

## CALL FOR TENDER JRC/SVQ/2016/B.5/5001/OC

### "TECHNICAL SUPPORT FOR THE PREPARATION OF EU ECOLABEL AND EU GREEN PUBLIC PROCUREMENT CRITERIA (3 lots)"

Lot	Product group	EU Ecolabel	EU GPP
1	Data Centers	-	Development
2	Maintenance of Public Spaces	-	Development
3	Imaging Equipment	Amendment	Revision

## TECHNICAL SPECIFICATIONS

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## **1 BACKGROUND AND RATIONALE**

### **1.1 The Directorate and the Unit**

The Directorate Growth and Innovation of the European Commission's Joint Research Center (DG JRC), is based mainly in Seville (Spain). Its mission is to provide techno-economic analysis in support of the EU policy-making process. Its prime objectives are to monitor and to analyse science and technology developments, their cross-sectorial impact, their inter-relationship with the socio-economic context, and their implications for future policy development.

The Circular Economy & Industrial Leadership Unit supports EU policy-making by providing objective, quality-controlled socio-economic analyses regarding key aspects of sustainable consumption, performs economic analysis and impact assessments and carries out techno-economic characterizations of selected technologies, products and processes.

### **1.2 Policy background**

This contract asks for supporting work in developing or revising Ecolabel and Green Public Procurement criteria for selected product groups.

The EU Ecolabel Regulation EC 66/2010<sup>1</sup> aims at reducing the negative impact of consumption and production on the environment, health, climate and natural resources. The Regulation stipulates in Annex I a standard procedure for the development and revision of EU Ecolabel criteria, taking into account the environmental improvement potential along the life cycle of products.

Green public procurement (GPP) COM(2008)400<sup>2</sup> is defined as a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact through their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

### **1.3 Research context**

The supporting work asked for in this contract includes a comprehensive analysis of individual product groups, with the aim to develop a research evidence base to feed into the above mentioned policy instruments. This evidence base should contain information on the environmental as well as the techno-economic performance of the product group. If product groups are addressed both under EU Ecolabel and EU GPP it is the intention of the European Commission to achieve a high degree of coherence through developing the evidence base in one single research process.

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:027:0001:0019:EN:PDF>

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0400:FIN:EN:PDF>

## 2 AIMS AND OBJECTIVES OF THE PROJECT

The contract is intended to provide the Commission with services that support the development or revision of EU Ecolabel and EU Green Public Procurement criteria for the different product groups under consideration.

## 3 EXPECTED RESULTS

As a result of the work requested under this contract, the contracting authority will receive for the different lots a range of written deliverables (described under "TASK DESCRIPTION" and "DELIVERABLES") which support the development or revision of EU Ecolabel and/or EU GPP criteria for the individual product groups.

## 4 APPROACH

The contract is divided in three lots, including different product groups. Different policy instruments are addressed under the individual lots:

- **Lot 1** requests support for the development of EU GPP criteria for the product group "**Data Centers**".
- **Lot 2** requests support for the development of EU GPP criteria for the product/service group "**Maintenance of Public Spaces**".
- **Lot 3** requests support for the amendment of EU Ecolabel and a revision of EU GPP criteria for the product group "**Imaging Equipment**".

Table 1 gives an overview of the different support activities requested .

**Table 1: Lots included in this contract**

<b>Lot</b>	<b>Product group</b>	<b>EU Ecolabel</b>	<b>EU GPP</b>
1	Data Centers	-	Development
2	Maintenance of Public Spaces	-	Development
3	Imaging Equipment	Amendment	Revision

## **5 LOT 1: SUPPORT FOR THE DEVELOPMENT OF EU GPP CRITERIA FOR THE PRODUCT GROUP "DATA CENTERS"**

The project's objective is to support the contracting authority in the analysis of data centres and the preparation of EU GPP criteria for this product group.

The implementation of GPP criteria is an important element within the recently adopted Circular Economy Action Plan.

The priority in this process should be to analyse which GPP criteria are appropriate for this product group, including the supporting evidence and how they perform in practice. For that reason, additional research should be carried out as described below.

The process of revision of EU GPP criteria comprises the following steps:

1. Identification of relevant stakeholders;
2. Preliminary data gathering on legislation/regulations/standards, existing criteria sets for the product group, market and cost analysis, environmental and technical analysis;
3. Send out of a scoping questionnaire to relevant stakeholders;
4. Production of the preliminary report (which works as a repository of all the relevant background information on the product group) and preparation of the first draft Technical report (which contains the scope, criteria areas and, possibly, draft criteria proposals);
5. 1<sup>st</sup> Ad-Hoc Working Group Stakeholders' meeting;
6. Gathering of stakeholders' feedback;
7. Update and revision of the Technical report (2<sup>nd</sup> draft) containing updated draft criteria proposals;
8. 2<sup>nd</sup> Ad-Hoc Working Group Stakeholders' meeting;
9. Gathering of stakeholders' feedback;
10. Update and revision of the Technical report (3<sup>rd</sup> draft) containing updated draft criteria proposals;
11. Stakeholders' written consultation;
12. Gathering of stakeholders' feedback;
13. Update and revision of the Technical report (4<sup>th</sup> and final draft) containing updated draft criteria proposals.

Steps 11-13 are applied if additional feedback is needed after step 10. It will be decided by the contracting authority in the course of the project if this is the case for this product group.

Support will be requested from the contractor in each of these steps as explained in the "Task description" chapter.

The requested deliverables are described in detail in chapter 5.2.

The work to be carried out is structured in 4 tasks, each of them being of key importance.

## 5.1 Task description

### 5.1.1 Task 1: Stakeholder survey, statistical, legal and criteria review, scope and definition proposal

**Aim:** *To provide an overview of existing statistical and technical categories, of existing relevant legislation, standards and other procurement criteria, and to propose on that basis a product group scope for the EU GPP criteria, and a definition for the different elements in it. To gather feedback from stakeholders regarding this product group scope and definition.*

With the aim to develop a scope and definition for this product group, the contractor will classify and characterise data centres from a functional and technical point of view and will identify and briefly introduce relevant statistical categories such as PRODCOM, NACE *etc.*, as well as relevant legislation, tests and technical standards of relevance at EU and Member State level. Non-EU legislation and standards should also be included where relevant.

This analysis should accordingly take into account

1. Relevant legislation aiming at the protection of consumers, health and the environment (e.g. regulations and directives on data protection, standby, electronics waste, buildings and chemicals, *etc.*)
2. Relevant criteria set in or proposed for public procurement approaches, labelling schemes (e.g. EU Ecolabel, Blue Angel, Nordic Swan, Green Star) and environmental management systems (e.g. EMAS)
3. Other product-related initiatives as for example the EU Code of conduct for data centres, the Green Grid initiative, the CENELEC's CLC/TR 50600-99-1, the Finnish sustainability rating system for data centres.

