



Invitation

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Procuring organization

Ríkiskaup
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Procurement

DPS - Cloud service, hosting and other related services
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Legend

- | | |
|---|---|
|  The text is included in the advert |  The text is included in the qualification |
|  The text will be part of the contract |  The text will be published in the contract catalogue |
|  The text/question contains requirements to be met |  The text/question contains ESPD requirements |
|  The question is weighted and included in the evaluation |  The question is weighted and included in the evaluation |
|  The question is asked for information only |  The question is answered by the buyer |
|  The question is marked for special follow-up | |

1. Invitation to participate (ITP)

1.1 Invitation to participate (ITP)

Ríkiskaup, Central Public Procurement, invites tenders to participate in this dynamic purchasing system (DPS).

Ríkiskaup aims to acquire cloud resources, hosted solutions as well as professional and managed services regarding the deployment and operations of such products or IT environments.

LOT A: IT environments and resources provided by service providers including Cloud Service Providers (CSP) and hosting vendors.

LOT B: Professional Services provided by Cloud Service Providers, System integrators, partner, Managed Service Providers to operate, design or build IT environments.

All the candidates satisfying the selection criteria shall be admitted to the system. Purchases will be made through tenders (ITT) within the dynamic purchasing system after it is established.

If a product, service, or work is purchased in accordance with agreement (ITT), the obligation to tender has been fulfilled, even though the procurement is above the reference amounts, according to paragraph 1 of 23. article of the Act No. 120/2016 (PPA) on public procurement.

The parties (potential buyers) to this DPS are type-A government organizations, municipalities and other institutions <https://gatt.rikiskaup.is/yfirlit.aspx>

During its period of validity, a DPS is accessible and free of charge, to all tenderers who meet the

conditions stated in the Invitation to participate (ITP).

1.1.1 Purpose of this ITP

This ITP:

- Asks Tenderers to submit their SQ (submission questionnaire) in accordance with the instructions set out in the remainder of this ITP.
- Sets out the overall timetable and process for the procurement to Tenderers
- Provides Tenderers with sufficient information to enable them to submit a compliant SQ. Sets out the Selection Criteria that will be used to evaluate SQ Submissions.
- Explains the administrative arrangements for the receipt of SQ Submissions and subsequent Tenders.

Future ITT's:

- All future purchases (ITT's) that fall within the scope of this DPS will be conducted through Ríkiskaup on behalf of individual buyers. All technical & quality specification, award criteria, price and other contract terms and agreements will be described in detail in individual ITT's.
- All ITT's will be advertised within the DPS for the minimum of 10 days and publicly on www.utbodsvefur.is
- The purpose of this DPS is to enable buyers and sellers to engage in commerce in a simpler way than before whereas technical or quality specification is described with each purchase.
- IT platforms and professional services that are needed to realize the benefits of such purchases are the scope of this DPS. Platforms can be standardized cloud services from cloud service providers, resources provided by IT providers as well as professional and managed services that are needed by the buyers to design, deploy, develop, operate and secure the platform. Additionally professional services can be procured to operate and manage platforms own by the buyer and provide end-user support for users.

1.1.2 Scope

This DPS is established to make available to buyers, IT platforms and related services, including cloud resources from multiple suppliers both public cloud service providers and domestic vendors. As well as professional services as needed to deploy and/or maintain IT platforms both provided by service providers or owned by the buyer.

1.1.3 Dynamic Purchasing System

The Dynamic Purchasing System (DPS) is a completely electronic system used to purchase commonly used goods, works or services.

The DPS is a two-stage process:

Open procedure

First is the initial setup stage where Tenderers are invited to apply for inclusion in the DPS (i.e. this Invitation to Participate). Tenderers complete and submit a response and those who meet the Selection Criteria, and are not excluded, will be admitted as a DPS Provider for the lot(s) that they have applied for. Tenderers can submit their Application throughout the period of validity of the DPS.

Restricted procedure

Following acceptance onto the DPS, Ríkiskaup on behalf of individual buyers will invite all DPS suppliers to bid for a specific service by issuing an Invitation to Tender (ITT). Tenders will be evaluated and awarded based on the Award Criteria set out in this Invitation to Participate, which may be formulated more precisely in the ITT.

All costs incurred for the preparation and submission of the Application and of the tenders are to be borne by the tenderer and will not be reimbursed.

1.1.4 Notification of appointment to DPS

Tenderers can apply to be part of the DPS at any time during its period of validity. Ríkiskaup will inform tenderers on the outcome of their submission within 10 working days of receiving application, which may be extended to 15 working days in individual cases where justified.

