

Project specifications: Legal and normative text analyser

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1. Introduction

1.1 Name of the Project

Legal and normative text analyser

1.2 Contracting Authority

ILNAS/OLAS

1.3 Type of Solution Required

Development of an application (commonly named “the application” in this document), based on artificial intelligence (AI¹), able to perform the following tasks:

- Browse the documents available in recognised and trustworthy databases like Legilux, EUR-Lex, ISO, CEN, EA, ILAC, IAF and others in order to identify the documents that contain relevant information ;
- Extract from the identified documents the relevant information: (i) applicable requirements for accreditation of Conformity assessment bodies (CABs) based on specific activities they perform and (ii) guidance to demonstrate compliance with these requirements;
- Provide a detailed report of the findings including the reference to the document, relevant section in the document, the type of activity to which the requirements are applied, the requirements for accrediting the CABs and the compliance guidance , where applicable.

The goal is to provide a proof of concept (PoC) that covers all the requirements outlined in this document.

1.4 Responsible Project Team

| Name | Organization | Service | Role | RACI |
|----------------------|--------------------------------|---------------------|---------------------------------------|------|
| Dominique Ferrand | ILNAS | OLAS | Project manager | A |
| Monique Jacoby | ILNAS | OLAS | Responsible for project validation | R |
| Olivier Wagner | ILNAS | OLAS | Responsible for project validation | R |
| Jean-François Gillet | ILNAS | Confiance Numérique | Team Member | C |
| Natalia Vinogradova | ANEC | ANEC | Team Member | C |
| | Ministère de la digitalisation | CTIE | Responsible to deliver IT environment | R |

¹ As defined in the Regulation (EU) 2024/1689 of the European Parliament and of the Council of 13 June 2024 laying down harmonised rules on artificial intelligence and amending Regulations (EC) No 300/2008, (EU) No 167/2013, (EU) No 168/2013, (EU) 2018/858, (EU) 2018/1139 and (EU) 2019/2144 and Directives 2014/90/EU, (EU) 2016/797 and (EU) 2020/1828 (Artificial Intelligence Act) (Text with EEA relevance)

| | | | | |
|--|--------------------------------|-------------|--|---|
| | Ministère de la digitalisation | Tech-In-Gov | | I |
|--|--------------------------------|-------------|--|---|

2. Execution of the Contract

2.1 Technical and Specific Description of the Required Solution

2.1.1 Context and Objectives of the Required Solution

OLAS² is the national authority in charge of the accreditation of bodies performing conformity assessment activities. Being a department of ILNAS, OLAS operates in the public interest across all market sectors.

Accreditation delivered by OLAS, provides third party attestations that accredited conformity assessment bodies (CABs) are competent, independent and impartial in performing their technical activities within both regulatory and non-regulatory fields. The covered conformity assessment activities include testing, calibration, inspection and certification. Thus, from a general point of view, support the market in facilitating the movement of goods and services where demand for quality and safety is growing. It offers a harmonized, transparent and sustainable approach to meet the needs of all the interested parties (regulators, industries, conformity assessment bodies, end users).

Accreditation is increasingly used by national authorities to deliver authorizations, notifications, agreements, to CABs operating in regulatory fields, in order to increase users' confidence. A document recently published by EA (European co-operation for Accreditation) identified 127 European directives and regulations where accreditation is considered as an essential tool to evaluate the competence and impartiality of CABs. Among them, 45% consider accreditation as mandatory. About 15 new legislations are currently updated or drafted.

In the coming years, OLAS will have to deal with a significant increase in accreditation programs. This is the case for areas such as cybersecurity, artificial intelligence or environment (e.g. battery recycling).

In order to adapt to those new fields, OLAS has to invest in a tool, based on artificial intelligence (AI), capable of performing tasks described in point 1.3.

The first step of the project is to define specifications in order to submit a public contract to identify an economic operator which will be responsible for the development of the AI tool-based application capable to meet the OLAS needs.