A preliminary overview of green/sustainable public procurement criteria used or proposed for international, national or regional purposes should be prepared in a read across table where specific criteria are grouped by criteria areas. Translations from other languages than English are the responsibility of the tenderer.

Based on the elements gathered, the product scope and relevant definitions will be developed. The product scope should be relevant from a functional, technical, economic and environmental point of view, so that it can be used as a basis for the whole study. The proposed scope and definition of the product group may not match directly with the statistical, technical and legal definitions outlined in the overview carried out in this task. In that case the study will detail how the respective categories and definitions can be linked to the proposed scope and definition in order to provide relevant information for the product group.

The contractor will propose relevant stakeholders as addressees for a questionnaire which will gather comments regarding the proposed product scope and definition. The survey results should also inform about the uptake/use of the EU GPP criteria by public procurers and manufacturers and key challenges potentially impeding this uptake. It is thus of particular importance to identify procurement practitioners as stakeholders and survey addressees.

Based on this stakeholder feedback and further dialogue, the product group definition and scope will be validated or refined. Minor adjustments may be needed also depending on the outcomes from other tasks and on stakeholder feedback.

### **5.1.2 Task 2: Technical state of play, market and cost data**

**Aim:** *To collect key information which will enable quantitative assessment of the economic and environmental relevance of the product group at micro and macro level, and to provide information on the technical state-of-play of data centres and the functioning of the market for the product group both from the producer/provider and the procurer perspective in order to identify relevant trends, drivers, innovations, market segmentations and initiatives*

In order to be able to give an accurate and comprehensive overview of the market, a description of the technical state of play needs to be developed first. This includes a description of data centers and their components (as defined in task 1) from a technical point of view. The description should be of a nature that it also can serve as a basis for the following task 3 'Environmental analysis'.

Regarding the market analysis, key figures will be collected which allow for a quantitative assessment of the following data (past 2 years and forecast): EU production and sales, import-export (intra/extra EU), EU apparent consumption, annual growth rates, public procurement volumes of purchases, indicative prices, current distribution of standing EU stocks of product models.

In addition, the market will be characterised according to market segmentation (geographical, technological, target group related), with an overview of the respective products and services (including a brief characterisation), as well as identifying the key manufacturers, service providers and users. Trends and expectations in procurement and usage regarding the different market segments will be assessed, ideally including statistical evidence informing about their respective significance.

A cost analysis should also be carried out, identifying the product/service production cost structure and indicative costs for acquisition, use phase and End-of-Life. This analysis should be made specifically focussing on the models acquired by the public sector as these are the models of interest for EU GPP.

Access to the latest market intelligence and sector specific knowledge of the tenderer is fundamental. This may also include the purchase of market data from other research organisations, in the frame of the budget of this project.

For the present product group, attention should be paid to the following points:

1. Description of the technical state-of-play of data centres (to be addressed from a technical perspective because fundamental also for Task 3).
2. Market volumes and segmentation of data centres and expected trends;
3. Public procurement practices and volumes in the EU<sup>3</sup>;
4. Costs;
5. Key players
6. Product innovation areas, best practices of procurement and market relevance.

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<sup>3</sup> [Information could be found, amongst others, from the European public procurement journal Tenders Electronic Daily \(TED\)3.http://ted.europa.eu/TED/main/HomePage.do](http://ted.europa.eu/TED/main/HomePage.do)

The description of the technical state-of-play of data centres should in particular include: physical architecture and installation approaches; operation (software efficiency), management (e.g. redundancy, modularity, consolidation, virtualisation) and end-of-life practices (e.g. upgrade/disposal strategies); demand for energy, material resources and space of different product concepts; durability and system aspects (e.g. influence of thermal and humidity conditions, solar irradiance, electricity mix); key performance indicators typically used (e.g. Power Usage Effectiveness PUE, Data Center Infrastructure Efficiency DCIE), etc.

Particular attention should be also given to the analysis of the possible differences between the procurement and management of data centres as 'product' or as 'service'.

A second questionnaire may be sent out in order to support the collection of information. This could be used to engage with manufacturers, providers and procurers of innovative product solutions.

### 5.1.3 Task 3: Environmental analysis

**Aim:** *To gather technical details on the product group and to assess systematically and quantitatively the environmental impacts in a way that allows identifying the areas with the highest improvement potential.*

This task aims at investigating the environmental performance and improvement potential of the product group as characterized in the previous tasks. An overview will be generated of best practices and best available technologies already available on the market, from the perspective of the environmental hot spots identified for this product group. This overview should cover the whole range of services and products included in the scope of the project. The improvement potential for the environmental hot spots will be calculated per functional unit as well as aggregated to EU28 level. Conventional and improved product/service options should be compared also through a life cycle cost-benefits analysis approach.

For the present product group, this will consist mainly on the following points:

1. Analysis of key environmental areas and improvement options: Relevant literature regarding the environmental assessment and improvement potential of the product group shall be critically reviewed, results should be compared and critically assessed regarding robustness and relevance of the results (scope, methodology, data quality, etc.). LCAs screening will be conducted according to DG JRC's own assessment matrix, which will be provided to the successful tenderer for this purpose. The analysis should make it possible to identify environmental hotspots along the life cycle of the product group and discuss how these can be translated into criteria for the product group. Apart from power consumption, other important aspects to analyse may include for instance: software efficiency, suitability and sustainability of installation site and infrastructures, cooling needs, use of water and materials, waste and end-of-life management, avoidance of hazardous substances, supply chain management, etc.
2. New LCA calculations should be carried out only in case gaps of information to be filled are identified in the course of the study. The final decision if to carry out a LCA will be taken by DG JRC based on discussions with the tenderer. To the extent possible, the methodological guidelines provided by the Product



- Environmental Footprint should be followed<sup>4</sup>. DG JRC shall be consulted and agree on the technical assumptions and details used for such calculations and shall have unrestricted access to the calculation files.
3. A product-oriented analysis could be needed for specific aspects which could not be detected through conventional LCAs (e.g. noise, health related issues) if identified as of fundamental importance for the product group. This could for instance include a discussion (based on literature and on stakeholders' input) on the potential presence of substances of concern in components of data centres and the possibility to substitute them with safer options or via the use of alternative materials or designs, wherever technically feasible. The final decision if to carry out such product specific analyses will be taken by DG JRC based on discussions with the tenderer.
  4. Identification of best approaches for new, existing and refurbished products (in terms of different aspects as energy consumption, longevity and selected environmental impacts), market penetration, improvement potential, costs and associated tradeoffs, maintenance needs in comparison with common technologies.
  5. End of life and other aspects of material resources efficiency: common and best practices, particularly for product design and selective collection and recycling of electric and electronic materials.
  6. Life cycle cost analyses should be carried out to support the decision-making process.

