Invitation to tender for development of travel monitoring and reporting tool

Stockholm 2020-05-27

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1. Administrative conditions

Contracting authority Stockholms Environment Institute (SEI)
Postal address Box 24218, SE-104 51 Stockholm, Sweden
Corporate ID no 802014-0763
Contact Person regarding the tender process Georgia Savvidou
gorgia.savvidou@sei.org
Submission of tender to gorgia.savvidou@sei.org
Last date and time to submit tender Wednesday 17 June 2020 at 17.00hrs CEST

Procurement type Direct award – a procurement without requirements on tenders in a certain form in accordance with the Swedish Public Procurement Act (2016:1145), Chapter 19 Section 4.

Tenders may be accepted without prior negotiations.
Negotiations, if any, can only be commenced at the initiative of SEI.

<table>
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<tr>
<th>Timetable</th>
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</thead>
<tbody>
<tr>
<td>Invitation to tender published</td>
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<tr>
<td>Last date for submission of questions</td>
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<td>Anticipated notice of award</td>
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<td>Anticipated signing of contract</td>
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<td>Anticipated start-up meeting</td>
</tr>
</tbody>
</table>

2. Tender regulations

2.1 Obligatory requirements

This Invitation to Tender, including Appendices, contains a number of compulsory requirements, which are so designated by the word “must” and are underlined. In order for a tender to be examined, evaluated and adopted these must requirements have to be satisfied.
2.2 Questions and answers regarding the tender

During the procurement process, the contracting authority (Stockholm Environment Institute) is not permitted to discuss documentation, tenders, evaluation or other such matters with tenderers in a manner which favours or disfavours one or more tenderers. Questions regarding contract documents must be submitted in writing directed to the Contact Person no later than 8 June 2020. The answers to all questions will be published on https://www.sei.org/about-sei/opportunities/invitations-to-tender. SEI may at any point in the process seek to question a tenderer, in writing or verbally, for the purpose of clarifying information pertaining to the tenderer and/or their proposal.

2.3 Correction of errors and clarifications and supplementation of tenders

Responses by tenderers to requests by SEI for corrections of errors, clarifications or supplementation of tenders must be submitted in writing to the contact person indicated above.

2.4 Rights reserved

In addition to all other rights, SEI specifically reserves the right to:

- Accept or reject all or part of a tenderer’s tender
- Negotiate further terms and other conditions of business with the successful tenderer
- Contact any tenderer(s) to obtain corrections or clarifications to a submitted tender if necessary to make a fair comparison of all tenders submitted
- Extend the tender submission date, for all tenderers, if it is determined to be necessary for any reason
- Amend or supplement this Invitation to Tender in writing at any time
- With reservations for misprints or typos
- Withdraw the tender at any time

2.5 Notice of award

All tenderers will be notified by e-mail of the winning tender as soon as possible after a decision has been made to award the contract. A notice of award does not mean that a binding contract has been entered into between SEI and the winning tenderer. A contract is not legally binding until it has been signed by both parties.

3. General tender conditions

1. Tenders must be prepared based on the conditions indicated in this Invitation to Tender with all its appendixes, and satisfy the listed must requirements.

2. Tenders must be in writing and signed by an authorised official of the tenderer.

3. Tenders must contain information about the tenderer pursuant to Appendix 2, Contact information, which is appended hereto.

4. The tender and all documentation appended must be drawn up in English and contain the information and documents indicated in this Invitation to Tender.
5. The tender must be submitted as one single PDF file (including possible annexes and certificates), in case of valid technical reasons a tender may be submitted as multiple PDF files.

6. The tender must be submitted via e-mail to the following address: georgia.savvidou@sei.org marked “Tender for SEI's Travel Tool” in the subject line.

7. Tenderers, in their tender, must confirm that the tender is valid and binding upon them for 60 (sixty) days from (last day for submissions).

3.1 The proposal must include

- A statement of interest outlining how the team is qualified to perform the task corresponding to the Terms of Reference (Appendix 1).
- A study design, clearly outlining key questions that correspond with the areas of work in sections 3. Objective and 4. Scope of the terms of reference (Appendix 1), a chosen methodology, as well as an explanation of how the chosen approach will meet the objectives of the evaluation.
- A work plan with timeline and budget (incl. breakdown of costs). The configuration of the tool should start 25 June and be done by 30 November 2020. The tender should include a time plan that meets this timeline.
- Description of all team members, which clearly states relevant experience for the assignment.
- At least two examples of similar previous assignments within the past three years, including reference(s) for each.