Qualified vendors will be listed on the Central Procurement website: <https://rikiskaup.is/>

1.1.5 DPS divided to Lots

This DPS is divided into lots. Buyers can utilize all or some of the lots.

Ríkiskaup reserves the right to add individual lots or cancel lots during the lifetime of this DPS.

LOT A: IT environments and resources provided by service providers including Cloud Service Providers (CSP) and hosting vendors.

LOT B: Professional Services provided by Cloud Service Providers, System integrators, partner, Managed Service Providers to operate, design or build IT environments.

1.1.6 Contracts

This invitation is in no way binding on the Contracting Authority. The Contracting Authority's contractual obligation commences only upon signature of a contract with the successful tenderer, following the award of an ITT. The Contracting Authority may cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

Submission of an Application and of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer for the duration specified in the ITT. If the tenderer is awarded a contract following a competition (ITT), its tender shall remain binding for the duration of the contract.

1.1.7 Time schedule

The procurement is planned to be carried out in accordance with the following estimated schedule. All dates are subject to change. All changes will be announced to tenderers through the tendering system.

Information meeting - Online	First week of the publication, recording made available after.
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Deadline for submitting questions relating to the tender documents	9 days before tender deadline. Anytime from DPS start until contract end date.
Final date of responses to submitted questions	Three days after deadline to ask questions
Deadline for submitting a tender	(after 30 days of advertising) Then anytime from DPS start until contract end date.
Evaluation process	No more than 15 days
SQ Submission Return Deadline	Anytime from DPS start until contract end date.
DPS ITP Clarifications	No deadline – clarifications may be asked at any time
ITT's to be issued to DPS Providers	Anytime from DPS start until contract end date. Minimum tender period 10 days.
Contract award (DPS start)	Anytime from DPS start until contract end date.

After the DPS has been established (DPS start) submitting questions and tenders is always open.

1.1.8 Value of the Dynamic Purchasing System

The expected total value of contracts awarded within the DPS is approximately 10 billion ISK during its lifetime (see timetable).

This value is only provided as an indicative estimate, despite best efforts. It constitutes neither a commitment from the Contracting Authority nor a ceiling for the procedure. The maximum amount for each Contract will be determined either by the Contracting Authority or by the total amount of the successful Participant's financial offer for the overall estimated volume of purchases in the ITT.

1.1.9 Tenderers' Briefing

Ríkiskaup may hold periodic briefings for Tenderers throughout the term of the DPS. Dates and details on these briefings will be advertised separately. Tenderers are recommended to attend these briefings if they need support relating to the DPS.

1.1.10 Documents

These ITP documents have been prepared by Ríkiskaup. Further clarifications and information are a part of the ITP. Appendices, questions, and answers are also part of the ITP documents and by submitting an application tender accepts all the terms and conditions of the ITP.

1.1.11 Delivery of tenders/application

Applications to the DPS shall be submitted electronically in this system at: <http://www.tendsign.is> or other equivalent system in case the system is changed.

Applications must be submitted in the manner set out in the tender system and in accordance with the terms of the tender. The tenderer will receive a confirmation email when he has submitted a

tender. If no mail is received, delivery has failed. In such cases, tenderers must contact TendSign's Merzell service provider without delay. The tenderer is responsible for sending the tenders on time. Tenders are encouraged to start timely the submission of tenders.

1.1.12 Language

Applications and the required accompanying documentation shall be submitted in English or Icelandic.

1.2 Definitions and terms

1.2.1 Technical definitions and terms

Cloud computing - Cloud computing has the essential characteristics of on-demand self-service, broad network access, resource pooling, rapid elasticity and measured service (NIST SP-800-145) to provide convenient, on-demand network access to a shared pool of configurable resources that can be rapidly provisioned and released with minimal management effort or service provider interaction.

Cloud environment - A combination of cloud services used by a buyer within the same contractual scope for general purpose IT operations or a specific project/service.

Cloud Technology - An item of service provided by the CSP to buyers that can be deployed and used by the buyer.

Cloud Infrastructure - Shared infrastructure operated by the CSP that provides buyers with access to cloud services. Cloud Infrastructure has a physical location e.g. national EEA or global.

PaaS -The capability provided to the consumer is to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming languages, libraries, services, and tools supported by the provider.³ The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage, but has control over the deployed applications and possibly configuration settings for the application-hosting environment.

