

# **Tender Document**

**SUNET 2012 Tender for a  
survey and course evaluation service**

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## **Invite to submit a tender**

You are hereby invited to submit a tender for the SUNET survey and course evaluation service.

## **Background**

SUNET (the Swedish University Computer Network) started in the 1980s as a research project for Swedish computer scientists. Today the aim for SUNET is to provide the Swedish research and higher education community with access to world class national and international data communication and related services. SUNET is dedicated to support the needs of the research and education communities within Sweden. Apart from offering high-capacity computer networks, SUNET also hosts a wide variety of different services for connected organizations.

SUNET is mainly financed by contributions from the participating organizations, but do also receive direct government funding. The Swedish Research Council is administratively responsible for SUNET. The Swedish Research Council is an authority inside the Department of Education and Culture, and is the largest Swedish funding agency for basic research at Swedish universities, colleges and institutes. The services of SUNET are government funded and connected organizations are charged for services.

SUNET supports several high-demand eScience projects; SUNET is a vital part of the Swedish Research Infrastructure.

## **General information on this Public Procurement**

The scope of this public procurement is to purchase a survey and course evaluation service for the Swedish research and higher education community. The service is going to be made available for purchase by all SUNET connected organizations, as listed in Appendix 2. The potential number of users exceeds 600.000, but SUNET is not able to guarantee the level of purchase at this time.

## Public procurement – chosen procedure

The procedure chosen for this procurement is the Open procedure in accordance with Chapter 4, Section 1 of the Swedish Act (2007:1091) on Public Procurement (“LOU”).

## The contracting authority

The contracting authority is:

SUNET

Tulegatan 11

113 53 STOCKHOLM

SUNET:s contact person:

Börje Josefsson

e-mail: [bj@sunet.se](mailto:bj@sunet.se)

phone: +46(0)705610837

## Contract terms

The agreement between the parties *shall* largely be based on the standard contract from IT & Telekomföretagen (IT & Telekomföretagen is a trade association whose members are companies from the IT and telecom sector) called Cloud Computing Version 2010 and Cloud Computing Special Conditions. A copy of these contract terms in full will be made available on request.

## Contract period and renewal

The contract period *shall* be 24 months. The contract is expected to commence directly after it has been signed. SUNET *shall* have the opportunity to renew the contract for an additional period of 12 months. SUNET must notify about such a renewal at least six months before the initial contract period expires.

## Timing

Replies shall be submitted to SUNET, no later than 17:00 UTC, Friday the 10th of August 2012. Replies shall be sent by email to: [tender-survey2012@sunet.se](mailto:tender-survey2012@sunet.se).

Replies not received before the end of the deadline will not be considered.

## Important notice

By submitting your Tender reply you accept the following terms:

- That SUNET will not cover any costs connected to or resulting from participation in the Tender Procedure.
- That SUNET reserves the right not to proceed with the Tender Procedure and SUNET is entitled to terminate the process at any time, without any liability or compensation towards you.
- That Swedish law to the exclusion of any other national law shall govern the Tender Procedure and the contract.

## Clarification of the tender documents during the tender period

If the tender document is unclear or if some of the required criteria is deemed unreasonable, excessive or limiting the competition in any respect, it is important that the SUNET contact person is contacted as early as possible so that any misunderstandings can be avoided.

All questions regarding the procurement, contract documents or tender *should* be asked via e-mail to: tender-survey2012@sunet.se no later than 10 days before the last day of submittal of tenders. Answers will be sent to the email address submitting a question, and anonymized answers to questions of general interest will be published at the SUNET tender wiki.

## Tender Opening

The opening of tenders will be in accordance with Chapter 9 Section 7 LOU and take place at 12:00 UTC, Monday the 13<sup>th</sup> of August 2012 at:  
Tulegatan 11, 2tr SE-113 53 Stockholm Sweden

## Reply requirements

The Supplier shall reply to all elements in the Tender Reply Form.

- Pre-requisites
- Financial
- Shall requirements
- Should requirements

The Tender *shall* be valid until December 31<sup>st</sup>, 2012.

The Contract is expected to be completed during September 2012.

## Evaluation of tenders

All pre-requisites shall be full filled or the tender is disqualified.