4. Requirements regarding the tenderer

The following requirements must be satisfied:

The tenderer must fulfil the required legal obligations regarding registration, taxation and other legal charges in Sweden or in the tenderer’s home country.

The tenderer and/or individuals representing the tenderer must not have been found guilty of any crime related to the exercise of his/her profession, nor be or be about to; (i) enter into an arrangement for the benefit of creditors, (ii) become insolvent, (iii) file for protection under the bankruptcy laws or otherwise seek relief from creditors or (iv) anything analogous to the matters stated herein before that occur under any applicable law. Furthermore, the tenderer and/or individuals representing the tenderer must not have been convicted of trafficking in persons, procurement of commercial sex, use of forced labour, a narcotic offense or to have been engaged in drug trafficking or other serious criminal offenses. Tenderers to whom circumstances as the hereinbefore described apply will be excluded from participation in this tender.

A tenderer must append the following documents in a copy to its tender as evidence that the requirements have been satisfied:

- A copy of the registration certificate issued by the authorized government agency (in Sweden, this is the Swedish Companies Registration Office, Bolagsverket), provided that an obligation to register exists.
- A certificate showing that the tenderer is registered for the payment of value added tax, withholding tax, employee contributions, or similar taxes or charges in accordance with the law of the country of the tenderer, and is free from debts regarding taxes and social security contributions.
5. Tender price

- Fees and costs **must** be given in Swedish Crowns (SEK), **excluding VAT**.
- The total price, excluding VAT, in the tender **must not** exceed a maximum total cost of **SEK 300,000** (SEK three hundred thousand).
- The tender **must** include any and all costs for the assignment and state the total cost of the assignment, and be specified as:
  - fee per day and person and in total
  - if any travel and all travel associated costs, including accommodation and **per diem** compensations. Please note that air travel is not encouraged as part of this project
  - other costs (specified)

The total price and proposed deliverables for the assignment will be used in the evaluation of the most economically advantageous tender.

6. Terms of reference

The Terms of Reference (Appendix 1) indicate fundamental and specific requirements for the performance of the Travel tool.

The tender **must** describe how the assignment would be carried out and what competencies would be made available to the assignment in such detail as to enable an assessment against the Terms of Reference and section 7 Evaluation below.

The tender **must** contain an acknowledgement that the tenderer has the technical, financial and other knowledge requirements for performing the work, as stated in this Invitation to Tender, within the timeframes specified.

7. Evaluation

A selected group will evaluate the tenders. They will evaluate according to the below. Tenderers should ensure that they have included clear and relevant information in their tender as to enable the evaluation.

Tenders that fail to adequately satisfy the Terms of Reference and conditions specified in this document may be arbitrarily dismissed. The total price for the assignment will be used in the evaluation of the economically most advantageous tender.

Tenders that fulfil the requirements will be evaluated at the sole discretion of SEI. The evaluation will involve an analysis of the complete tender including, but not limited to the following evaluation principles and process.

The tenders will be evaluated following Step 1-3 below:
7.1 Step 1. Obligatory requirements

Initially, an examination will be made of the must requirements (see sections 1 to 6). Tenders that satisfy these requirements and are deemed to be qualified will then be evaluated against a set of basic technical and professional requirements.

7.2 Step 2. Full evaluation

Tenders that are deemed to satisfy the basic technical and professional requirements will be evaluated against a set of weighted criteria as set forth below in sections 7.3-7.4. The results of the technical and professional evaluation will thereafter be used for a price / quality evaluation as set forth in section 7.5.

The winning tender will be the one with the lowest comparison value.

7.3 Evaluation criteria for technical and professional requirements

7.3.1 Approach and structure of tool (maximum 60 points)

The tender, based on the requirements in the Terms of Reference, must describe the approach intended to be used, with a description of how this will ensure that the deliverables are satisfied. The following criteria will be assessed:

- Whether consultants have understood the assignment by designing an approach that clearly shows how it will meet the stated objective in an effective and structured manner (40 points)
- Whether the work plan for the assignment is clear, efficient and flexible in relation to the Terms of Reference (20 points)

7.3.2 Qualifications (maximum 40 points)

The tender must contain information regarding the qualifications and competence of the persons proposed. The key requirement at the bidding phase is to demonstrate quality and experience in the proposed team, in relation to the Terms of Reference.