#### **5.1.4 Task 4: Technical support for the development of draft criteria proposals and respective Technical Reports**

**Aim:** *To develop in close co-operation with DG JRC the draft criteria proposals needed along the revision process for the product group and to generate the accompanying technical reports. This includes providing technical support to DG JRC during and following up the Ad-Hoc Working Group meetings and written feedback analysis.*

The specific criteria proposals should be drafted based on the sector specific expert knowledge of the successful tenderer, information obtained in the previous tasks, usual procurement practices and received stakeholders' comments. Additional specific technical and market research should be conducted if needed in order to come up with specific proposals. In particular, additional market research should be carried out in order to account for the criteria's market selectivity and the costs of verification, e.g., laboratory testing, should be estimated.

The technical report which accompanies the draft criteria proposal shall include the scientific explanations of each requirement and criterion (information derived from previous tasks) and these should be clearly linked to the findings of the preliminary report. In addition, it should include a quantitative indication of the overall environmental performance that the criteria are expected to achieve in their totality, when compared to that of the average product/service on the market. Finally, this report shall indicate the relevant testing methods for assessment of the different criteria and an estimation of testing costs. The report furthermore includes a table of comments, which consist of a list of stakeholder requests, an analysis in the light of the proposed criteria and a brief rationale justifying why the comment was taken into account or not.

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<sup>4</sup> [http://ec.europa.eu/environment/eussd/product\\_footprint.htm](http://ec.europa.eu/environment/eussd/product_footprint.htm)

For the present product group, this task will focus mainly on the following points:

1. Provide technical support to DG JRC during the criteria development process, including an assessment of the technical validity and ambition level of available criteria;
2. Consider potential new criteria areas based on progress in the industry and the results of techno-economic analysis of the sector. The assessment and verification, from the point of view of a public procurer, shall also be defined, together with an estimation of the costs of the tests and/or third party verifications, if needed;
3. Produce the report providing an in-depth analysis of identified criteria areas, including cross-checking with industry front-runners and state of the art. Market penetration of specific technologies proposed shall be estimated (selectivity of the criterion);
4. Consult with stakeholders - in agreement with DG JRC;
5. Provide assistance with regards to AHWG meetings, including note-taking and minutes. This presumes presence at both meetings;
6. Compile a table of comments and provide technical support to DG JRC in responding to stakeholder feedback received after meetings. Comments are to be aggregated into blocks that require a common answer. A draft answer should be proposed for each block. If necessary, additional specific technical and market research should be carried out in order to provide specific answers;
7. To estimate the costs and environmental benefits of the proposal.

## **5.2 Milestones and Deliverables**

### **5.2.1 Milestones**

1. Month 0: signature of the contract and organisation of the kick-off meeting
2. Month 8: 1st AHWG Meeting
3. Month 13: 2nd AHWG Meeting
4. Month 20: end of the project

### **5.2.2 Deliverables**

1. A concise inception report containing the outcome of the kick-off meeting, the final agreed work plan and indication of any major difficulties with the project anticipated at the time, no later than 1 month after the signature of the contract.
2. A scoping questionnaire in electronic form (pdf and Word document) no later than 1 months after the signature of the contract.
3. A report containing fulfilment of Task 1 shall be provided in electronic form (pdf and Word document) no later than 2 months after the signature of the contract;
4. A report containing fulfilment of Task 2 shall be provided in electronic form (pdf and Word document) no later than 4 months after the signature of the contract;
5. A report containing fulfilment of Tasks 3 shall be provided in electronic form (pdf and Word document) no later than 5 months after the signature of the contract;

6. The first draft criteria set (or criteria areas) and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 6 months after the signature of the contract;
7. The minutes of the first AHWG meeting no later than 2 weeks after the meeting;
8. The table of comments resulting from the first AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;
9. The second draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the first AHWG meeting;
10. The minutes of the second AHWG meeting no later than 2 weeks after the meeting;
11. The table of comments resulting from the second AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;
12. The third draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the second AHWG meeting;
13. The table of comments resulting from the stakeholders' written consultation aggregated into blocks and draft answers no later than 6 weeks after the consultation;
14. The fourth draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 3 months after the consultation;
15. A final report.

Deliverable 14 is to be produced only if an additional consultation will take place. It will be decided by the Commission during the course of this project if this is needed for this product group.

For Word documents, the contractor will use the version of MS-Office available at the Commission at the time of the delivery (presently, the Commission is using MS-Office 2010).

All deliverables shall be drafted in English and shall have undergone a quality check in terms of content, presentation and language before being sent to the Commission.

### 5.3 Calendar of deliverables and reports

Table 2: Schedule for deliverables Lot 1

N°	Tasks	Indicative timeline (months from project start)	Deliverable
1	1	1	Inception report
2	1	1	Scoping questionnaire
3	1	2	Task 1 report
4	2	4	Task 2 report
5	3	5	Task 3 report
6	4	6	1 <sup>st</sup> draft criteria + technical report

7	4	8	Minutes of the 1 <sup>st</sup> AHWG meeting
8	4	9	1 <sup>st</sup> table of comments
9	4	12	2 <sup>nd</sup> draft criteria + technical report
10	4	13	Minutes of the 2 <sup>nd</sup> AHWG meeting
11	4	14	2 <sup>nd</sup> table of comments
12	4	17	3 <sup>rd</sup> draft criteria + technical report
13	4	18	3 <sup>rd</sup> table of comments
14	4	20	4 <sup>th</sup> draft criteria + technical report
15	4	20	Final report

## **6 LOT 2: SUPPORT FOR THE DEVELOPMENT OF EU GPP CRITERIA FOR THE PRODUCT/SERVICE GROUP "MAINTENANCE OF PUBLIC SPACES"**

The projects objective is to support the contracting authority in developing a new set of EU GPP criteria for the product/service group "Maintenance of Public Spaces".

The priority in this process should be to analyse which GPP criteria are appropriate for this product group, including the supporting evidence and how they perform in practice. For that reason, additional research should be carried out as described below.

The process of developing EU GPP criteria comprises the following steps:

1. Identification of relevant stakeholders;
2. Preliminary data gathering on legislation/regulations/standards, other existing criteria sets for the same or similar product/service groups, market and cost analysis, environmental and technical analysis;
3. Send out of a scoping questionnaire to relevant stakeholders;
4. Production of the preliminary report (which works as a repository of all the relevant background information on the product/service group) and preparation of the first draft Technical report (which contains the scope, criteria areas and, possibly, first criteria proposals);
5. 1<sup>st</sup> Ad-Hoc Working Group Stakeholders' meeting (organised by the Commission);
6. Gathering of stakeholders' feedback;
7. Update and revision of the Technical report (2<sup>nd</sup> draft) containing updated criteria;
8. 2<sup>nd</sup> Ad-Hoc Working Group Stakeholders' meeting (organised by the Commisison);
9. Gathering of stakeholders' feedback;
10. Update and revision of the Technical report (3<sup>rd</sup> draft) containing updated criteria;
11. Stakeholders' written consultation;
12. Gathering of stakeholders' feedback;
13. Update and revision of the Technical report (4<sup>th</sup> and final draft) containing updated criteria.