The tender evaluation will be based on a points system for both financial and technical criterions as specified in the tender reply form.

The contract award criteria will be “the most economically advantageous tender”

The overall evaluation weights are:

Financial 40%

Based on the overall cost of the service.

Technical 60%

The technical requirements includes a series of shall requirements that disqualifies the Candidate if not fulfilled and a number of should requirements and descriptions, that earns points if fulfilled.

All requirements will be converted to a point score, with 100 points as the maximum achievable, as described in the tender reply form. The tender with the highest point score will be awarded the contract

## Secrecy

All documents submitted to SUNET is considered incoming document under the Freedom of Press Act Chapter 2 § 6. Under this law, Swedish citizens have the right to inspect public documents. This also means that the Tenderer is unable to recover a tender in original.

The Swedish Secrecy Act (2009:400) (“SSA”) regulates issues concerning document privacy and confidentiality. During a public procurement an absolute secrecy applies until the contract award decision is made public according to Chapter 19 § 3 SSA. This means that all data e.g. on the number of tenders, the content of the tenders and information about the Tenderers are secret until the contract award decision has been made public or the public procurement is completed in any other way. The Tenderer may, under certain circumstances, claim continued secrecy after this period according to Chapter 31 § 17 of the SSA. The assessment of continued secrecy can

only be made by SUNET. However, it is possible for a Tenderer to make a request for continued secrecy in the tender. By this the Tenderer informs SUNET how the Tenderer has assessed the material. Such information may also be helpful for SUNET:s oncoming decision on the continued secrecy. Such a request from the Tenderer for continued secrecy shall be in writing and contain:

- a request that the document shall be kept confidential
- a specification on what parts of the document that are subject to the request.
- a specification on the damage that may occur if the information is disclosed.

Such information which the Tenderer would like to keep confidential should be collected in a separate annex, which easily can be separated from the rest of the tender. It should be noted that a request for continued secrecy will not automatically lead to such a decision by SUNET. Such a request is rather an information for SUNET:s future assessment on the matter. Therefore SUNET cannot guarantee that a document will not be disclosed and the Tenderers should also be informed that a decision on continued secrecy by SUNET can also be altered after an appeal and a court decision that a document should be disclosed.

### **Contract award decision**

After SUNET:s evaluation of the tenders, a contract award decision will be communicated with the Tenderers. In this decision information will be given on what tender that has been considered the most economically advantageous one according to the tender document and thus has been awarded the contract. Contract award decision will be communicated with the Tenderers and the contact person specified in their tender. Along with the contract award decision a procurement protocol on the evaluation will also be distributed according to Chapter 9 § 12 LOU.

### **Stand still period and Contract**

After communicating the contract award decision SUNET will observe the legally binding standstill period of ten days according to Chapter 16 § 6 LOU. After this a contract will be signed with the most economically advantageous Tenderer in accordance with the tender documents and the contract award decision. However such signing of contract is dependent on that the contract award decision is not subject to an appeal under Chapter 16 of the LOU.

## Pre-requisites

For foreign Candidates all documents and information, where applicable, may be submitted in the form that is available in the country where the Candidate is established.

The tender shall be filed in the English language.

The Candidates shall provide the information requested in accordance with the enclosed application form, Appendix 3. The request to participate shall be signed by an authorized representative of the Candidate.

Exclusion criteria under Chapter 10 LOU

Candidates shall not be convicted of the offenses specified in Chapter 10, section 1, LOU, i.e.

1. such crime as referred to in Article 2.1 of the Joint Action of 21 December 1998 adopted by the Council on the basis of Article K.3 of the Treaty on European Union, on making it a criminal offence to participate in a criminal organisation in the Member States of the European Union (1) (98/733/JHA);
2. corruption as defined in Article 3 of the Council Act of 26 May 1997 drawing up, on the basis of Article K.3 (2) (c) of the Treaty on European Union, the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 3.1 of the Joint Action of 22 December 1998 adopted by the Council on the basis of Article K.3 of the Treaty on European Union, on corruption in the private sector (98/742/JHA);
3. fraud within the meaning of Article 1 of the Convention Drawn up on the basis of Article K.3 of the Treaty on European Union, on the protection of the European Communities' financial interests, or
4. money laundering as defined in Article 1 of the Council Directive of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering (91/308/EEC), amended by Directive 2001/97/EC of the European Parliament and of the Council.