Team leader (maximum 25 points)

- Experience from leading and/or managing projects concerned with developing similar tools e.g. decision-making tools, administrative tools, travel booking or monitoring software, app development. (25 points)

Other personnel (maximum 15 points)

- Experience of similar assignments, e.g. decision-making tools, administrative tools, travel booking or monitoring software, app development, within the last 3 years. (15 points)

7.4 Evaluation of technical and professional requirements

<table>
<thead>
<tr>
<th>Method of evaluation</th>
<th>Poor ¹</th>
<th>Not entirely satisfactory ²</th>
<th>Satisfactory ³</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of points that can be awarded under each of the evaluation criteria in section 7.3.</td>
<td>0%</td>
<td>40 %</td>
<td>60 %</td>
</tr>
<tr>
<td></td>
<td>60 %</td>
<td>80 %</td>
<td></td>
</tr>
</tbody>
</table>

¹ Poor
² Not entirely satisfactory
³ Satisfactory
For example, if a maximum of 20 points can be awarded for a given criteria, “Good” will mean 0.8 x 20 = 16 points. (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).

1. Not addressed or not sufficient
2. Sufficient in some respects but not as a whole
3. Sufficient but lacks substantial advantages or has uneven quality
4. Adequate and well suited to the purpose
5. Gives added value and shows high quality on the whole

7.5 Price/quality evaluation

The results of the evaluation are used to price quality by allocating tenders a percentage surcharge on the price, where the surcharge is a function of how much lower the tender’s quality score is than the maximum quality score. This method yields a comparison value for every tender.

The following formula is used:
Comparison value = Tendered price x (1 + Percentage surcharge).

Percentage surcharge = [(maximum quality score − quality score assigned)/maximum quality score] x upward adjustment factor;

The upward adjustment factor reflects the effect the quality offered should have when added to the price in an evaluation. The higher the upward adjustment factor is, the greater the importance accorded to qualitative criteria in relation to the price.

The upward adjustment factor is set at 2.5 for this procurement.

Example:
The upward adjustment factor is set at 2.5.
Tender A: Price 300,000, quality score assigned 90 of 100.
Tender B: Price 240,000, quality score assigned 75 of 100.
Evaluation Tender A: Percentage surcharge = (100 − 90) / 100 x 2.5; Percentage increase = 0.25; Comparison value = 300 000 x (1 + 0.25); Comparison value = 375,000.
Evaluation Tender B: Percentage surcharge = (100 − 75) / 100 x 2.5; Percentage increase = 0.625; Comparison value = 240 000 x (1 + 0.625); Comparison value = 390,000.
The winning tender is A, since it has the lowest comparison value.
Appendix 1

Appendix 1: Terms of Reference

1. Description of SEI

Stockholm Environment Institute is an international non-profit research and policy organization that tackles environment and development challenges.

We connect science and decision-making to develop solutions for a sustainable future for all. Our approach is highly collaborative: stakeholder involvement is at the heart of our efforts to build capacity, strengthen institutions, and equip partners for the long term.

Our work spans climate, water, air, and land-use issues, and integrates evidence and perspectives on governance, the economy, gender and human health.

Across our eight centres in Europe, Asia, Africa and the Americas, we engage with policy processes, development action and business practice throughout the world.


2. Background

SEI’s value proposition is the delivery of relevant and timely information to key stakeholders in order to bridge science, policy and practice on environment and development issues. Internal communication, knowledge sharing and collaboration are key to bridge science and policy.

SEI has reported – annually – its carbon (CO\textsubscript{2} equivalents) emissions from air travel since 2015. However, with a recognition that environmental and research organizations must lead the way, we have developed a new environmental policy that requires us to set emissions reductions targets and individual employees to monitor and report their own air travel emissions using a reflective approach (see Appendix 1, 4.1). In addition, we want to include an optional pre-travel approval process that allows managers to sign off on upcoming travel, indicating destination, duration of visit, mode of travel and associated emissions. The travel approval process should be integrated with the tool.

