

ANNEX C

TERMS OF REFERENCE

Renewal of MathWorks Licenses

1. INTRODUCTION

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “Commission”) is the international organization established to carry out the effective implementation of the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of over 300 stations worldwide, a communications system, an international data centre and on-site inspections to monitor compliance.

The Headquarters and the International Data Centre (IDC) of the Preparatory Commission are in Vienna (Vienna International Centre).

One fundamental task of the IDC is to provide State Parties with equal, open, timely and convenient access to agreed products and services to support their national CTBT verification requirements. To meet this task, the IDC performs a large fraction of the computationally intensive technical work required by most States Parties.

The Commission currently uses MATLAB as a programming and numeric computing platform. Concurrent licenses for MATLAB are distributed to users upon request from a central licensing server.

As the Software Maintenance Service of the existing MathWorks licenses is expiring at the end of the year, extension of this service is required.

2. Scope

The Commission desires to engage a Contractor to provide services regarding converting some of our perpetual global “Concurrent Licenses” to perpetual global “Network Named User Licences” (NNU) and the renewal of MathWorks Software Maintenance Service according to the specifications below.

2.1 Converting Concurrent to Network Named User Licenses (FIRM)

The table below shows the quantities of concurrent perpetual global licenses to be converted to NNU perpetual global licenses.

The Commission understands that one (1) concurrent license is equivalent to three (3) NNU licenses. This conversion ratio is reflected in the table below.

If this ratio is incorrect, the Contractor shall provide the correct conversion ratio or NNU quantities that align with the figures in the table below.

Pos.	Feature	Quantity of licenses	
		Concurrent licenses to be converted	NNU
2.1.1	MATLAB	4	12
2.1.2	Database Toolbox	4	12
2.1.3	Mapping Toolbox	2	6
2.1.4	Signal Processing Toolbox	2	6
2.1.5	Statistics and Machine Learning Toolbox	1	3

2.2 Extend MathWorks Software Maintenance Service (SMS) (FIRM)

The table below shows the quantities of maintenance services per license type, maintenance to be provided based on the time periods defined under Section 2.3.

Pos.	Feature	Quantity of SMS		
		Concurrent	NNU	Individual
2.2.1	MATLAB - MLSMS	4	12	11
2.2.2	Neural Network Toolbox – NNSMS	0	0	0
2.2.3	Database Toolbox - DBSMS	4	12	0
2.2.4	Mapping Toolbox - MGSMS	1	6	1
2.2.5	MATLAB Compiler - COSMS	0	0	0
2.2.6	MATLAB Report Generator - MRSMS	0	0	0
2.2.7	Signal Processing Toolbox - SGSMS	2	6	11
2.2.8	Statistics and Machine Learning Toolbox – STSMS	1	3	1
2.2.9	Wavelet Toolbox - WASMS	1	0	0

2.3 Further requirements for MathWorks Software Maintenance Services (SMS) (FIRM)

All Software Maintenance Services shall have a validity period of at least two (2) years, from 1st January 2027 to 31st December 2028.

Where this is not possible, the Contractor shall propose an alternate duration, that is not less than one (1) year.

All MathWorks SMS licenses shall be delivered electronically and visible in the Commission's account at MathWorks License, not later than 1 January 2027.

2.4 Future extensions for MathWorks Software Maintenance Service (OPTIONAL)

The Commission may request for two (2) Software Maintenance Service extensions of two (2) years each, from 1st January 2029.

Where this is not possible, the Contractor shall propose an alternate extension schedule that brings the total duration of the services to six (6) years.

3. Requirements for the Contractor

The Contractor shall be a certified reseller of MathWorks products authorized by MathWorks. The Contractor shall use English language for all written and oral communication with the Commission.

All software licenses shall be delivered electronically to an email address designated by the Commission upon contract award or provided through the MathWorks License Center. Delivery shall be considered complete only when all licenses specified in these Terms of Reference are visible and accessible in the Commission specialists' account of MathWorks License Center.

4. Responsibilities of the Commission

The Commission will make qualified staff available to provide support and cooperate in responding to information requests from the Contractor to allow the Contractor to carry out the Work.

5. Additional Items, Products, and Services (OPTIONAL)

The area of software is a fast evolving domain with a continuous supply of new technologies, features, standards, and products. The Contractor shall provide the Commission with access to the latest relevant products and features applicable to the MathWorks product catalogue. In the event the Commission requests access to any such additional item(s), product(s) and/or service(s), the Contractor shall provide all technical and commercial information (including price(s), for the evaluation and review by the Commission for reasonableness of cost) relevant to the product or service to be added to the product and service list. Prices of items previously ordered and/or included in the Contract, shall be the same as approved under the Contract. The inclusion of the additional items, products, and services, including prices, shall be mutually agreed between the Commission and the Contractor in accordance with the Contract provisions. The Commission shall have the right, but not the obligation, to order such additional items, products and/or services through the issuance of Formal Request(s) for Delivery (FRDs). The Contractor shall not provide any such additional items, products and/or services if not requested by the Commission through an FRD. Licenses shall be delivered electronically visible in the Commission's account at MathWorks License, not later than six (6) weeks of issuance of the relevant FRD.

6. Risk Management

The Contractor shall provide an updated thorough risk assessment plan at the commencement of the Contract to identify potential risks that could impact the successful execution of the implementation activities outlined in this Terms of Reference.

Risks may include, but are not limited to, technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The risk assessment plan should be consistently updated, aligning with the delivery of project milestones or significant accomplishments.

Upon the Project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied by appropriate documentation.

The insights gained from the risk management process should be methodically documented and shared with the client, thereby contributing to the knowledge repository for forthcoming similar projects.