If the Candidate is a legal person, the Candidate shall be excluded if a representative of the legal person has been sentenced for the offence.

- Candidates shall in this respect sign the affidavit, attached as Appendix 4.



Candidates shall not be subject to conditions specified in Chapter 10, Section 2, LOU, i.e.:

1. is bankrupt or is being wound up, is under compulsory administration or is the subject of a composition or has indefinitely stopped their payments or is subject to a prohibition on conducting business,
2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or composition or any other similar proceedings,
3. has been convicted by a judgment which has the force of res judicata for an offence relating to professional practice,
4. has been guilty of grave professional misconduct and the contracting authority can prove this,
5. has not fulfilled their obligations relating to social insurance charges or tax in their own country or in the country where the procurement is being conducted, or
6. in some essential respect has failed to provide information requested or provided incorrect information required pursuant to this provision.

If the Candidate is a legal person, the Candidate may be excluded if a representative for the legal person has been sentenced for an offence referred to in the first paragraph

- Candidates shall sign affidavit, attached as Appendix 4.

Candidates shall have fulfilled its obligations relating to social security contributions and taxes. Candidates shall also comply with lawful requirements for registration, tax and fee obligations.

- Registration certificate from the Companies Registration Office or equivalent authority shall be attached. Registration Certificate shall not be older than a month from the date of submission of the tender.

#### Economic and Financial standing

Candidates shall have a stable economic position relative to the object procured. The Candidate's turnover reported to the Companies Registration Office, or equivalent authority, for the last completed financial year should be at least EUR 1.000.000.

- Annual Reports or similar documentation for the past financial year shall be attached to the tender reply.

#### Creditworthiness

Candidates shall have a stable financial position. The Candidate shall provide documentation of its financial status e.g. in terms of at least A in the Dun & Bradstreet credit rating or equivalent rating from another credit bureau.

- The Candidate shall to the request attach such a certificate proving the demanded credit rating. The certificate shall not be older than fourteen days from the date of submission of the tender.

Other documentation can be provided as attachments to the tender reply.

SUNET shall have the opportunity to check Candidates' data.

#### Technical and professional ability

\*Candidates shall with sufficient credentials have performed at least 3 equivalent assignments of the kind referred to in this document's description and requirements section. The assignments shall have commenced, undertaken or completed after January 1, 2009.

- The assignments shall be verified with a short description and contact information for the reference persons from the reference objects.

## Service Requirements

### 1. Legal

1. All data stored and transferred by the service *shall* remain the legal property of the customer and the Tenderer *shall* not assert any rights over any data uploaded to the service.
2. All user owned data in the Service *shall* (subject to customer managed access control restrictions) upon request be made available to that user or a duly designated representative of that user. This *shall* be honored by the service for a period of 6 months beyond any termination of contract. During that period the data *shall* be made available via the existing interfaces with unrestricted access and data capacity.
3. If located in US the service *shall* comply with US-EU safe harbor requirements as described at <http://export.gov/safeharbor/>
4. If the Tenderer fails to fulfill any *shall* requirement throughout the contracted period the service can be terminated with 6-month notice.
5. The Tenderer *shall* remain responsible for all sub-contractors that are part of delivering the service, and that they adhere to the same requirements as the Tenderer.

### 2. General

1. The Service shall be web based and hosted by the tenderer i.e. Software as a Service (SAAS).
2. The Service shall support design and distribution of survey forms, including questions based on multiple-choice selection, range selection, interval selection, enumerated selection and free-text.
3. The Service shall support survey templates.
4. The Service should support some form of template inheritance whereby surveys can be decomposed into smaller functional components.
5. The Service shall support internationalization and localization for surveys and shall in particular treat all translations of a question as the same question for the purposes of analytics and statistics.
6. The Service shall support user-supplied translations of all text items and prompts in surveys.