Steps 11-13 are applied if additional feedback is needed after step 10. It has to be decided in the course of the project if this is the case for this product group.

Support will be requested from the contractor in each of these steps as depicted in the "Task description" chapter.

The requested deliverables are described in detail in chapter 6.2.

The work to be carried out is structured in 4 tasks, each of them being of key importance.

## 6.1 Task description

### 6.1.1 Task 1: Stakeholder survey, statistical, legal and criteria review, scope and definition proposal

**Aim:** *To provide an overview of existing statistical and technical categories, of existing relevant legislation, standards and other procurement criteria, and to propose on that basis a product/service group scope for the EU GPP criteria. To gather feedback from stakeholders regarding this product/service group scope.*

The development of a proposal for the scope and definition of this product/service group is of key importance for establishing an appropriate set of criteria. As there are no existing EU GPP criteria, the scope needs to be developed from scratch. This may include an analysis of public spaces (e.g. traffic areas, public places, green areas, etc), areas to be addressed by the GPP criteria (e.g. design of public spaces, procurement of material used for construction and maintenance, execution of works, etc.) and a definition of all these elements that can be used across EU member states.

With the aim to develop such product/service group scope and definition, the contractor will identify and introduce relevant statistical categories such as PRODCOM, NACE *etc.*, as well as relevant legislation, tests and technical standards of political relevance for the product/service at EU and Member State level. Non-EU legislation and standards should also be included where relevant. This review should accordingly take into account relevant environmental legislation, regulations on health, labelling directives, voluntary agreements, type I ecolabels like Blue Angel, Nordic Swan, *etc.*

Also, and of particular importance, already existing (national and regional – both EU and extra communitarian) green/sustainable public procurement criteria should be reviewed and compared, and summarised in a read across table including both criteria areas and specific criteria. This should explicitly include green/sustainable procurement criteria for potential sub-categories of the product/service group, such as e.g. "Gardening Services". The existing EU GPP criteria on "Gardening Products and Services" should be included in this comparison. Translations from other languages than English are the responsibility of the successful tenderer.

The contractor will propose relevant stakeholders as addressees for a questionnaire which will gather comments regarding the proposed product/service scope and definition. These stakeholders should comprise representatives both from supply side (service provider) and demand side (procurers at national/regional/municipal level). The survey results should also inform about the uptake/use of the EU GPP criteria by public procurers and service providers and key challenges potentially impeding this uptake.

Based on this stakeholder feedback, a product/service group definition and scope will be proposed. The scope should be relevant from a functional, technical, economic and environmental point of view, so that it can be used as a basis for the whole study. This may be subject to minor adjustments following the outcomes from this and following tasks and based on stakeholder feedback.

The proposed scope and definition of the product/service group may not match directly with the statistical, technical and legal definitions outlined in the overview carried out in

this task. In that case the study will detail how the respective categories and definitions can be linked to the proposed scope and definition in order to provide relevant information for the product group.

### **6.1.2 Task 2: Technical state of play, Market and cost data**

**Aim:** *To collect key figures which will enable quantitative assessment of the economic and environmental relevance of the product/service group at micro and macro level, and to provide information on the functioning of the market for the product/service group both from the service provider and procurer perspective in order to identify relevant trends, drivers, innovations, market segmentations and initiatives*

In order to be able to give an accurate and comprehensive overview of the market, a description of the technical state of play needs to be developed first. This includes a description of public space maintenance and the related services and hardware (as defined in task 1) from a technical point of view. Also managerial, organisational and functional aspects of public space maintenance should be described. The description should be of a nature that it also can serve as a basis for the following task 3 'Environmental analysis'.

Regarding the market analysis, key figures should be collected which allow for a quantitative assessment of the following data (past 2 years and forecast): volume of the sector in EU 28 (product/service supply and demand in approx. contract volumes, in EU total and disaggregated to Member State level), annual growth rates, public procurement volumes of purchases, indicative prices.

In addition, the market will be characterised according to market segmentation (geographical, technological, target group related), with an overview of the respective products and services (including a brief characterisation), as well as identifying the key manufacturers/service providers and consumer groups/procurement entities. Trends and expectations regarding the different market segments will be assessed, ideally including statistical evidence informing about their respective significance.

A cost analysis should also be carried out, identifying the product/service production cost structure and indicative costs from a Life Cycle perspective. This analysis should be made specifically focussing on the public spaces maintenance related products and services acquired by the public sector as these are of interest for EU GPP.

Access to the latest market intelligence and sector specific knowledge is fundamental. This may also include the purchase of market data from other research organisations, in the frame of the budget of this project.

For the present product/service group, attention should be in particular paid to the following points:

1. Market analysis for public maintenance services in EU 28 and goods/products needed;
2. Market segmentation for those products and services that may fall into the scope of this project (for example: gardening services, horticultural equipment, horticultural vehicles, street cleaning vehicles, urban furniture, urban cleaning vehicles etc. Please note that this list is illustrative and non exhaustive) and expected trends;

3. EU procurement volumes for public maintenance services, sub-segments (like gardening services, street cleaning services etc.) and goods and products needed (e.g. vehicles, equipment etc);
4. Costs;
5. Best practices of procurement and market relevance.

Until the scope of the product/service group is not determined, the market analysis should take a comprehensive perspective on the market, looking at the broadest possible definition of the product/service. This analysis shall be refined once the product/service group is agreed with stakeholders.

A second questionnaire may be sent out in order to support the collection of information. In particular this could be used to engage with manufacturers, providers and procurers of innovative product solutions.

### 6.1.3 Task 3: Environmental analysis

**Aim:** *To gather technical details on the product/service group and to assess systematically and quantitatively the environmental impacts in a way that allows identifying the areas with the highest improvement potential.*

This task aims at investigating the environmental performance and improvement potential of the product/service group as characterized in the previous tasks. An overview will be generated of best practices and best available technologies already available on the market, from the perspective of the environmental hot spots identified for this product group. This overview should cover the whole range of services and products included in the scope of the project. The improvement potential for the environmental hot spots will be calculated per functional unit as well as aggregated to EU28 level. Improved product/service options should be compared through a life cycle cost-benefits analysis approach.

For the present product/service group, this will consist mainly on the following points:

1. Literature review: Relevant literature regarding the environmental assessment and improvement potential of the product/service group shall be critically reviewed, results should be compared and critically assessed regarding relevance and robustness of the results (methodology, data quality, age, etc.). LCAs screening will be conducted according to DG JRC's own assessment matrix, which will be provided to the successful tenderer for this purpose. The analysis should make it possible to identify environmental hotspots along the life cycle of the product group and discuss how these relate to the existing criteria for the product group;
2. New LCA calculations should be carried out only in case gaps of information to be filled are identified in the course of the study. The final decision if to carry out LCA will be taken by DG JRC based on discussions with the tenderer. To the extent possible, the methodological guidelines provided by the Product Environmental Footprint should be followed<sup>5</sup>. DG JRC shall be consulted and agree on the technical assumptions and details used for such calculations and shall have unrestricted access to the calculation files.

