



OPEN CALL FOR TENDER

Representation of ICT SMEs in the European standardisation process

The appointment of the selected entity is subject to the approval of the SBS Board.

The appointment of the selected SME entity is contingent on the approval of the 2020 Work Programme and budget as well as the signature of the annual Action Grant by the European Commission.

Small Business Standards has been selected by the European Commission as the organisation to represent SMEs in the standardisation process.

In this framework, SBS is launching three public calls for tender in order to collect applications from sectors where SME interests need to be voiced in the standardisation process. ICT is one of these sectors. The objective of this call is to select an entity to represent SMEs in the ICT sector. The selected entity will carry out sectoral activities to represent and defend the interests of SMEs in the development of ICT standards at European level.

This new call is co-funded by the European Commission and the European Free Trade Association (EFTA).

The contract will cover activities in the field of ICT, all of which fall under SBS' Work Programme 2020. SBS will select, through this tendering procedure, the entity that demonstrates the best technical and professional capability to perform activities to represent SMEs operating within the ICT sector in the standardisation process.

Applications should be submitted to president@sbs-sme.eu

Deadline: 4 September midnight 2019 (CET).

www.sbs-sme.eu

A. Description of work and actions

SBS has identified the following activities as relevant for its 2020 Work Programme. The selected entity will lead all the activities on ICT related standardisation issues and be responsible for them as a whole, including their conception, setting up, planning, implementation and follow-up. In addition to the ICT related activities set out below and which will be carried out by the selected entity, the latter will also, upon request by SBS, collaborate, with SBS and if required, take the lead on ad-hoc issues where ICT expertise is needed.

SBS is launching the present call for tender to carry out the following tasks:

✓ Engagement with SMEs and development of sectoral positions

The selected entity will engage the SME community into discussions on ICT standards in order to stimulate feedback and elaborate consensus-based SME positions on ICT standardisation. These sectoral positions will cover various ICT-related subjects, such as, Artificial Intelligence, Internet of Things, Digital Skills, Blockchain and Cybersecurity. Topics will vary depending on the ongoing public consultations and/or on specific requests by the membership.

✓ Elaboration and dissemination of technical information on ICT standardisation

This activity concentrates on specific information relevant for SMEs in the ICT sector. The selected entity will monitor, analyse and provide information, on a monthly basis, about ongoing work on standards that take place in the different groups and committees at the European Standardisation Organisations as well as in the European Commission, such as Artificial Intelligence, Internet of Things, Digital Skills, Blockchain and Cybersecurity. The information will be provided in the format set out by SBS and will be used to inform SBS members, provide input to meetings, elaborate articles on the latest news of interest to SMEs etc.

✓ Promotion of the online course on e-skills standards

An online course on e-skills standards, such as EN 16234-1:2016 (i.e. the European e-Competence Framework) is being created in 2019. In 2020, further dissemination and promotion of the online course will be implemented by the selected entity.

✓ Multi-stakeholder Platform on ICT standardisation (MSP)

The selected entity will adequately represent SBS in the Multi-stakeholder Platform on ICT standardisation to monitor, contribute and inform SMEs about the activities carried out by this advisory group.

✓ **Linking SBS with international ICT standards bodies**

The selected entity will monitor the activities of the project InDiCo - International Digital Cooperation and participate in the meetings of its Stakeholder Group with a view to inform and represent digital SMEs. InDiCo is an ETSI led EU funded initiative that aims to strengthen the European Union's position as a world leader in the digital economy with a view to becoming a global hub for ICT standardisation. Moreover, this activity will also establish links with international ICT standards developing organisations such as IEEE-SA, whose ICT specifications are recognised according to the processes set out in Regulation 1025/2012.

✓ **Selection and promotion of system engineering standards for software development by SMEs**

The selected entity will analyse and select standards for software development aiming to increase productivity of ICT SMEs. Once identified, the selected entity will promote the application of the relevant standards among the SME network.

✓ **SBS ICT Forum**

This task covers organisation of the SBS Forum on ICT standards for SMEs. The event for SMEs and their associations is a platform for discussion and sharing of information about ongoing SME relevant activities on ICT standards and raising SMEs awareness of standards enabled technologies e.g. IoT, 5G and cybersecurity.

✓ **Develop a Lightweight SME Practical Guide for SMEs in cybersecurity**

New technologies, such as IoT or 5G pose significant cybersecurity challenges. Different standards have been developed to ensure the security of these technologies. However, some of those standards may not be adapted to the needs of SMEs. Therefore, this task aims to identify a widely applicable and relevant standard which can be translated into an SME Practical Guide or Lightweight Standard for SMEs, as has been done with the SBS Guide on ISO27001 for SMEs. Application of this SME Practical Guide or Lightweight Standard for SMEs should increase the level of cybersecurity or data protection assurance in SME developed services or products in the ICT sector.

The selected entity will be responsible for the quality of all its deliverables e.g. accurate and easy-to-read English.

B. Budget

All proposals in the range of €100 000 VAT included will be considered. The allocation of the budget is subject to the approval of the SBS Board. The selected entity shall commit to co-finance 11% of the total cost of the action by reimbursing SBS the relevant amount.

C. Evaluation of proposals

These are the different steps of the evaluation phase:

1. Selection criteria:
 - a. Representativeness
 - b. Technical and professional capacity to carry out the activities
2. Award criteria

1. Selection criteria

Representativeness

Applying entities must show that they are based in an EU or EFTA member state and demonstrate the SME representativeness of their membership.

Technical and professional capacity to carry out the activities:

The implementation of the tasks of this call for tender requires three-fold expertise: ICT, standardisation and SMEs.

The tenderer must demonstrate its capacity to technically and professionally carry out the activities by submitting:

- a) CVs of each team member involved in the activities and
- b) a description of the role of each team member in the implementation of the activities and how their experience fit into the three-fold expertise needed.

2. Award criteria

The contract will be awarded based on the best value for money principle.

Tenderers shall include, in their bids, a technical proposal addressing the aspects detailed in the technical specifications in the point A “description of work and actions”. The following aspects should be included when drafting the tender:

- a. Methodology for implementation, including the reasons for the methodology (2,5/10)
- b. Organisation of the work and resource allocation (7,5/10)
 - o Assessment of technical and professional expertise (ICT, standardisation and SMEs) of the proposed team (2,5/10)
 - o Assessment of the plan of action with description of activities and their timing (2,5/10)



- Assessment of the distribution of roles, responsibilities and time allocation of the proposed team (2,5/10)

The tenderers will be ranked based on the points obtained in the award criteria.

Entities replying to this tender do not need to be a member of SBS.

D. Award phase

Tenderers will be notified of the outcome by email. SBS will set up the service contract to be signed by representatives of both contractual parties.

For more information, please contact SBS Secretariat (info@sbs-sme.eu)

Tel +32 2 285 07 27

E. Data protection

The invitation to tender involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR). Any personal data will be processed solely for evaluation purposes under the call for tenders.

The information provided by applicants to SBS is necessary to process the application which, if successful, may lead to the signature of a contract. Applicants will have to declare that they have taken note of our Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

The objectives of SBS, as laid out in Regulation (EU) No 1025/2012, are to:

- represent the interests of SMEs in the standardisation process at European level
- raise their awareness for standardisation
- motivate them to become involved in the standardisation process

SBS is the organisation selected by the European Commission, via a call for proposals, to carry out activities in line with the objectives above. All activities are co-funded by the European Commission and EFTA member states.

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