7. The Service should be able to support users switching between different translations of the questions in the survey while taking the survey
8. The Service shall support the following languages for all System-supplied text items and prompts: English and Swedish.
9. The Service should support the following languages for all System-supplied text items and prompts: Spanish, Italian, French, Danish, Norwegian and Finnish.
10. The Service shall support privilege separation and in particular shall not allow a user to reply or access surveys not directed at that user.
11. The Service shall support the possibility to assign the privilege to create surveys to any authenticated user
12. The Service should support a separate privilege or equivalent for creating surveys
13. The Service should support standard collaborative features including tagging and discussion with regards to both surveys and survey responses.
14. The Service should support user-provided look-and-feel for surveys.
15. The Service should support custom URLs for surveys.
16. The Service shall support TLS.
17. The Service should support the possibility to define a custom start and end time and date for when a survey is active.
18. The Service should allow users responding to a survey to pause the survey and continue at a later time.

### **3. Distribution**

1. The Service shall support distribution of survey invitations using email.
2. The Service should support integration with social networks such as facebook, twitter, google+ or similar, for the purpose of distributing survey invitations.
3. The Service should support distribution from customer-owned email servers and/or support DKIM or equivalent.
4. The Service shall support response tracking and shall be able to send reminders only to users who have not yet responded to a particular survey. The frequency and content of the reminder messages shall be configurable by the user who owns the survey.
5. The Service should support distribution of surveys in hard-copy form.

6. The Service should give the option to support automatic distribution of survey summaries to all responders.
7. The content of survey summaries should be configurable by the survey creator.

#### **4. Reporting and Integration**

1. The service should support import of survey-results from external processes (e.g. from scanning hard-copy).
2. The Service shall have an API which allows access to all primary functions of the Service including but not limited to creating surveys, sending out surveys, closing surveys, obtaining reports and provisioning of users that should be able to answer surveys.
3. It shall be possible to check response status for a particular user-survey combination using the API
4. The API (cf. above) should be based (in order of preference) on REST with JSON or XML, SOAP or other custom XML-based format.
5. The Service shall support export of survey-results and any other analytical products and reports in both human- and machine-readable form.
6. The Service shall support export of surveys including raw response data in machine-readable form.
7. The Service shall support reports in PDF/A-1 or PDF/A-2 format.
8. The Service shall support export of data to external analytical systems such as SPSS, SAS, R or equivalent.
9. The Service should include a reporting module with support for data visualization.
10. It should be possible to compare results from similar survey questions from different surveys.
11. The Service should support analytics on answers to free text questions.
12. The Service should handle users authenticated to an Identity provider and use attributes from the IdP in a survey. E.g. adding information like gender, age or group based on attributes provided.

## **5. Authentication and Authorization**

1. The Service shall support externalized authentication using SAML2 or equivalent.
2. The Service should support a group concept whereby users can be organized in groups for the purpose of survey distribution and access control.
3. The Service should support the possibility to create, add and remove users from groups using the API.
4. The Service shall support surveys that require user identification
5. The Service shall support creating anonymous surveys
6. The Service should support creating non-anonymous surveys.
7. The Service should support surveys that does not require authentication to answer

## Appendix 1: Tender reply form

### Pre-requisites

The Candidate shall provide the information specified below, as attachments to the tender reply form, and fill out attachment numbers in below form:

Document	Appendix nr
Company contact information, form in appendix 3	
Signed affidavit, form in appendix 4	
Registration certificate, not older than a month from the date of submission of tender	
Annual reports or similar from the last finalized financial year	
Credit rating from Dun & Bradstreet or equivalent documentation, not older than 14 days from the date of submission of the tender	
Description of three equivalent assignments and contact information to reference persons	

### Financial

The financial evaluation is based on the total price per user account per month in a number of ranges.

The cost figure quoted per account *shall* include all cost elements. A minimum of 20% of the users *shall* be able to create surveys given the offered price. The Tenderers price *shall* be provided in the table below.

<i>Number of User account Range</i>	<i>Cost per user account in €</i>	<i>Weight</i>
0-50.000		10
50.001 – 100.000		10
100.001 – 200.000		10
200.001 – 400.000		15
400.001 – and above		15

Multiplying the cost with the weight does the scoring.

