

To: ETSI MEMBERS AND COUNSELLORS

Subject: Call for technical expertise to help prepare and support the OSM &TFS Hackfests at Network X event, Amsterdam, NL

Dear Madam,
Dear Sir,

ETSI's Centre for Testing and Interoperability, with the support of the European Commission, the EFTA (European Free Trade Association), the OSG OSM (Open Source Group on "Open Source MANO") and the new OSG TFS (Open Source Group on "TeraFlowSDN"), is organising the OSM Mid-Release #13 Hackfest taking place face-to-face from 18 to 19 October 2022, and the first TFS Hackfest taking place on 20 October 2022, at the [Network X event](#) in Amsterdam, Netherlands.

The main purpose of the OSM MR#13 Hackfest event is to allow OSM users to get familiar with and discover the latest features in OSM Release TWELVE. The TFS#1 Hackfest will take the form of a tutorial featuring TeraFlow Release 1, allowing participants to get hands-on experience with TeraFlowSDN.

ETSI is releasing this Call for Expertise (CfE) to select Companies or Organizations (hereinafter referred to as "applicants") to perform the tasks as defined in the Terms of Reference (ToR) of Annex A below.

The goal of this CfE is to receive proposals from applicants having the necessary competence to perform all or part of the tasks described in the ToR and agree with them on the most efficient approach to achieve the objective defined therein.

Members and non-ETSI Members are entitled to answer this CfE by submitting their application via the CfE Web application available on the ETSI Portal: <https://portal.etsi.org/cfe/>.

Applicants will be requested to upload their CV and the form provided in [Annex I](#) of the ToR duly filled in.

The deadline to submit proposals is 06 September 2022.

As soon as possible after the deadline, ETSI Secretariat will draw up a short list of potentially suitable applications.

A meeting to discuss and finalize the proposals will be scheduled later to make the final decision on the assignment of the contracts.

Yours faithfully,



Luis Jorge Romero Saro
ETSI Director-General

ANNEX A – ToR – SPLU 177

ToR SPLU 177 (Ref. Body OSM)
Version: 0.2
Author: Silvia Almagia – Date: 2022-06-29
Last updated by: ETSI Secretariat – Date: 2022-08-04
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**Terms of Reference –PLUGTESTS™ Technical Proposal
SPLU 177 (Ref. Body OSM)
OSM &TFS Hackfest @Network X Amsterdam**

Summary information

Event Name	OSM &TFS Hackfest @Network X Amsterdam	
Event start date	2022-10-18	
Event end date	2022-10-20	
Format of the event	Hackfest (Tutorials)	
Type of event	face-to-face	
Place of the Event (if so)	Amsterdam (NL)	
Reference Body /ISG involved	OSG OSM	
In collaboration with/with the support of	OSG TFS	
Standardised methodologies, techniques and best practices used:		
ETSI Funding	Maximum budget : 10 000 EUR	
Time scale	From	2022-09-15
	To	2022-10-31

Part I –Technical Proposal**Rationale & Objectives**

ETSI CTI, in collaboration with OSG OSM & TFS is organizing a 3-day hackfest during the NetworkX event in Amsterdam (NL). The event will take the form of tutorials, allowing both communities to:

- Understand and discuss the scope of each project and their relationship with different standardization activities
- Share on best practices and their application to development and testing activities (devops, ci/cd)
- Provide new developers and users with a first hands on experience
- Capture feedback and lessons learned for future releases
- Seek for cross-project collaboration and synergies

Expertise required / Budget allocated**Task summary****Task description:**

Task No.	Task description
T0	Preparing, reviewing, and validating hackfest material: presentations, packages, examples. Participating to preparation conf-calls
T1	Assisting with the preparation and validation of the set-up of remote labs to support the hackfest. Participating to preparation conf-calls
T2	Supporting the Hackfest sessions on-site and helping to solve participant's issues and questions. Capturing participants' feedback and supporting the creation of bug reports.
T3	Assisting with the production of a hackfest report and blogpost.
T4	Assisting with the edition of the recorded material.
T5	Assisting with the event promotion in social media