The CTIE will provide the IT infrastructure to deploy the application developed by the economic operator.

2.1.2 The Required Solution

OLAS requires an application which allow to perform tasks listed in point 1.3.

The following information shall also be provided by the economic operator:

- Application's technical requirements (i.e. web server, firewall rules)
- Application's user profiles (i.e. standard user, administrator)
- Application's user interface and report language(s) (EN, FR)

² 'Office luxembourgeois d'accréditation et de surveillance' as defined in the 'Loi du 4 juillet 2014 portant réorganisation de l'Institut luxembourgeois de la normalisation, de l'accréditation, de la sécurité et qualité des produits et services et portant organisation du cadre général pour la surveillance du marché dans le contexte de la commercialisation des produits'

- Reporting format (i.e. Microsoft Excel, Microsoft Word, Pdf)
- User guide (i.e. for end-users, application administrators and application deployer/manager)
- Training content

The application must be designed with scalability in mind. While the primary focus under the current OLAS context is on 'accreditation,' it should be adaptable for future extensions to include additional subjects such as 'supervision,' 'monitoring,' 'surveillance' and others as needed. This scalability also applies to the sources of documents and information, which should not be restricted to Legilux, EUR-Lex, ISO, CEN, EA, ILAC, and IAF, but may extend to other relevant and authoritative sources as needed. Regular updates may be needed to guarantee the search is done on the latest available resources.

Finally, the currently identified documentation sources will grow and/or be updated to cover new application domains or the new technological/legal developments.

2.1.3 Target audience

The target audience is the OLAS department. The project is specifically responding to the need of OLAS personnel in order to facilitate work and improve efficiency. No prior knowledge in programming is assumed for the people that will use the solution.

In a near future, this project might be interesting for a lot of other administrations or public authorities that are performing controls based on requirements coming from the regulation (national or European) and/or normative documents (national, European or international standards).

The application must be designed in order to meet the requirements outlined in section 2.1.2.

2.1.4 Work and Work Environment

The economic operator is expected to design a solution, based on an AI tool, to fulfil the need of OLAS described above. To achieve this goal, the economic operator will have to work in close cooperation with the project team of OLAS, in order to stay as close as possible to the business requirements.

In order to respect business requirements, the economic operator and OLAS will meet at minimum twice a month, to discuss about the evolution of the project and to evaluate the results of the development. Depending on the context, the progress meetings will be organised at OLAS offices or remotely. If a need is identified, OLAS will organize workshops to give the opportunity to the economic operator to have a clear picture of the business requirements.

At the end of the project, a final report describing the functionalities of the AI tool, will be delivered to OLAS personnel. The transfer of knowledge to OLAS personnel will be done through a specific training organised and performed by the economic operator.

The CTIE will provide environment within the GovCloud to facilitate the development of the application developed by the economic operator. The economic operator must comply with CTIE's requirements regarding security policies, the technological stack, and the GovCloud usage policies. If requested by the economic operator, detailed guidelines and requirements may be shared with the economic operator following the signing of a Non-Disclosure Agreement (NDA).

2.2 Data and Technology Specifications

2.2.1 Data Specifications:

The following data source shall be considered by the economic operator:

- Legilux (National legal)³ : PDF, HTML, DOCX and XML files
- EUR-Lex (European regulation related)⁴ : PDF and HTML files
- ISO (International standardisation organisation)⁵ : PDF files
- CEN (European committee for standardisation)⁶ : PDF files
- EA (European Accreditation documents)⁷ : PDF and DOCX files
- ILAC (International Laboratory Accreditation Cooperation)⁸ : PDF and DOCX files
- IAF (International Accreditation Forum)⁹ : PDF and DOCX files
- Locally stored files (working documents - not yet published) : PDF, HTML, DOCX and XML files

Please note that those files may be protected (password required), they may be part of a zip archive (protected by a password or not) and/or may require authentication to access them.