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<sup>5</sup> [http://ec.europa.eu/environment/eussd/product\\_footprint.htm](http://ec.europa.eu/environment/eussd/product_footprint.htm)



3. A product-oriented analysis could be needed for specific aspects (e.g. provision of ecosystem services, noise, health related issues) if identified in the course of the study as of fundamental importance for the product group. The final decision if to carry out such product specific analyses will be taken by DG JRC based on discussions with the tenderer.
4. Characterization of public space maintenance services (managements systems, organization and functionalities, maintenance practices, goods/products needed);
5. Identification of best alternatives in terms of environmental impacts for the products and services in the scope, estimation of market relevance and improvement potentials compared to common practices;
6. Life cycle cost analyses should be carried out to support the decision-making process.

#### **6.1.4 Task 4: Technical support for the development of draft criteria proposals and respective Technical Reports**

**Aim:** *To develop in close co-operation with DG JRC the draft criteria proposals needed along the revision process for the product group and to generate the accompanying technical reports. This includes providing technical support to DG JRC during and following up the Ad-Hoc Working Group meetings and written feedback analysis.*

The specific criteria proposals should be drafted based on the sector specific expert knowledge of the successful tenderer, information obtained in the previous tasks, usual procurement practices and received stakeholders' comments. Additional specific technical and market research should be conducted if needed in order to come up with specific proposals. In particular, additional market research should be carried out in order to account for the criteria's market selectivity and the costs of verification, e.g., laboratory testing, should be estimated.

The technical report which accompanies the draft criteria proposal shall include the scientific explanations of each requirement and criterion (information derived from previous tasks) and these should be clearly linked to the findings of the preliminary report. In addition, it should include a quantitative indication of the overall environmental performance that the criteria are expected to achieve in their totality, when compared to that of the average product on the market. Finally, this report shall indicate the relevant testing methods for assessment of the different criteria and an estimation of testing costs. The report furthermore includes a table of comments, which consist of a list of stakeholder requests, an analysis in the light of the proposed criteria and a brief rationale justifying why the comment was taken into account or not.

For the present product group, this task will focus mainly on the following points:

1. Provide technical support to DG JRC during the criteria development process;
2. Consider potential new criteria areas for the product/services included in the scope also based on the results of techno-economic analysis of the sector. The assessment and verification, from the point of view of a public procurer, shall also be defined, together with an estimation of the costs of the tests and/or third party verifications, if needed;
3. Produce the report providing an in-depth analysis of identified criteria areas, including cross-checking with sectoral front-runners and state of the art.

Market penetration of specific best practices and/or technologies proposed shall be estimated (selectivity of the criterion);

4. Consult with stakeholders - in agreement with DG JRC;
5. Provide assistance with regards to AHWG meetings, including note-taking and minutes. This presumes presence at both meetings;
6. Compile a table of comments and provide technical support to DG JRC in responding to stakeholder feedback received after meetings. Comments are to be aggregated into blocks that require a common answer. A draft answer should be proposed for each block. If necessary, additional specific technical and market research should be carried out in order to provide specific answers;
7. To estimate the costs and environmental benefits of the proposal.

## **6.2 Milestones and Deliverables**

### **6.2.1 Milestones**

1. Month 0: signature of the contract and organisation of the kick-off meeting
2. Month 8: 1st AHWG Meeting
3. Month 13: 2nd TWG Meeting
4. Month 20: end of the project

### **6.2.2 Deliverables**

1. A concise inception report containing the outcome of the kick-off meeting, the final agreed work plan and indication of any major difficulties with the project anticipated at the time, no later than 1 month after the signature of the contract.
2. A scoping questionnaire in electronic form (pdf and Word document) no later than 1 months after the signature of the contract.
3. A report containing fulfilment of Task 1 shall be provided in electronic form (pdf and Word document) no later than 2 months after the signature of the contract;
4. A report containing fulfilment of Task 2 shall be provided in electronic form (pdf and Word document) no later than 4 months after the signature of the contract;
5. A report containing fulfilment of Tasks 3 shall be provided in electronic form (pdf and Word document) no later than 5 months after the signature of the contract;
6. The first draft criteria set (or criteria areas) and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 6 months after the signature of the contract;
7. The minutes of the first AHWG meeting no later than 2 weeks after the meeting;
8. The table of comments resulting from the first AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;
9. The second draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the first AHWG meeting;
10. The minutes of the second AHWG meeting no later than 2 weeks after the meetings;
11. The table of comments resulting from the second AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;

12. The third draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the second AHWG meeting;
13. The table of comments resulting from the stakeholders' written consultation aggregated into blocks and draft answers no later than 6 weeks after the consultation;
14. The forth draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 3 months after the consultation;
15. A final report.

Deliverable 14 is to be produced only if an additional consultation will take place. It will be decided by the Commission during the course of this project if this is needed for this product group.

For Word documents, the contractor will use the version of MS-Office available at the Commission at the time of the delivery (presently, the Commission is using MS-Office 2010).

All deliverables shall be drafted in English and shall have undergone a quality check in terms of content, presentation and language before being sent to the Commission.

### 6.3 Calendar of deliverables and reports

**Table 3: Schedule for deliverables Lot 2**

N°	Tasks	Indicative timeline (months from project start)	Deliverable
1	1	1	Inception report
2	1	1	Scoping questionnaire
3	1	2	Task 1 report
4	2	4	Task 2 report
5	3	5	Task 3 report
6	4	6	1 <sup>st</sup> draft criteria + technical report
7	4	8	Minutes of the 1 <sup>st</sup> AHWG meeting
8	4	9	1 <sup>st</sup> table of comments
9	4	12	2 <sup>nd</sup> draft criteria + technical report
10	4	13	Minutes of the 2 <sup>nd</sup> AHWG meeting
11	4	14	2 <sup>nd</sup> table of comments
12	4	17	3 <sup>rd</sup> draft criteria + technical report
13	4	18	3 <sup>rd</sup> table of comments
14	4	20	4 <sup>th</sup> draft criteria + technical report
15	4	20	Final report

## **7 LOT 3: SUPPORT FOR THE AMENDMENT OF EU ECOLABEL CRITERIA AND REVISION OF GREEN PUBLIC PROCUREMENT CRITERIA FOR THE PRODUCT GROUP "IMAGING EQUIPMENT"**

The project's objective is to support the contracting authority in amending the existing EU Ecolabel and revising the existing EU GPP criteria for the product group "Imaging Equipment", as established in the relevant Commission Decisions and in the respective GPP document.