Expertise required / Team structure

Up to 3 participants to ensure the following mix of competences:

Priority	Qualifications and competences
High	<i>Practical experience with OSM.</i>
High	<i>Previous experience with OSM Hackfests, at least as participant. Previous experience as hackfest instructor or mentor would be a plus.</i>
High	<i>Good English level, spoken and written. Experience with technical documentation production. Previous technical blog posting experience would be a plus.</i>
Low	<i>Video edition experience.</i>
Low	<i>Social media presence (LinkedIn, Twitter)</i>

Budget allocated:

Budget table:

Task No.	Task description <i>(example here below)</i>	Total in EUR	Cut-off date
T0	Preparing, reviewing, and validating hackfest material: presentations, packages, examples. Participating to preparation conf-calls	2 000	
T1	Assisting with the preparation and validation of the set-up of remote labs to support the hackfest. Participating to preparation conf-calls	2 000	
T2	Supporting the Hackfest sessions on-site and helping to solve participant's issues and questions. Capturing participants' feedback and supporting the creation of bug reports.	4 000	
T3	Assisting with the production of a hackfest report and blogpost.	1 000	
T4	Assisting with the edition of the recorded material.	500	
T5	Assisting with the event promotion in social media	500	
MIL A	All tasks completed, Event closed		31/10/2022
TOTAL		10 000	

Document history

	Date	Author	Status	Comments
0.1	2022-06-29	SAM	draft	
0.2	2022-08-04	ETSI Secretariat	Final	Update before CL publication

Annex I Response to the Request for Proposals CfE – SPLU 177 - Deadline: 06 September 2022

Contractor name * <i>Indicate the Company/Organization Name</i>	
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Contractor information *			
Contact person for the technical aspects		Contact person for Decision on ETSI financial offer to this project (if any)	
Title		Title	
First name		First name	
Last name		Last name	
Role		Role	
e-mail		e-mail	
Phone		Phone	

	Yes	No
Do you or any employee of your Company/Organization hold an elected or appointed position in the Reference Body requesting the SPLU 177 creation?	<input type="checkbox"/> Indicate in which position: -----	<input type="checkbox"/>
<u>If you are self-employed candidate:</u> Do you currently have other contracts in progress with ETSI?	<input type="checkbox"/>	<input type="checkbox"/>

1.1 Introduction

A short presentation of the technical structure responsible for this activity, e.g.:

- Business area, number of employees, link to WEB site,
- Department(s)/team(s)/experts in charge of the technical activities related to the SPLU,
- Reference to products/services of your Company/Organization or supporting Member to which the standards developed by the SPLU will apply,
- Motivation for your Company/Organization or supporting Member to participate in the SPLU.

1.2 Proposed approach

Proposed contribution to tasks & related cost

Identify the tasks to which your Company/Organization is proposing to contribute by filling-in the table below:

Task No	Tasks	Max. Budget Allocated	Amount in Euro (mandat.)	% of whole task (mandat.)
T0	Preparing, reviewing, and validating hackfest material: presentations, packages, examples. Participating to preparation conf-calls	2 000		
T1	Assisting with the preparation and validation of the set-up of remote labs to support the hackfest. Participating to preparation conf-calls	2 000		
T2	Supporting the Hackfest sessions on-site and helping to solve participant's issues and questions. Capturing participants' feedback and supporting the creation of bug reports.	4 000		
T3	Assisting with the production of a hackfest report and blogpost.	1 000		
T4	Assisting with the edition of the recorded material.	500		
T5	Assisting with the event promotion in social media	500		
Total		10000		

Amount in Euro (mandatory): Indicate the price offered for your contribution to the task(s)

% of whole task (mandatory): Indicate to which percentage of the execution of the whole task your offer corresponds

Provide a description of the proposed approach, competences, reference to related activities:

- Explain which part of the task is corresponding to the requested percentage that your Company/Organization will handle,
- Explain the scope that your Company/Organization will cover,
- Explain your approach to the management of the quality and,
- Explain your approach to the management of the risks and their mitigation,
- Describe and justify the proposed costs to achieve this project objectives.