SEI is leading a project called TR\textsuperscript{2}AIL to develop this travel tool together with two partners and one in-kind collaborator:
- Tranås Resebyrå is SEI’s HQ travel agent, specialising in travel for non-profit and humanitarian organizations in Sweden.
- The Tyndall Centre is a partnership of universities bringing together researchers from the social and natural sciences and engineering to develop sustainable responses to climate change. The Tyndall Centre has developed and owns the Tyndall Travel Tracker and the Tyndall Travel Strategy. The Tyndall Travel Strategy aims to help individual researchers and the Centre as a whole to reduce their emissions through time. It includes a code of conduct, and a system to monitor and justify travel emissions and to support individual commitments to reducing emissions.
- The Centre for Climate and Energy Transformations, University of Bergen, is an in-kind contributor to the project. They have significant experience developing travel reflection schemes.
3. Objective

Greenhouse gas emissions from flight-intensive organisations’ air travel are substantial. Even with an increasing willingness to change, especially from management, decisions on when, where and how to travel are often made at the individual employee level. At this level, there is often an incomplete awareness of the impacts of air travel, a perceived lack of alternative options, and a lack of support mechanisms to inform decisions on whether and how to travel. Understanding individual travel behaviour and ensuring that interventions appropriately target the decision maker at the point of decision is essential to effectively minimize impacts from air travel.

The Stockholm Environment Institute (SEI) and project partners are seeking the services of a web developer and data visualization expert to co-develop a tool to provide employees in an organization with a personal profile page to record her/his air travel and associated emissions. The tool is expected to enable employees to reflect on whether, why and how they travel, as they work towards reducing their emissions. The tool is also intended for managers to (optionally) pre-approve travel, and a reporting tool of the organization’s travels. This will include:

- Individual profile pages for all employees which shows 1) travel to date 2) travel planner which shows planned trips to date.
- An interface homepage that includes a visual report/feedback to provide users with a high-level overview of their individual cumulative travel and emissions to-date as they are accessing the tool to add a trip.
- A visual representation of emissions in a unit people can relate to and understand the impact of emissions.
- A digitalised pre-travel approval process which can be delivered in a form of automated email.
- Providing an easily accessed interface that allows individuals to report their travel (preferably while on the move).
- Allow levels of access to be set so that administrators and managers have specific access to reports and data at individual, unit, centre or organization-wide levels while employees in general have access only to their own reports and data.
- The ability to download emissions data for an entire organization, or broken down per centre, unit, individual.
- All the points above are related to air travel. Ideally the tool would provide the ability to compare emissions between different modes of transport if possible. The priority is air travel, but the inclusion of different travel modes could be explored.

Several online tools to calculate carbon footprint from (air) travel already exist. These include: the Chalmers University’s Travel & Climate, Tyndall Travel Tracker, My Climate calculator, Carbon Trust’s Footprint Manager, ICAO’s Carbon Emissions Calculator, ClimateCare Carbon Calculator, Greentripper, Offsetters Flight Emissions Calculator, ChooseClimate.

These tools all have strengths and weaknesses. Some of them have been developed with organizations in mind, while the majority are individual carbon calculators. They show different results, reflecting different calculation methods and assumptions, they have different levels of simplicity to use or to administrate. None of them, with the exception of Tyndall Travel Tracker, offers a section for reflection or justification of the trip or offers the possibility to record previous travels.

A movement around reduction of air travel emissions has started and many flight-intensive organizations have set targets on reducing their air travel emissions. We envision the development of a tool to enable those
organisations to follow-up on their air travel emission reduction targets, and individuals within the organizations to reflect, track and reduce their own emissions.

The primary intended audience for the platform is individuals within flight-intensive organisations. These are people who often have to make decisions in short term, leaving limited time to reflect on the travel and for seeking out information on the carbon footprint and alternatives of the travel. It is for this audience that many of the platform’s core design considerations will be targeted (including simplicity of interaction with the platform to reduce the administrative burden related to travel monitoring). Other potential users include managers and directors in organizations who want to have an overview of groups within the organisation or the organizational carbon footprint.

4. Scope

The terms of reference indicate fundamental and specific requirements for the creation of a secure structure for approving, monitoring and reporting travel and associated emissions.

Security is key. Therefore, the tenderer must include information about how security is considered for our configuration and usage.