The process of the combined amendment of EU Ecolabel and revision EU GPP criteria comprises the following steps:

1. Identification of relevant stakeholders (taking care of good and balanced representation of all relevant interest groups, with particular focus on procurers);
2. Preliminary data gathering on legislation/regulations/standards, other existing criteria sets for the same product group, market and cost analysis, environmental and technical analysis;
3. Send out of scoping questionnaire to relevant stakeholders;
4. Production of a preliminary report for GPP. This report works as a repository of all the relevant background information on the product group;
5. Production of a draft report supporting the amendment of the existing EU Ecolabel criteria. These will at least include the criteria related to energy and hazardous substances, but can include other elements (to be discussed in the kick off meeting);
6. Preparation of the first draft Technical report for GPP (which contains the scope, criteria areas and possibly updated criteria);
7. 1<sup>st</sup> Ad-Hoc Working Group Stakeholders' meeting;
8. Gathering and technical analysis of stakeholders' feedback;
9. Update and revision of the Technical Report (2<sup>nd</sup> draft) containing updated criteria;
10. 2<sup>nd</sup> Ad-Hoc Working Group Stakeholders' meeting;
11. Gathering and technical analysis of stakeholders' feedback;
12. Update and revision of the Technical Report (3<sup>rd</sup> draft) containing updated criteria;
13. Stakeholders' written consultation for GPP;
14. Gathering and technical analysis of stakeholders' feedback;
15. Update and revision of the Technical Report (4<sup>th</sup> and final draft) containing updated criteria.

Steps 13-15 are applied if additional feedback is needed after step 12. It has to be decided in the course of the project if this is the case for this product group.

Support will be requested from the contractor in the different steps as explained in the "Task description" chapter.

The requested deliverables are described in detail in chapter 7.2.

The work to be carried out is structured in 4 tasks, each of them being of key importance.

## 7.1 Task description

### 7.1.1 Task 1: Stakeholder survey, statistical, legal and criteria review, scope and definition proposal

**Aim:** *To provide an overview of existing statistical and technical categories, of existing relevant legislation, standards and other procurement criteria, and to propose on that basis a revised product group scope, if needed, for the product group for the revised EU GPP criteria. To gather feedback from stakeholders regarding this product group's scope.*

The aim of this task is to check if the current scope and definition as described in the GPP criteria for this product group<sup>6</sup> are still valid or need to be modified, particularly with a view to the rapid technological development in this sector. The contractor will update the existing information laid down in the respective technical report<sup>7</sup> and on that basis classify and characterise imaging equipment from a functional and technical point of view. In addition the tenderer will check if the statistical categories such as PRODCOM, NACE *etc.*, as well as relevant legislation, tests and technical standards of relevance at EU and Member State level are still relevant. The same should be done with non-EU legislation and standards which are mentioned in the existing report.

The resulting task report should accordingly give an overview of

1. Relevant legislation aiming at the protection of consumers, health and the environment
2. Relevant criteria set in or proposed for public procurement approaches, labelling schemes (e.g. EU Ecolabel, Energy Star, Blue Angel, Nordic Swan, Green Star) and environmental management systems
3. Imaging Equipment standards
4. Other product-related initiatives

In addition, the overview of green/sustainable public procurement criteria used or proposed for international, national or regional purposes should be updated in a read across table where specific criteria are grouped by criteria areas. Translations from other languages than English are the responsibility of the successful tenderer.

The contractor will propose relevant stakeholders as addressees for a questionnaire which will gather comments regarding the (updated) product scope and definition. The survey results should also inform about the uptake/use of the existing EU GPP criteria by public procurers and manufacturers and key challenges potentially impeding this uptake. It is thus of particular importance to identify procurement practitioners as stakeholders and survey addressees.

Based on this stakeholder feedback and further dialogue, the product group definition and scope will be validated or refined. Minor adjustments may be needed also depending on the outcomes from other tasks and on stakeholder feedback.

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<sup>6</sup> <http://ec.europa.eu/environment/gpp/pdf/criteria/imaging/EN.pdf>

<sup>7</sup> [http://susproc.jrc.ec.europa.eu/imaging-equipment/docs/JRC88789\\_EUGPP\\_Imaging\\_Equipment.pdf](http://susproc.jrc.ec.europa.eu/imaging-equipment/docs/JRC88789_EUGPP_Imaging_Equipment.pdf)

### 7.1.2 Task 2: Technical state of play, market and cost data

**Aim:** *To collect key information which will enable quantitative assessment of the economic and environmental relevance of the product group at micro and macro level, and to provide information on the technical state-of-play of the different categories of Imaging Equipment and the functioning of the market for the product group both from the producer and procurer/consumer perspective in order to identify relevant trends, drivers, innovations, market segmentations and initiatives*

In order to be able to give an accurate and comprehensive overview of the market, a description of the technical state of play needs to be developed first. This includes a description of the different categories of Imaging Equipment (as defined in task 1) from a technical point of view. The description should therefore be of a nature that it also can serve as a basis for the following task 3 'Environmental analysis'.

Regarding the market analysis, key figures will be collected which allow for a quantitative assessment of the following data (past 2 years and forecast): EU production and sales, import-export (intra/extra EU), EU apparent consumption, annual growth rates, public procurement volumes of purchases, indicative prices, current distribution of standing EU stocks of product models.

In addition, the market will be characterised according to market segmentation (geographical, technological, target group related), with an overview of the respective products and services (including a brief characterisation), as well as identifying the key manufacturers, service providers and users. Trends and expectations in procurement and usage regarding the different market segments will be assessed, ideally including statistical evidence informing about their respective significance.

A cost analysis should also be carried out, identifying the product production cost structure and indicative costs for acquisition, use phase and End-of-Life. This analysis should be made specifically focussing on the models acquired by the public sector as these are the models of interest for EU GPP.

Access to the latest market intelligence and sector specific knowledge is fundamental. This may also include the purchase of market data from other research organisations, in the frame of the budget of this project.

For the present product group, attention should be paid to the following points:

1. Description of the technical state-of-play of Imaging Equipment (to be addressed from a technical perspective because fundamental also for Task 3), especially with respect to the material composition and the energy performance of products on the market.
2. Market volumes and segmentation of Imaging Equipment and expected trends;
3. Public procurement practices and volumes in the EU<sup>8</sup>;
4. Costs;
5. Key players
6. Product innovation areas, best practices of procurement and market relevance.

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<sup>8</sup> [Information could be found, amongst others, from the European public procurement journal Tenders Electronic Daily \(TED\)](http://ted.europa.eu/TED/main/HomePage.do)<sup>8</sup><http://ted.europa.eu/TED/main/HomePage.do>

Particular attention should be also given to the analysis of the possible differences between the procurement and management of Imaging Equipment as 'product' or as 'service'.

A second questionnaire may be sent out in order to support the collection of information. In particular this could be used to engage with manufacturers, providers and procurers of innovative product solutions.