Annex II Terms and Conditions
CfE – SPLU 177 - Deadline: 06 September 2022**2.1 Submission of Proposals**

All proposals in response to this CfE shall be submitted before the deadline indicated in this Collective Letter, using exclusively the WEB application on the ETSI Portal at the following address: <https://portal.etsi.org/cfe>.

Proposals shall be composed of Curriculum Vitae of the proposed service providers' personnel and the Annex I of this CfE duly filled-out.

Proposals that will be partial or incomplete at the deadline will not be accepted.

The Terms and Conditions in this Annex will apply.

2.2 Modification and Withdrawal of Proposals

Applicants may, without prejudice to themselves, modify or withdraw their proposal by written request, provided that the request is received by ETSI prior to the due date and time, at the address to which their proposal was submitted. The applicant may submit a new proposal provided that such new proposal is received prior to the deadline for responding which is specified in this Collective Letter.

2.3 Assessment of Proposals

The ETSI Director-General, in consultation with the Reference Body Chairman, is responsible for the selection of the service providers that will be contracted to perform the SPLU work. The ETSI Director-General and the Reference Body Chairman may be assisted by a Selection Panel to assess the applications received and make the final decision.

As per article 1.10.4 of the ETSI Directives, the Director-General may discard proposals that could be identified as creating potential conflict of interest.

The ETSI Secretariat will only communicate to the applicants the result of the selection (accepted or not accepted). Should applicants need more information on the rationale for the selection, they must address a formal request to the ETSI Director-General.

The following evaluation criteria will be applied to all proposals, in order of priority:

- Evidence that the applicant has the necessary structure and expertise to ensure delivery
- Reference to current or previous activities in the specific technical domain of this project
- Critical review of the most efficient way to achieve the objectives in the SPLU ToR
- Effective proposed approach/methodology for the execution of the tasks
- Implementation schedule
- Clear pricing policy

Compliance with the first two (2) criteria is mandatory.

Proposals that are not considered compliant with these criteria will be discarded.

Priority will be given to technical quality of the proposals. Pricing considerations will be taken into account to ensure that the best value for money is achieved. Compatibility with the maximum budget allocated to this SPLU will be verified before placing a Service Contract.

Following the assessment process, ETSI reserves the right to grant contracts to other than the cheapest proposals, to accept or reject any offer completely or in part, or to reject all proposals, without providing the reasons. If no offer is accepted, ETSI may decide to abandon the work or proceed in any other manner ETSI may select.

2.4 IPR and confidentiality Agreements

The information provided in this CfE, as well as the fact that the applicant has received the CfE, is considered confidential and protected under copyright laws. The applicant may not discuss, share, or use the information in this CfE for any purpose other than the response to this CfE.

ETSI will not disclose the content of any proposals to other applicants or any other party, with the exception of the persons involved in the assessment process described in §2.3 above.

However, ETSI reserves the right to make use of the information provided in this proposal to improve the project definition for the purpose of this CfE or any other manner in which ETSI may decide to proceed to select the service providers.

If successful, the applicant will be required to sign a Service Contract, which includes IPR and Confidentiality clauses aligned with the relevant policies in the ETSI Directives.

2.5 Preparation cost

ETSI will not be responsible for any costs or expenses that the applicant may incur in preparing and/or submitting the proposal.

2.6 Service Contract

A Service Contract will be proposed to the applicants that will be selected to perform the work. Details on the Terms and Conditions of this contract can be found on the ETSI Portal, at the following address: <https://portal.etsi.org/STF/STFs/Contracts.aspx>.