If requested by the economic operator, more details about those documents may be shared with the economic operator following the signing of a Non-Disclosure Agreement (NDA).

2.2.2 Technology requirements (internal and external)

- Data will be gathered from external sources (Legilux, EUR-Lex, ISO, CEN, EA, ILAC, IAF)
- (when available) API¹⁰ provided by external sources will be used
- Data gathered and generated will be stored in the GovCloud.
- The application will be installed in the GovCloud.
- Integration with security policies from CTIE shall be followed (authentication via IAM - Identity Access Manager system...)
- The detailed report shall be in PDF, Microsoft Word and Microsoft Excel formats
- See also point 2.1.4 related to CTIE requirements.

2.3 Expected Deliverables

The deliverables below must be completed during the project:

- Business requirements analysis report
- Solutions proposal report (including pros and cons)
- Detailed preferred solution report (as identified by OLAS)
- Training support
- User guides (for application standard, application high privilege users and application deployer/maintenance/upgrade administrator)
- Costs:
 - Costs related to this project
 - Cost related to the implementation of the PoC in standardized environments (Dev, Test and Prod)
 - Costs related to application support (Year 0, year 1 and year 2)

³ <https://legilux.public.lu/>

⁴ <https://eur-lex.europa.eu/homepage.html>

⁵ <https://www.iso.org/obp/ui/en/>

⁶ <https://standards.cencenelec.eu/dyn/www/f?p=CEN:105::RESET>

⁷ <https://european-accreditation.org/information-center/ea-publications/>

⁸ <https://ilac.org/publications-and-resources/>

⁹ <https://iaf.nu/en/iaf-documents-categories/>

¹⁰ application programming interface

- Cost related to artificial intelligence technology
- Support details:
 - Service Level Agreement (SLA)
 - Incident response & resolution time

2.4 Profile of the economic operator

Profile of the economic operator:

Requirements:

Criteria:

Provide a track record of previous projects similar to the project concerned (at least 3 projects), with short explanation (including budget, technologies used, customer name and point of contact)

Provide a track record of previous projects involving public administrations or ministries (at least 3 projects)

Profile of proposed project team:

Requirements:

- Language required: French and English
- Provide an extract of criminal record (record 3)
- Has to work on site and remotely (as agreed with OLAS)

Criteria:

- Provide a CV demonstrating
 - 10 years of expertise in application development
 - 2 years related to AI projects
 - 3 years of functional analysis
 - 2 years of project management
- Provide a track record of the number of similar projects completed, with short explanation
- Level of education

2.5 Duration of the project

The timeframe is 6 months from kick-off to deliverables.

The phases of the project will be:

- Functional architecture definition (business requirement analysis)
- Solutions definition (high-level description with pros / cons)
- Detailed preferred solution definition + technical architecture (as identified by OLAS)
- Technical solution validation by OLAS/CTIE
- Solution acceptance (by OLAS)
- Trainings

2.6 Rights of inspection

In order to facilitate both the transfer of knowledge to the contracting authority and quality control, the contracting authority authorises itself a right of inspection over all deliverables, methods and practices used by the economic operator during the production of the results inherent in these project specifications. The proposed solution and approach must take into account the fact that at the end of the contract the contracting authority wishes to be able to guarantee the maintenance of the project itself. During the project implementation phase, the economic operator grants a right of inspection to the contracting authority in order to allow it to monitor the quality and control the progress of the work.

2.7 Security, confidentiality and protection of personal data

The security and confidentiality aspects are taken seriously by the contracting authority. A non-disclosure agreement, a personal data processing agreement and a non-compete clause need to be signed by any person working on this project as well as by the economic operator. Technologies implying a transfer of the contracting authority's data to private cloud services are not allowed in the project. Government cloud service (govCloud) will be used. The source code and all project deliverables will be made available to the contracting authority.