The total price of the service shall be computed each month from the price table and the total number of users in the system. For example, if SUNET is going from 40.000 users to 60.000 users, using the below example of costs for the service. SUNET should, from that month, pay a total of €2.400 instead of a total of €2.000 per month.

See example of scoring below

<i>Number of User account Range</i>	<i>Cost per user account in €</i>	<i>Weight</i>	<i>Value</i>
0-50.000	0,05	10	0,5
50.001 - 100.000	0,04	10	0,4
100.001 - 200.000	0,03	10	0,3
200.001 - 400.000	0,02	15	0,3
400.001 - and above	0,01	15	0,15
		score	1,65

The Tender with the **lowest** score will be awarded 40 points.

The points awarded to the other Tenderers will be normalized to the Tenderer with lowest score according to this formula:

$$\frac{\text{Lowest score by any Tenderer}}{\text{Score by the Tenderer}} * 40$$



## Shall requirements

Type yes or no in the respective columns, indicating if a shall requirement is fulfilled or not. If a requirement is not answered, it is regarded as not being fulfilled.

<i>Number</i>	<i>Description</i>	<i>Yes</i>	<i>No</i>
Contract terms	The agreement between the parties <i>shall</i> largely be based on the standard contract from IT & Telekomföretagen (IT & Telekomföretagen is a trade association whose members are companies from the IT and telecom sector) called Cloud Computing Version 2010 and Cloud Computing Special Conditions.		
Contract period	The contract period <i>shall</i> be 24 months.		
Contract Renewal	SUNET <i>shall</i> have the opportunity to renew the contract for an additional period of 12 months.		
Contract offer	The Tender <i>shall</i> be valid until December 31'st, 2012.		
1	Legal	NA	NA
1.1	All data stored and transferred by the service <i>shall</i> remain the legal property of the customer		
1.1	Tenderer <i>shall</i> not assert any rights over any data uploaded to the service.		
1.2	All user owned data in the Service <i>shall</i> (subject to customer managed access control restrictions) upon request be made available to that user or a duly designated representative of that user		
1.2	This <i>shall</i> be honored by the service for a period of 6 months beyond any termination of contract.		
1.2	During that period the data <i>shall</i> be made available via the existing interfaces with unrestricted access and data capacity.		
1.3	If located in US the service <i>shall</i> comply with US-EU safe harbor requirements as described at <a href="http://export.gov/safeharbor/">http://export.gov/safeharbor/</a>		
1.4	If the Tenderer fails to fulfill any <i>shall</i> requirement throughout the contracted period the service can be terminated with 6-month notice.		
1.5	The Tenderer <i>shall</i> remain responsible for all sub-contractors that are part of delivering the service, and that they adhere to the same requirements as the Tenderer.		
2	General	NA	NA
2.1	The Service shall be web based and hosted by the tenderer i.e. Software as a Service (SAAS).		
2.2	Service shall support design and distribution of survey forms, including questions based on multiple-choice selection, range selection, interval selection, enumerated selection and free-text.		

<i>Number</i>	<i>Description</i>	<i>Yes</i>	<i>No</i>
2.3	The Service shall support survey templates.		
2.5	The Service shall support internationalization and localization for surveys and shall in particular treat all translations of a question as the same question for the purposes of analytics and statistics.		
2.6	The Service shall support user-supplied translations of all text items and prompts in surveys.		
2.8	The Service shall support the following languages for all System-supplied text items and prompts: English and Swedish.		
2.10	The Service shall support privilege separation and in particular shall not allow a user to reply or access surveys not directed at that user.		
2.11	The Service shall support the possibility to assign the privilege to create surveys to any authenticated user		
2.16	The Service shall support TLS.		
3	Distribution	NA	NA
3.1	The Service shall support distribution of survey invitations using email.		
3.4	The Service shall support response tracking and shall be able to send reminders only to users who have not yet responded to a particular survey. The frequency and content of the reminder messages shall be configurable by the user who owns the survey.		

