

Contracts and Procurement

Contracts and Procurement

- 1. Find and Participate in a Call
 - 1.1 Search for a Call
 - 1.2 Participate in a Call
 - 1.3 eSubmission
- 2. Manage My Invitations
 - 2.1 View or Acknowledge Receipt of Invitation
 - 2.2 Express Willingness to Participate
- 3. Manage My Submissions
 - 3.1 View and Manage Submission
 - 3.1.1 New Submission
 - 3.1.2 Resume Draft Submission
 - 3.2 Submission Deadline
 - 3.3 Tender Procedure
 - 3.3.1 Tender Procedure - Steps
 - 3.3.2 Prepare the Offer
 - 3.3.2.1 Parties
 - 3.3.2.2 Tender Data
 - 3.3.3 Validate the Offer
 - 3.3.3.1 Financial Offer Preview
 - 3.3.3.2 Pre-financing
 - 3.3.4 Submit the Offer
 - 3.3.4.1 Submission Report
 - 3.3.4.2 Submit
 - 3.4 Status of Invitations and Submissions
- 4.1 Evaluation and Awarding a Contract
 - 4.1.1 Award Notification
 - 4.1.2 Expert Availability
- 4.2 Contract Signature
 - 4.2.1 Nomination of Legal Signatory – LSIGN
 - 4.2.2 Nomination of Contract Legal Signatory – CLSIGN
 - 4.2.3 Signing the Contract
- 4.4 Contract Deliverables
 - 4.4.1 Define Contract Deliverables
 - 4.4.2 Effective Start Date of the Contract
 - 4.4.3 Upload or Revise Contractual Deliverables
 - 4.4.4 Approval of Contractual Deliverables
 - 4.4.5 Amending Contractual Deliverables
- 4.5 Contract Amendments
 - 4.5.1 Introduction to Amendments Initiated by the Contractor - Consortium
 - 4.5.1.1 Choice of Contractor Initiated versus the European Commission Initiated Process
 - 4.5.1.2 The Amendment Workflow
 - 4.5.1.3 Amendments for increase in Maximum Value of the Contract
 - 4.5.1.4 Amending Contractual Deliverables
 - 4.5.2 Launch the Amendment
 - 4.5.2.1 How to launch the request for an Amendment
 - 4.5.2.2 Choice of Type of Amendment (Administrative Order or Addendum)
 - 4.5.3 Prepare the Amendment
 - 4.5.3.1 Compose the Draft Amendment
 - 4.5.3.2 Modify the Draft Amendment
 - 4.5.3.3 Request Informal Review
 - 4.5.3.5 Withdraw the Amendment - Cancel the Amendment
 - 4.5.4 Sign and Submit the Amendment - Contractor
 - 4.5.5 Awaiting Decision
 - 4.5.6 Additional Information Request
- 1. Introduction to Contribution Agreements
 - 1.1 EC Contribution Agreements with Entrusted Entities
 - 1.2 Contribution Agreements in OPSYS
 - 1.2.1 Which Contribution Agreements are managed in OPSYS
 - 1.2.2 Contribution Agreement Workflows
 - 1.2.3 Important terms and definitions

- 2. PIC Registration
- 3. Appointment of the LEAR
- 4. PIC Validation
- 5. Nominate Procurement LSIGN role
- 6. Communicate the PCoCo role
- 7. Assign CLSIGN role
- 8. Contract Signature
 - 8.1 Contract Signature for the Electronic workflow
 - 8.2 Contract Signature for the Paper Workflow
- 9. Pre-financing
- 10. Manage Deliverables
- 11. Contract Amendments
- 12. Contract Closure

Introduction to the Portal
Find and Participate in a Call