In the event of the processing of personal data on behalf of the contracting authority, the economic operator undertakes to conclude with the contracting authority a data processing agreement compliant with the provisions of Article 28 of GDPR. In addition, the contracting company must provide evidence that it provides sufficient guarantees to implement appropriate technical and organisational measures in such a manner that processing of personal data covered by this project will meet GDPR requirements, that data-protection by design is respected and that the protection of the rights of the data subjects in accordance with the GDPR are ensured.

Throughout the whole project and beyond, all employees of the economic operator involved in the project shall agree to maintain the confidentiality of all information and data in relation to the project and shall not use, disclose, transfer, or make it accessible to anyone other than authorised employees.

2.8 Property of the Solution

The results inherent in these specifications, algorithm, solution, results as well as the data generated are protected by the relevant intellectual property and copyright laws and will remain the exclusive property of the Luxembourg State (“Etat du Grand-Duché de Luxembourg”) for the duration of the project and beyond.

The contracting authority grants no license or authorisation regarding the intellectual property rights, which it holds in respect of the project. The economic operator does not have, without the prior written consent of the contracting authority, the right to use the results to market them.

2.9 Communication about the Project

The economic operator does not have, without the prior written consent of the contracting authority, the right to advertise the services provided within the framework of this project. In the event of communication about the project, the economic operator shall mention in addition to the contracting party, also the Ministry for Digitalisation and the Tech-in-Gov Call for Projects.

3. Award Procedure

3.1 Applicable laws and regulations

Unless otherwise provided herein, the following laws and regulations, as amended, shall apply:

- la loi modifiée du 8 avril 2018 sur les marchés publics (L MP) ;
- le règlement grand-ducal d'exécution du 8 avril 2018 de la loi modifiée du 8 avril 2018 sur les marchés publics (RGD MP) ;
- le règlement grand-ducal modifié du 27 août 2013 relatif à l'utilisation des moyens électroniques dans les procédures des marchés publics et les procédures d'attribution de contrats de concession ;
- la loi du 23 juillet 1991 ayant pour objet de réglementer la sous-traitance (LST) ;
- la loi du 10 novembre 2010 instituant les recours en matière de marchés publics (L RMP) ;
- la loi modifiée du 8 juin 1999 sur le budget, la comptabilité et la trésorerie de l'Etat (L COMP) ;
- les prescriptions du Code Civil (C CIV) ;
- le règlement (UE) 2016/679 du Parlement européen et du Conseil du 27 avril 2016 relatif à la protection des personnes physiques à l'égard du traitement des données à caractère personnel et à la libre circulation de ces données, et abrogeant la directive 95/46/CE (règlement général sur la protection des données) (GDPR) ;
- la loi du 1er août 2018 relative à la protection des personnes physiques à l'égard du traitement des données à caractère personnel en matière pénale ainsi qu'en matière de sécurité ;
- la loi modifiée du 31 juillet 2006 portant introduction d'un code du travail (C TRAV) ;

3.2 Acceptance of the project specifications

By submitting an offer, the economic operator acknowledges having gathered all the information necessary to establish a valid offer and he is aware of the difficulties and particularities of the solution to be provided and takes them into consideration when preparing an offer.

Any modification to the specifications by the economic operator is considered null and void (RGD MP Art. 60 (1)).

3.3 Content of the Offer

The offer shall contain at minimum the following information:

- A description of the economic operator
- A financial and time proposal
- A description of the economic operator background
- Relevant experience for each person who will work on this project

- A detailed description of the proposed approach, detailing all stages of the project, the delivering and providing reasoning and justification for the chosen approach.

3.4 Price Regime

The contract falls under the fixed global price regime.

The maximum budget for this project shall not exceed 100.000€ (VAT excluded).

3.5 Submitting an Offer

The offer must be sent via email to dominique.ferrand@ilnas.etat.lu. The deadline for submitting an offer is the following: 24/04/2025.