<i>Number</i>	<i>Description</i>	<i>Yes</i>	<i>No</i>
4	Reporting and Integration	NA	NA
4.2	The Service shall have an API which allows access to all primary functions of the Service including but not limited to creating surveys, sending out surveys, closing surveys, obtaining reports and provisioning of users that should be able to answer surveys.		
4.3	It shall be possible to check response status for a particular user-survey combination using the API		
4.5	The Service shall support export of survey-results and any other analytical products and reports in both human- and machine-readable form.		
4.6	The Service shall support export of surveys including raw response data in machine-readable form.		
4.7	The Service shall support reports in PDF/A-1 or PDF/A-2 format.		
4.8	The Service shall support export of data to external analytical systems such as SPSS, SAS, R or equivalent.		

5	Authentication and Authorization	NA	NA
5.1	The Service shall support externalized authentication using SAML2 or equivalent.		
5.4	The Service shall support surveys that require user identification		
5.5	The service shall support creating anonymous surveys		
6	Financial		
6.1	The Tenderers price shall be provided in the table in the financial tender reply form section		
6.2	The cost figure quoted per account shall include all cost elements.		
6.3	A minimum of 20% of the users shall be able to create surveys given the offered price.		
6.4	The total price of the service shall be computed each month from the price table and the total number of users in the system		

## Should requirements

The tenderer with the highest total score from the should requirements will be awarded 60 points. The score will be calculated as the sum of the fulfilled points from the table below. The points awarded to the other tenderers will be normalized to the Tenderer with highest score according to this formula:

$$\frac{\text{Total score achieved by the Tenderer}}{\text{Highest score achieved by any of the Tenderers}} * 60$$

Type yes in the yes column if the respective *should* requirement is fulfilled.

Number	Description	Yes	Points
2	General	NA	NA
2.4	The Service should support some form of template inheritance whereby surveys can be decomposed into smaller functional components.		2
2.7	The Service should be able to support users switching between different translations of the questions in the survey while taking the survey		1
2.9	The Service should support the following languages for all System-supplied text items and prompts: Spanish, Italian, French, Danish, Norwegian and Finnish.		1
2.12	The Service should support a separate privilege or equivalent for creating surveys		2
2.13	The Service should support standard collaborative features including tagging and discussion with regards to both surveys and survey responses.		1
2.14	The Service should support user-provided look-and-feel for surveys.		3
2.15	The Service should support custom URLs for surveys.		2
2.17	The Service should support the possibility to define a custom start and end time and date for when a survey is active.		3
2.18	The Service should allow users responding to a survey to pause the survey and continue at a later time.		3
3	Distribution	NA	NA
3.2	The Service should support integration with social networks such as facebook, twitter, google+ or similar, for the purpose of distributing survey invitations.		1
3.3	The Service should support distribution from customer-owned email servers and/or support DKIM or equivalent.		1
3.5	The Service should support distribution of surveys in hard-copy form.		3
3.6	The Service should give the option to support automatic distribution of survey summaries to all responders.		2
3.7	The content of survey summaries should be configurable by the survey creator.		2

<i>Number</i>	<i>Description</i>	<i>Yes</i>	<i>Points</i>
4	Reporting and Integration	NA	NA
4.1	The service should support import of survey-results from external processes (e.g. from scanning hard-copy).		2
4.4	The API (cf. above) should be based (in order of preference) on REST with JSON or XML, SOAP or other custom XML-based format.		2
4.9	The Service should include a reporting module with support for data visualization.		2
4.10	It should be possible to compare results from similar survey questions from different surveys.		2
4.11	The Service should support analytics on answers to free text questions.		1
4.12	The Service should handle users authenticated to an Identity provider and use attributes from the IdP in a survey. E.g. adding information like gender, age or group based on attributes provided.		2
5	Authentication and Authorization	NA	NA
5.2	The Service should support a group concept whereby users can be organized in groups for the purpose of survey distribution and access control.		3
5.3	The Service should support the possibility to create, add and remove users from groups using the API.		3
5.6	The Service should support creating non-anonymous surveys.		2
5.7	The Service should support surveys that does not require authentication to answer.		2