SEI recently migrated to using Office 365 for its internal communications and collaboration mechanisms. This enables employees to work much more effectively across our centres and streamlines our IT systems. SEI currently uses E3 non-profit Office 365 licenses for all employees. Employees are already using Teams, Planner and OneDrive widely and the Travel Approval, Monitoring and Reporting tool should work within or alongside O365 apps. Therefore, if the tool can be integrated with O365 software, there are a number of expected benefits such as no additional user login and automatic tracking of employee details. However, this tool is intended to be available for use in other organisations outside SEI. Therefore, if the tool is embedded in O365, it might restrict open access of the tool. SEI appreciates any recommendation or advice on this and final solution will be decided in dialogue between SEI and the tenderer.

The tenderer must also include any specifications or considerations to ensure we comply to the General Data Protection Regulation (GDPR) for our set-up.

SEI and partners prefer to be closely involved in the tool development. The development phase needs to include time for support of questions to ensure alignment of the end product and testing of the app before the piloting. A number of validation points with user test groups are expected before the final delivery of the tool and therefore, a first simple version of the tool is expected early in the process, for validation and continuous development during the contract period. Therefore, after each version some time needs to be allocated for adjustments of functionality or interface.

In the following sections the scope is clarified, and we ask the tenderer to include more details in the tender as you see fit. SEI appreciates any recommendation or advice to ensure the quality of the delivery.

4.1 Travel Approval, Reporting and Monitoring tool

Full technical specifications are given in the table below. Key features are:

1. Setting up of a user-friendly form – or similar – for users to submit ‘trips’ to be approved and for air travel activity to be logged into the system.
2. A reflective approach, by which individual employees enter their own travel data, including reasons and justifications. The interface should provide information on travel-related emissions to date, and in relation to user-set targets.

3. Automatic calculation of distance and emissions based on airport codes and the ability to enter multiple legs of a journey. The calculation method to be followed is the method used by MyClimate. Parameters used can be adjusted.

4. Secure entry and back-up of data and ability to export for carbon emissions reporting and for management – e.g. to generate lists of approved trips including information on employee number, project number, unit, gender, position in organization.

5. Reports of individual, centre and organization-wide travel.

Technical specifications of tool.

