

## D2.1 Overall Roadmap



### DELIVERABLE

**Project Acronym:** PREFORMA  
**Grant Agreement number:** 619568  
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PREFORMA (PREservation FORMAts for culture information/e-archives) is a Pre-Commercial Procurement (PCP) project co-funded by the European Commission under its FP7-ICT Programme. The main objective of the project is to give memory institutions full control of the process for testing the conformity of files to be ingested into their archives.

This shall be obtained by developing a set of tools which will enable the testing process to happen within an iteration that is under full control of the memory institutions. Research and development will be done by suppliers selected in a procurement process that follows the rules for tenders in public sector.

This deliverable provides an overall roadmap for the preparation of the request for tender and the selection of the technology suppliers that will be invited to take part in the project. It offers an overview of the legal and operational procedures and describes the process for gathering, analysing and defining the functional and technical specifications to be used in the Invitation to Tender. Furthermore, it gives guidelines for the tender procedure.

A separate section concludes with a general review of the main results in this deliverable.