## Signature

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Date and place

---

Signature by authorized representative

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Name in print

## Appendix 2 - Organizations connected to SUNET per September 22, 2011

Blekinge Tekniska Högskola  
Försvarshögskolan  
Göteborgs universitet  
Högskolan Dalarna  
Högskolan i Gävle  
Högskolan i Jönköping  
Högskolan Kristianstad  
Högskolan Väst  
Karlstads universitet  
Kungliga Tekniska Högskolan  
Linneuniversitetet  
Lunds universitet  
Mittuniversitetet  
Sophiahemmet sjuksköterskehögskola  
Sveriges lantbruksuniversitet  
Teologiska Högskolan i Stockholm  
Chalmers

Dans- och Cirkushögskolan  
Kungl. Konsthögskolan  
Operahögskolan i Stockholm

Kungl. Biblioteket  
Arkitekturmuseet  
Livrustkammaren Nationalmuseum  
Nordiska museet  
Statens försvarshistoriska museer  
Statens maritima museer  
Statens musiksamlingar  
Moderna Museet  
Naturhistoriska riksmuseet Skansen  
Statens historiska museer  
Statens museer för världskultur

Akademiskt Forum  
ESS European Spallation Source AB  
Ingenjörsvetenskapsakademien  
Internationella programkontoret  
Konstnärsnämnden  
Nobel Web AB  
Riksantikvarieämbetet  
Riksbankens Jubileumsfond  
Riksutställningar  
SP Sveriges Tekniska  
Forskningsinstitut  
Statens kulturråd  
Centrala etikprövningsnämnden  
Högskoleverket  
Institutet för språk och folkminnen

Gymnastik- och idrottshögskolan  
Handelshögskolan i Stockholm  
Högskolan i Borås  
Högskolan i Halmstad  
Högskolan i Skövde  
Högskolan på Gotland  
Institutet för rymdfysik  
Karolinska Institutet  
Linköpings universitet  
Luleå tekniska universitet  
Malmö högskola  
Mälardalens högskola  
Stockholms universitet  
Södertörns högskola  
Umeå universitet  
Örebro universitet  
Uppsala universitet

Konstfack  
Kungl. Musikhögskolan  
Stockholms Dramatiska Högskola

Tekniska museet  
Comdate Studentbostäder i Luleå  
JUNET, Jönköping studentbostäder  
Net At Once, Växjö studentbostäder  
Studentbostadshus i Ronneby  
Studentnätet Skövde Högskola  
GSIX SGS studentbostäder Göteborg  
Mälardalens Datorförening  
Stiftelsen Chalmers studenthem  
Studentbostäder i Borås  
Studentnätet UpUnet-S Uppsala

KK-stiftelsen  
Kungl. Vetenskapsakademien  
Nordiskt Genresurscenter  
Riksarkivet Riksdagsförvaltningen  
SMHI  
SSC Swedish Space Corporation  
SIPRI - Stockholm International Peace  
and Research Institute  
Svenska Akademien  
Sveriges Utbildningsradio  
TDC Sverige AB  
Tillväxtverket  
Verket för högskoleservice  
VINNOVA  
Swedish Institute of Computer Science

Sveriges univ.- och högskoleförbund  
Talboks- och punktskriftsbiblioteket  
Teknikens Hus i Luleå  
Valmyndigheten  
Vetenskapsrådet  
World Maritime University'

### Appendix 3 – Company Contact information

#### The Candidate

Name of the Company	
Organization nr	
Address	

#### Contact

Name	
Position	
Phone number	
Cell phone	
Telefax	
E-mail	



#### Appendix 4 - Affidavit

We hereby certify that the company.....with registration number.....and the owner and/or partners or persons who by their position in the Company is/are its representatives

- is not bankrupt or is being wound up, is not under compulsory administration or subject of a composition or has indefinitely stopped its payments or is subject to a prohibition on conducting business,
- is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or composition or any other similar proceedings,
- has not been convicted by a judgment which has the force of res judicata for an offence relating to professional practice,
- has not been guilty of grave professional misconduct and the contracting authority can prove this,
- has fulfilled its obligations relating to social insurance charges or tax in their own country or in the country where the procurement is being conducted, or
- has not in some essential respect failed to provide information requested or provided incorrect information required pursuant to this provision.

Is not convicted of such crimes listed in Chapter 10 Section 1 LOU, which includes:

- participation in a criminal organization
- moneylaundering
- fraud
- bribery

.....  
City/Date

.....  
Signature of authorized representative

.....  
Name in print