

Portugal-Lisbon: Provision of services for the assessment of candidates to managerial functions

OJ S 64/2018 31/03/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Maritime Safety Agency (EMSA)

Postal address: Praca Europa 4

Town: Lisbon

NUTS code: PT170 Área Metropolitana de Lisboa

Postal code: 1249-206

Country: Portugal

Contact person: Steven Dunlop

E-mail: open052018@emsa.europa.eu**Internet address(es):**Main address: www.emsa.europa.eu**I.1. Name and addresses**

Official name: European Border and Coast Guard Agency (Frontex)

Town: Warsaw

NUTS code: PL911 Miasto Warszawa

Country: Poland

E-mail: open052018@emsa.europa.eu**Internet address(es):**Main address: <https://frontex.europa.eu>**I.1. Name and addresses**

Official name: European Centre for the Development of Vocational Training (Cedefop)

Town: Thessaloniki (Pylea)

NUTS code: EL522 Θεσσαλονίκη (Thessaloniki)

Country: Greece

E-mail: open052018@emsa.europa.eu**Internet address(es):**Main address: www.cedefop.europa.eu**I.1. Name and addresses**

Official name: European Fisheries Control Agency (EFCA)

Town: Vigo

NUTS code: ES114 Pontevedra

Country: Spain

E-mail: open052018@emsa.europa.eu**Internet address(es):**Main address: www.efca.europa.eu**I.1.**

Name and addresses

Official name: European Medicines Agency (EMA)

Town: London

NUTS code: UKI42 Tower Hamlets

Country: United Kingdom

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.ema.europa.eu/ema

I.1. Name and addresses

Official name: European Union Agency for Law Enforcement Cooperation (Europol)

Town: The Hague

NUTS code: NL332 Agglomeratie 's-Gravenhage

Country: Netherlands

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.europol.europa.eu

I.1. Name and addresses

Official name: European Securities and Markets Authority (ESMA)

Town: Paris

NUTS code: FR101 Paris

Country: France

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.esma.europa.eu

I.1. Name and addresses

Official name: European Training Foundation (ETF)

Town: Torino

NUTS code: ITC11 Torino

Country: Italy

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.etf.europa.eu

I.1. Name and addresses

Official name: European Union Agency for Law Enforcement Training (CEPOL)

Town: Budapest

NUTS code: HU110 Budapest

Country: Hungary

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.cepola.europa.eu

I.1. Name and addresses

Official name: European Union Agency for Network and Information Security (ENISA)

Town: Heraklion

NUTS code: EL431 Ηράκλειο (Irakleio)

Country: Greece

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.enisa.europa.eu

I.1. Name and addresses

Official name: European Union Agency for Railways (ERA)

Town: Valenciennes

NUTS code: FRE11 Nord

Country: France

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: <http://www.era.europa.eu/Pages/Home.aspxeu>

I.1. Name and addresses

Official name: European Joint Undertaking for ITER and the development of Fusion Energy (Fusion for Energy)

Town: Barcelona

NUTS code: ES511 Barcelona

Country: Spain

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.fusionforenergy.europa.eu

I.1. Name and addresses

Official name: Single European Sky ATM Research Joint Undertaking (SESAR JU)

Town: Brussels

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Country: Belgium

E-mail: open052018@emsa.europa.eu

Internet address(es):

Main address: www.sesarju.eu

I.2. Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law:

Lisbon, Portugal.

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3382>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

II.1.2. Main CPV code

79635000 Assessment centre services for recruitment

II.1.3. Type of contract

Services

II.1.4. Short description

EMSA aims to conclude a framework contract with a contractor that is able to provide technical assistance, support and know-how for the purpose of the selection /recruitment and assessment of candidates to managerial functions /positions, in particular by developing and organising assessment sessions for managerial functions/positions. The purpose of this contract is to help the contracting authorities to recruit /select managers who possess the skills and competencies required to carry out their duties at the highest possible standard. Middle management functions involve the permanent and continuous management of a unit or department at the contracting authorities.

II.1.5. Estimated total value

Value excluding VAT: 1 550 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: 00 Other or Not Specified

Main site or place of performance: Premises of the contractor. The contractor may also be invited to the premises of the contracting authorities during the interview stage.

II.2.4. Description of the procurement

The purpose of this contract is to support the 13 contracting authorities to recruit /select managers (Heads of Unit and Department). The contractor will organise assessment sessions where the candidates will take a series of tests to evaluate their competences, skills and abilities as a manager in relation to the duties of the position to which they are applying and the conditions and requirements established for the relevant recruitment procedure. It will be the responsibility of the contractor to develop and propose a full range of exercises and activities which it considers most suitable for assessing the candidates' managerial skills on the basis of the principle that each skill is tested by means of at least 2 exercises and that each exercise assesses several skills. The assessment sessions will be conducted in English at the contractor's premises and the relevant documents (reports and manuals) should be produced in English. The following profiles shall be used by the contractor for the assessments during contract implementation:

- at least 2 senior assessors with at least 10 years' professional experience in the selection of managers and in the assessment of candidates to managerial positions,
- at least four assessors with at least 6 years' professional experience in the selection of managers and in the assessment of candidates to managerial positions.

The contractor must ensure the right conditions for the candidates taking part in the exercises. This involves making available appropriate and properly equipped premises. The premises will have to be suitable for persons with special needs arising from a disability.

If required, the contracting authority may ask the contractor to assist the selection panel in the interviews to be carried out by with the selected candidates, namely in order to provide technical expertise and support for the evaluation of the outcome of these interviews and the performance of the concerned candidates in this context. In principle such assistance will require the presence of the contractor (one assessor) at the contracting authority's premises to attend the above referred interviews for one or two days per concerned selection/recruitment procedure.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality and variety of assessment tools and activities based on examples of tests, exercises and activities according to different profiles of managers including an explanation of the criteria/methods / Weighting: 30

Quality criterion - Name: Quality of the written reports on the outcome of the assessment session based on anonymised examples of such reports / Weighting: 15

Quality criterion - Name: Quality of the venue and conditions proposed for the assessment sessions based on a detailed description and images of the facilities proposed as well as their accessibility by public transport and for persons with special needs arising from a disability / Weighting: 15

Price - Weighting: 40

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The FWC is renewed automatically up to three times under the same conditions, unless one of the parties receives a formal notification to the contrary at least 3 months before the end of the ongoing duration. Renewal does not change or postpone any existing obligations.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.3. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 09/05/2018 Local time: 23:59

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31/08/2018

IV.2.7. Conditions for opening of tenders

Date: 14/05/2018 Local time: 15:00

Place:

Tenders will be opened at EMSA, Praça Europa 4, 1249-206 Lisbon, Portugal (15:00 CET /CEST, i.e. 14:00 Lisbon time). Should you wish to attend, please send a request at least 5 calendar days before the date of the opening to OPEN052018@emsa.europa.eu indicating the name of the attending person and the tenderer they represent.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald
Town: Luxembourg
Postal code: L-2925
Country: Luxembourg
E-mail: GeneralCourt.Registry@curia.europa.eu
Internet address: www.curia.europa.eu

VI.5. Date of dispatch of this notice

23/03/2018