD application and initial in-house testing);
- 20 % of the total on completion and acceptance of phase 3 (online eBCD voluntary external testing)
- 20% of the total on completion and acceptance of phase 4 (stress and vulnerability test)
- 10% of the total on completion and acceptance of phase 5 (final deployment and monitoring).