### 7.1.3 Task 3: Environmental analysis

**Aim:** *To gather technical details on the product group and to assess systematically and quantitatively the environmental impacts in a way that allows identifying the areas with the highest improvement potential.*

This task aims at investigating the environmental performance and improvement potential of the product group as characterized in the previous tasks. The technical report of the criteria currently in place can serve as a starting point. An overview will be generated of best practices and best available technologies already available on the market, from the perspective of the environmental hot spots identified for this product group. This overview should cover the whole range of services and products included in the scope of the project. The improvement potential for the environmental hot spots will be calculated per functional unit as well as aggregated to EU28 level. Conventional and improved product/service options should be compared through a life cycle cost-benefits analysis approach.

Particular emphasis needs to be put on the material composition of Imaging Equipment, especially the casing, against the background of the articles 6.6 and 6.7 of Ecolabel Regulation EC 66/2010, as this will form an important basis for the amendment report for the EU Ecolabel criteria.

For the present product group, this will consist mainly on the following points:

1. Starting from the technical report of the current criteria set, key environmental areas and improvement options should be identified. Consistency of existing information should be compared with newest relevant literature regarding the environmental assessment and improvement potential of the product group, results should be compared and critically assessed regarding robustness and relevance of the results (scope, methodology, data quality, etc.). LCAs screening will be conducted according to DG JRC's own assessment matrix, which will be provided to the successful tenderer for this purpose. The analysis should make it possible to confirm or identify new environmental hotspots along the life cycle of the product group and discuss how these can be translated into criteria.
2. New LCA calculations should only be carried out in case gaps of information to be filled are identified in the course of the study. The final decision if to carry out LCA will be taken by DG JRC based on discussions with the tenderer. To the extent possible, the methodological guidelines provided by the Product Environmental Footprint should be followed<sup>9</sup>. DG JRC shall be consulted and agree on the technical assumptions and details used for such calculations and shall have unrestricted access to the calculation files.

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<sup>9</sup> [http://ec.europa.eu/environment/eussd/product\\_footprint.htm](http://ec.europa.eu/environment/eussd/product_footprint.htm)

3. A product-oriented analysis should be carried out for aspects which are not detected through conventional LCAs (e.g. noise, health related issues) only if identified of fundamental importance for the product group. An analysis needs in any case to be carried out (based on literature and on stakeholders' input) on the potential presence of substances of concern in components of Imaging Equipment and the possibility to substitute them with safer options or via the use of alternative materials or designs, wherever technically feasible.
4. Identification of best available products on the market (in terms of different aspects as energy consumption, longevity and selected environmental impacts), market penetration, improvement potential, costs and associated tradeoffs, maintenance needs in comparison with common technologies.
5. End of life and other aspects of material resources efficiency: common and best practices, particularly for product design and selective collection and recycling of electric and electronic material.
6. Life cycle cost analyses should be carried out to support the decision-making process.

#### **7.1.4 Task 4: Technical support for the development of draft criteria proposals and respective Technical Reports**

**Aim:** *To develop in close co-operation with DG JRC 1) the report feeding into the amendment of the current set of Ecolabel criteria for Imaging Equipment and 2) the draft criteria proposals needed along the revision process for the product group and to generate the accompanying technical reports for the revised GPP criteria for Imaging Equipment. This includes providing technical support to DG JRC during and following up the Ad-Hoc Working Group meetings and written feedback analysis.*

The preliminary report consisting of task 1 to 3 results should provide the basis for the Ecolabel amendment report and for the technical report and draft criteria proposals for the GPP criteria.

The Ecolabel amendment report needs to focus on those areas which have been or will be identified by the Commission (like the life cycle energy consumption or the hazardous substances present in different components of the product and the inherently safer solutions available on the market) and to propose a new draft criterion text proposal including the stipulations for assessment and verification.

The technical report which accompanies the draft GPP criteria proposal shall include the scientific explanations of each requirement and criterion (information derived from previous tasks) and these should be clearly linked to the findings of the preliminary report. In addition, it should include a quantitative indication of the overall environmental performance that the criteria are expected to achieve in their totality, when compared to that of the average product on the market. Finally, this report shall indicate the relevant testing methods for assessment of the different criteria and an estimation of testing costs. The report furthermore includes a table of comments, which consist of a list of stakeholder requests, an analysis in the light of the proposed criteria and a brief rationale justifying why the comment was taken into account or not.

For the present product group, this task will focus mainly on the following points:



1. Provide technical support to DG JRC during the criteria amendment and revision process, including an assessment of the technical validity and ambition level of existing criteria;
2. Consider potential new criteria areas based on progress in the industry and the results of techno-economic analysis of the sector;
3. Produce the report providing an in-depth analysis of identified criteria areas, including cross-checking with industry front-runners and state of the art. Market penetration of specific technologies proposed shall be estimated (selectivity of the criterion);
4. Consult with stakeholders - in agreement with DG JRC;
5. Provide assistance with regards to GPP AHWG meetings, including note-taking and minutes. This presumes presence at both meetings;
6. Compile a table of comments and provide technical support to DG JRC in responding to stakeholder feedback received after meetings. Comments are to be aggregated into blocks that require a common answer. A draft answer should be proposed for each block. If necessary, additional specific technical and market research should be carried out in order to provide specific answers;
7. To estimate the costs and environmental benefits of the proposal.

The specific Ecolabel amendment and GPP criteria proposals should be drafted based on the sector specific expert knowledge of the successful tenderer, information obtained in the previous tasks, usual procurement practices and received stakeholders' comments. Additional specific technical and market research should be conducted if needed to come up with specific proposals. In particular, additional market research should be carried out in order to account for the criteria's market selectivity and estimating the costs of verification (*e.g.*, laboratory testing).

## **7.2 Milestones and Deliverables**

### **7.2.1 Milestones**

1. Month 0: signature of the contract and organisation of the kick-off meeting
2. Month 8: 1st AHWG Meeting
3. Month 13: 2nd TWG Meeting
4. Month 20: end of the project

### **7.2.2 Deliverables**

1. A concise inception report containing the outcome of the kick-off meeting, the final agreed work plan and indication of any major difficulties with the project anticipated at the time, no later than 1 month after the signature of the contract.
2. A scoping questionnaire in electronic form (pdf and Word document) no later than 6 weeks after the signature of the contract.
3. A report containing fulfilment of Task 1 shall be provided in electronic form (pdf and Word document) no later than 2 months after the signature of the contract;
4. A report containing fulfilment of Task 2 shall be provided in electronic form (pdf and Word document) no later than 4 months after the signature of the contract;
5. A report containing fulfilment of Tasks 3 shall be provided in electronic form (pdf and Word document) no later than 5 months after the signature of the contract;

6. The first draft Ecolabel amendment report (Word document) no later than 6 months after the signature of the contract;
7. The first draft criteria set (or criteria areas) and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 6 months after the signature of the contract;
8. The minutes of the first AHWG meeting no later than 2 weeks after the meeting;
9. The table of comments resulting from the first AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;
10. The second draft Ecolabel amendment report (Word document) no later than 3 months after the first AHWG meeting;
11. The second draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the first AHWG meeting;
12. The minutes of the second AHWG meeting no later than 2 weeks after the meeting;
13. The table of comments resulting from the second AHWG meeting aggregated into blocks and draft answers no later than 6 weeks after the meeting;
14. The third draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 4 months after the second AHWG meeting;
15. The table of comments resulting from the stakeholders' written consultation aggregated into blocks and draft answers no later than 6 weeks after the consultation;
16. The fourth draft criteria set and the corresponding Technical Report shall be provided in electronic form (Word document) no later than 3 months after the consultation;
17. A final report.