IaaS - The capability provided to the consumer is to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, and deployed applications; and possibly limited control of select networking components (e.g., host firewalls).

IT Environment- any combination of resources or services that as a whole create an environment for a buyer's IT system, need or environment.

Cloud Service Provide (CSP) - CSP owns and operates the cloud infrastructure used to provide buyers with the cloud technology consumed. CSPs can be legal entities domestic or foreign.

Capability - Is a service or technology provided by the CSP that the buyer can use, deploy and configure to get a desired outcome, such as functionality, added security, privacy or resilience.

Shared responsibility - Each CSP and/or cloud technology has a defined set of responsibilities that buyers and CSPs need to understand and may require actions from buyers to satisfy resources during deployment or operations of the cloud technology.

Cost reporting - Cost reporting is the basis of regular (monthly) billing for consumed services by the buyer. Cost reporting shall include a line for each cloud technology consumed, its quantity during the period, unit (type) and total consumed units for the period.

Cost monitoring - Cost monitoring is used by the buyer automatically or manually to monitor (as close to real-time as possible) changes and trends in consumption that could impact cost reporting and cost of the cloud environment. Cost reporting can be based on the same data but cost monitoring information shall be made available in a machine readable format (API or similar).

Cloud Deployment Models - Cloud technologies can be made available from private clouds (owned by the buyer) ; community clouds (owned by a CSP and used by a defined group of entities) ; public cloud (owned by CSP and services can be procured by any entity with network access). Hybrid deployment models are a combination of these options and Multi Cloud deployments utilize cloud technologies from multiple CSPs.

Availability - The ability to recover the service in the event of an outage, can be increased by the use of multiple, isolated locations that can operate independently with high reliability.

1.2.2 Contract definitions and terms

Award Criteria - The criteria used to evaluate and choose the best Tender when awarding specific contracts

Application – A request to join the DPS, confirming compliance with the selection criteria and that no exclusion grounds apply.

Applicant – Service provider that applies to the DPS.

Business Days - Monday to Friday, excluding holidays.

Contract - A legally binding agreement for the provision of Services made between Ríkiskaup and the supplier

Contractor/Supplier - Tenderer with whom a contract is drawn up following an invitation to tender

DPS - Dynamic Purchasing System

DPS Agreement - The terms of the agreement to be made between Ríkiskaup and the Service Provider as a condition of the appointment of the Service Provider by Ríkiskaup as an eligible service provider to join the Authority's DPS

DPS Provider - Service Provider and other service providers appointed as providers through the Ríkiskaup's DPS.

EEA - The European Economic Area – including Iceland.

ESPD – European Single Procurement Document. ITP - means this Invitation to Participate in this DPS. ITT - means the Invitation to Tender

Mercell – Service provider of the electronic tendering system TendSign

Participant – Service provider applying to the DPS

Power of attorney- A written document whereby the tenderer appoints another person as his proxy or to represent the tenderer and grants this person the Ríkiskaup to perform certain acts on the tenderer's behalf such as to enter into a binding contract.

PPA - Act on Public Procurement No. 120/2016.

Purchaser/Contracting Ríkiskaup – Agency, local community or other public entity in accordance with Article 3 of the PPA who purchases within the DPS following the invitation to tender

Selection Criteria - means the selection criteria that Service Providers must meet to be eligible to be appointed to a Category(s) on the DPS

Services - means the cloud services to be performed under Contracts awarded via the DPS and shall where the context admits include any materials articles and goods provided together with the services.

Shall - For the purposes of this invitation to tender specification means that a certain item or requirement is mandatory, i.e. the tenderer in his tender must comply with such item or requirement for the tender to be deemed valid.

Should- For the purposes of this tender specification means that the tenderer may fulfil a specific item or requirement to a varying degree with his tender.

Submission- means a Tenderers submitted SQ or Tender.

SQ - means the standard selection questionnaire that service providers must complete and submit in response to this ITP.

Tender - means the Service Provider's submission including its price.

Tenderer - An economic operator (contractor, supplier or service provider) who has submitted a tender.

TendSign - an e-Tendering System (or Electronic Tendering System) facilitates the complete tendering process from the advertising of the requirement through to the placing of the contract. This includes the exchange of all relevant documents in electronic format.

Headings shall not be taken into account in the interpretation of the provisions of these Terms. The singular should also be interpreted as a plural and vice versa where context is required. See also definitions of terms in Article 2 of the PPA. <https://www.althingi.is/lagas/nuna/2016120.html>