<table>
<thead>
<tr>
<th>#</th>
<th>Function</th>
<th>Category</th>
<th>Details</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Responsive design</td>
<td>Technical</td>
<td>The tool needs to be functional on the most common devices (desktop, and if possible, also on mobile devices). A mobile-first approach could be used if considered appropriate and feasible by the consultant.</td>
<td>Must</td>
</tr>
<tr>
<td>2</td>
<td>Browser support</td>
<td>Technical</td>
<td>If the tool is a web-based tool, the website should be functional on today’s most-used web browsers (Chrome, Firefox, Safari, Edge).</td>
<td>Must</td>
</tr>
<tr>
<td>3</td>
<td>Operating system support</td>
<td>Technical</td>
<td>The tool needs to be functional on both Mac/OSX and PC/Windows 7/8/10 and therefore any functionalities should work in both environments.</td>
<td>Must</td>
</tr>
<tr>
<td>4</td>
<td>Interactive content</td>
<td>Design</td>
<td>The tool should motivate people to take action by visualising data in an interactive way.</td>
<td>Must</td>
</tr>
<tr>
<td>5</td>
<td>Hacking protection</td>
<td>Security</td>
<td>App uses features and extensions that help to protect against hacking attacks.</td>
<td>Must</td>
</tr>
<tr>
<td>6</td>
<td>Backup</td>
<td>Security</td>
<td>App provides functionalities to perform frequent and schedulable backups.</td>
<td>Must</td>
</tr>
<tr>
<td>7</td>
<td>Auto-complete</td>
<td>Interface</td>
<td>Auto-complete options to speed-up and simplify data entry for airport codes and cities</td>
<td>Must</td>
</tr>
<tr>
<td>8</td>
<td>App speed</td>
<td>Technical</td>
<td>Optimize app speeds to industry standards.</td>
<td>Must</td>
</tr>
<tr>
<td>9</td>
<td>Data not locked-in</td>
<td>Technical</td>
<td>Ability to export the app content</td>
<td>Must</td>
</tr>
<tr>
<td>10</td>
<td>CO₂ target</td>
<td>Interface</td>
<td>Data field for yearly individual CO₂ target</td>
<td>Must</td>
</tr>
<tr>
<td>11</td>
<td>Centre</td>
<td>Interface</td>
<td>Specify centre association</td>
<td>Must</td>
</tr>
<tr>
<td>12</td>
<td>Graphical chart</td>
<td>Design</td>
<td>Chart option includes showing CO₂ target for user</td>
<td>Must</td>
</tr>
<tr>
<td>13</td>
<td>Graphical chart</td>
<td>Design</td>
<td>Travel chart that shows km travelled custom time scale</td>
<td>Must</td>
</tr>
<tr>
<td>14</td>
<td>Airport codes</td>
<td>Interface</td>
<td>Entry of multiple legs of a journey i.e. ARN-AMS, AMS-LHR, LHR-CPH, CPH-ARN</td>
<td>Must</td>
</tr>
<tr>
<td>15</td>
<td>Class of travel</td>
<td>Interface</td>
<td>For each flight segment, specify class of travel</td>
<td>Must</td>
</tr>
<tr>
<td></td>
<td>Feature</td>
<td>Category</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>16</td>
<td>Reason for travel and justification</td>
<td>Interface</td>
<td>For each trip, specify reason for travel and justification</td>
<td>Must</td>
</tr>
<tr>
<td>17</td>
<td>User access</td>
<td>Interface</td>
<td>Basic level of access available to all users</td>
<td>Must</td>
</tr>
<tr>
<td>18</td>
<td>Centre access</td>
<td>Interface</td>
<td>Elevated level of access for all trips associated with a centre (and unit)</td>
<td>Must</td>
</tr>
<tr>
<td>19</td>
<td>Super user access</td>
<td>Interface</td>
<td>Elevated level of access for all trips</td>
<td>Must</td>
</tr>
<tr>
<td>20</td>
<td>Export</td>
<td>Technical</td>
<td>Export data to Excel sheet or properly formatted CSV</td>
<td>Must</td>
</tr>
<tr>
<td>21</td>
<td>Approval process</td>
<td>Interface</td>
<td>Ability to approve trip containers (approval process is optional). An email notification could be generated to the approver once the trip has been submitted.</td>
<td>Must</td>
</tr>
<tr>
<td>22</td>
<td>Trip approval person</td>
<td>Interface</td>
<td>Option to add person who will approve trip container</td>
<td>Must</td>
</tr>
<tr>
<td>23</td>
<td>Graphical chart</td>
<td>Design</td>
<td>Chart translating CO₂ emission to a relatable real-life example for user</td>
<td>Must</td>
</tr>
<tr>
<td>24</td>
<td>Persistent login</td>
<td>Technical</td>
<td>Tool should keep a user signed-in according to industry standards</td>
<td>Should</td>
</tr>
<tr>
<td>25</td>
<td>Trip container</td>
<td>Interface</td>
<td>Data for a trip should be viewable as part of a named trip container.</td>
<td>Should</td>
</tr>
<tr>
<td>26</td>
<td>User profile</td>
<td>Technical</td>
<td>Auto-populated based on Office 365 data if possible (this includes employees name or number, centre, position)</td>
<td>Should</td>
</tr>
<tr>
<td>27</td>
<td>User login</td>
<td>Technical</td>
<td>Depending on whether the tool is embedded in O365 or not, it might require login. In this case, a two-factor authentication is preferred</td>
<td>Should</td>
</tr>
<tr>
<td>28</td>
<td>SEI target</td>
<td>Technical</td>
<td>CO₂ emissions displayed as percentage of SEI-wide/Centre emissions to date, and as percentage of annual targets</td>
<td>Could</td>
</tr>
<tr>
<td>29</td>
<td>Graphical chart</td>
<td>Design</td>
<td>Ability to round numbers per month/ quarter/year</td>
<td>Could</td>
</tr>
<tr>
<td>30</td>
<td>Different modes of transport</td>
<td>Technical</td>
<td>Ability to explore and compare emissions of different options before logging the preferred option</td>
<td>Could</td>
</tr>
</tbody>
</table>
## Appendix 2: Contact information

### General information

| Form of organisation (legal incorporation) |  |
| Name of organisation/company |  |
| Visiting address |  |
| Postal address |  |
| Postal code, city and country |  |
| Telephone number, incl. country code |  |

### Contact person for the contract

| Name |  |
| Telephone number, incl. country code |  |
| Mobile telephone number, incl. country code |  |
| E-mail |  |

### Contact person who can answer questions that may arise during the tender

| Name |  |
| Telephone number, incl. country code |  |
| Mobile telephone number, incl. country code |  |
| E-mail |  |