Deliverable 16 is to be produced only if an additional consultation will take place. It will be decided by the Commission during the course of this project if this is needed for this product group.

For Word documents, the contractor will use the version of MS-Office available at the Commission at the time of the delivery (presently, the Commission is using MS-Office 2010).

All deliverables shall be drafted in English and shall have undergone a quality check in terms of content, presentation and language before being sent to the Commission.

### 7.3 Calendar of deliverables and reports

**Table 4: Schedule for deliverables Lot 1**

N°	Tasks	Indicative timeline (months from project start)	Deliverable
1	1	1	Inception report
2	1	1,5	Scoping questionnaire
3	1	2	Task 1 report
4	2	4	Task 2 report

5	3	5	Task 3 report
6	4	6	1 <sup>st</sup> Ecolabel amendment report
7	4	6	1 <sup>st</sup> draft criteria + technical report
8	4	8	Minutes of the 1 <sup>st</sup> AHWG meeting
9	4	9	1 <sup>st</sup> table of comments
10	4	11	2 <sup>nd</sup> Ecolabel amendment report
11	4	12	2 <sup>nd</sup> draft criteria + technical report
12	4	13	Minutes of the 2 <sup>nd</sup> AHWG meeting
13	4	14	2 <sup>nd</sup> table of comments
14	4	17	3 <sup>rd</sup> draft criteria + technical report
15	4	18	3 <sup>rd</sup> table of comments
16	4	20	4 <sup>th</sup> draft criteria + technical report
17	4	20	Final report

## **8 COORDINATION AND MEETINGS WITH THE COMMISSION**

The Contractor will be required to carry out the study in close co-ordination with the relevant Commission staff (DG JRC), including regular feedback to and consultation with the responsible desk officer in charge at DG JRC. Any variations in the methodology will need to be agreed with DG JRC.

The project furthermore includes a number of meetings. The costs for attending these meetings are deemed to be included in the final price of the contract.

### **8.1 Kick-off meeting**

The contractor shall present the detailed work plan in a half day meeting in Sevilla, Spain. The meeting will aim at refining the scope of the work and discussing the overall approach and work plan including the product group. The meeting shall take place within three weeks from the official start date of the contract.

The contractor shall provide minutes of the key discussions and agreements of the meeting in the inception report.

### **8.2 Interim meeting**

The contractor will participate in at least one interim meeting with DG JRC to discuss the progress of the project. If both parties agree, the meeting can be hold via video conference. As a rule this meeting will be organised to discuss results/progress on the different tasks and the approach to derive the draft criteria proposal for EU Ecolabel or/and EU GPP. This meeting will be scheduled in the kick-off meeting of the respective lots.

The contractor shall provide minutes of the key discussions and agreements within 10 working days of the meeting.

### **8.3 Stakeholder meetings**

Stakeholder meetings are part of the EU Ecolabel/GPP criteria setting process and will be organised by the DG JRC. The contractor is expected to provide technical support for these meetings as described in the chapters “**Description of Tasks**”. Dates for the stakeholder meetings will be arranged in due time. The contractor will be present at these meetings with the number of participants adequate for fulfilling the requested support tasks.

## **9 QUALITY ASSURANCE**

The study result delivered by the contractor must enable an assessment of its quality and it should be presented with rationales and be comprehensible. The contractor will establish robust means to ensure the reliability, validity and comparability of the information collected as well as the quality of its analysis and of its reporting. In particular, the senior researcher nominated by the contractor will be in charge of scientific quality assurance tasks.

All tasks, interim reports, and final report should be monitored, completed, adapted and if necessary, corrected by the contractor's senior researcher (indicated above) who should also be responsible of fully taking into account the comments, suggestions and additional conclusions during the project implementation as well as any additional written comments on reports provided by DG JRC.

All documents must be in English provided in both .doc and .pdf versions and must be proof-read by a native speaker or a person with equivalent language skills. Any presentation made must be in English and provided in both PowerPoint and .pdf versions and must also be proof-read by a native speaker or equivalent.

All the updated versions of the documents should be submitted in two files – a clean version and one with track changes addressing comments provided by the Commission.

## **10 DURATION**

The contractor shall start working immediately after the signature of the contract.

The execution of the tasks may in any case not start before the contract has been signed.

The services requested in this call for tender will need to be delivered over a period of up to 20 months, including the time for the DG JRC to comment the interim deliverables and the contractor to implement the suggested amendments. The time needed for possible comments and amendments to the final deliverables is not included..

## **11 LANGUAGE**

The language of all deliverables, meetings, presentations, and exchanges will be English. The user interface of all software should be English, and this is the language in which all documentation, including that inserted in source code, will be written.

It is expected that the written text in the deliverables is of high standard scientific language, ideas are expressed in a clear and logically structured way. The text of all deliverables will be strictly assessed according to these criteria in the review process.

## 12 CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>

### 12.1 Content

#### **Final report**

The final report shall include:

1. an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
2. the following standard disclaimer:  
*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*
3. specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

#### **Publishable executive summaries**

The publishable executive summaries shall be provided in both English and French and shall include:

1. the following standard disclaimer:  
*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”*
2. specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

## **12.2 Structure**

The final report must follow the structure agreed at the kick-off meeting and similar to the structure of the previous JRC Scientific and Policy Reports on Product Policy (see for example " Revision of Green Public Procurement Criteria for Road construction", available at:

[http://susproc.jrc.ec.europa.eu/road/docs/1AHWG\\_GPP\\_road\\_draft\\_Preliminary\\_report\\_v1.pdf](http://susproc.jrc.ec.europa.eu/road/docs/1AHWG_GPP_road_draft_Preliminary_report_v1.pdf)

and

[http://susproc.jrc.ec.europa.eu/road/docs/1AHWG\\_GPP\\_road\\_draftTechnicalReport\\_v1.pdf](http://susproc.jrc.ec.europa.eu/road/docs/1AHWG_GPP_road_draftTechnicalReport_v1.pdf).

## **12.3 Graphic requirements**

For graphic requirements, the contractor will have to refer to the template provided in the annex 1. The cover pages shall be filled in accordance with the instructions provided in the template.