

**B-Brussels: external assistance services in relation to the implementation of certain aspects of the European Commission's management policies**

OJ S 148/2012 03/08/2012

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Human Resources and Security

Postal address: rue de la Science 11

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

Fax: +32 22991924

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

External assistance services in relation to the implementation of certain aspects of the European Commission's management policies.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Contractor's own premises in Brussels, Belgium.

NUTS code BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

**II.1.4. Information about framework agreement**

Framework agreement with a single operator

### **Duration of the framework agreement**

Duration in months: 48

#### **II.1.5. Short description of the contract or purchase(s)**

The organisation charts for European Commission departments and for bodies such as European Union agencies (including regulatory agencies, executive agencies, joint undertakings and joint technology initiatives), offices or interinstitutional offices include management functions.

With a view to maintaining management recruitment/selection procedures of the highest quality in accordance with best practices found in public and private organisations and to further enhance the skills of managers as well as of talented and potential applicants, the European Commission is planning to award a framework contract comprising 3 distinct parts:

- the subject of the first part consists in the provision of assistance, support and know-how during the recruitment/selection of candidates for management functions and the assessment of these candidates during an assessment centre, most notably for functions at middle management level,
- the second part relates to assistance with regard to the further development of the skills of managers and/or of selected officials with the potential to exercise such functions, most notably in view of exercising middle management functions,
- the third part covers the provision of ad hoc consultancy services in relation to the overall career management for management staff in the European Commission.

The services may be provided in English or French and, if necessary, in English and French at the same time.

As a guide and without any obligation on the part of the European Commission, it is estimated that 75 % of the assessment centres will be in English and 25 % in French. For the development centres, it is estimated that 70 % will be in English and 30 % in French. For practical reasons, the assessment centres and development centres will be held in Brussels or in the vicinity as a rule, on premises made available by the contractor. The premises chosen must be easily accessible (by public transport) and must ensure that the applicants enjoy a comfort and standard compatible with those of the European Commission (this point is left to the judgment of the candidates).

Where relevant, the layout of the assessment centre will have to be adapted for persons with special needs arising from a disability.

#### **II.1.6. CPV code(s)**

79635000 Assessment centre services for recruitment, 79414000 Human resources management consultancy services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Part 1: Selection and assessment of applicants for management functions:

As a guide and without any obligation on the part of the European Commission, it is estimated that the contractor will be asked to handle around 200–250 candidates per year.

This will involve (on a yearly basis):

- the organisation of some 40 to 50 assessment centres,
- feedback to some 150–200 candidates.

Part 2: Developing the skills of managers and of Commission staff with potential applicants to exercise such functions:

As a guide and without any obligation on the part of the European Commission, it is estimated that the contractor will be asked to handle some 100 participants per year; i.e. around 75 managers and about 25 selected Commission officials with the potential to exercise a management function.

This will involve (on a yearly basis):

- the organisation of around 20 development centres for 5 participants each, including in-depth feedback on the results of the development centre,
- provision of follow-up for 100 participants, including:
  - production of an individual development plan for each participant, including an individual follow-up plan for a maximum period of 2 years,
  - technical assistance for developing, or the development of, specific professional development actions for the participants,
  - provision, within a period of approximately 2 years of the services referred to above, of 20 half-days for the second assessment sessions (5 participants per session), including oral feedback of about 1 hour for each participant.

Part 3: Provision of ad hoc consultancy services in the context of overall career management for managers in the European Commission.

Pursuant to Article 126(1)(f) and (3) of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, as amended by Regulation (EC, Euratom) No 1261/2005 of 20.7.2005 laying down the detailed rules for implementation, the contracting authority may use the negotiated procedure for the award of new services consisting of the repetition of similar services entrusted to the economic operator awarded the initial contract. This procedure can only be applied during a period of 3 years following conclusion of the initial contract.

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

## **II.3. Duration of the contract or time limit for completion**

Duration in months: 48 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Details of the financing and payment terms will be given in the specifications.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Requests to participate must be sent by letter posted before the date or the deadline given in point IV.3.4 of this notice using one of the following methods:

- registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, 1049 Brussels, BELGIUM,
- delivery (in person by the candidate, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.

This department is open from 8:00 until 17:00, Monday to Thursday, and from 8:00 until 16:00 on Fridays. It is closed at weekends and on Commission holidays. If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If delivery is by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

The candidate must:

- quote reference 'HR/R3/PR/2012/074' in his request to participate,
- enclose all documents and information required under points III.2.1 to III.2.3,
- enclose a detailed identity sheet specifying: name, legal status, nationality, address, telephone and fax numbers, name and e-mail address of contact person, VAT number, official registration number (where applicable) and precise bank details.

Legal position:

- means of proof: name of the country in which the candidate has his head office or is domiciled, along with corresponding supporting documents, in accordance with the legislation in his country of residence.

The candidate's request to participate must include a duly signed and dated solemn declaration, stating that he is not in any of the situations which would disqualify him from participating in the contract. This document is available at the following address: [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)

In the case of a grouping, the detailed identity sheet and the solemn declaration as described above must be provided separately for each member.

Applications submitted by consortia, groupings or associations of companies must also include:

- (a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;
- (b) a letter signed by each grouping member, stating that they undertake to carry out the work, and specifying their role, qualifications and experience.

Candidates who fail to provide this document may be automatically excluded.

For consortia or groupings, 1 member of the grouping must be appointed as lead company.

The framework contract will be signed by the European Commission and the successful tenderer's lead company.

In order to prove that he has the requisite capacities specified in points III.2.2 and III.2.3, the candidate may make use of the capacities of other bodies irrespective of the legal nature of

the connection between himself and said bodies. In such an event, he must provide the contracting authority with proof that he will have the resources needed to carry out the contract by, for example, producing a written commitment by said bodies to make such resources available.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: Candidates must provide proof of their economic, financial, technical and professional capacity.

Candidates who do not furnish the documentation specified, or who do not comply, based on the documents provided, with the criteria given hereafter may be excluded.

Candidates must demonstrate that they have sufficient economic and financial resources to be able to carry out the tasks specified in this contract notice.

If the candidate wishes to call upon the services of subcontractors or make use of the capacities of other entities, he must therefore prove that he will have the resources needed to carry out the contract by producing, for example, a written commitment from the entities in question to make such resources available.

The following documents must also be provided as proof of economic and financial capacity:

— balance sheets, or summaries thereof, and profit and loss accounts for at least the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident. The balance sheets must show pre-tax profits for the past 3 financial years for which accounts have been closed,

— if the balance sheets or the statement show an average loss over the past 3 financial years, then candidates must furnish another document as proof of their financial and economic capacity, such as appropriate bank references or proof of professional risk insurance cover,

— statement as to annual turnover during the past 3 financial years.

Should the application be submitted by a grouping, the aforementioned information must be submitted to the contracting authority in the form of a separate document for each grouping member and a document summarising the consolidated data for the grouping as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the tenderer or candidate is unable to produce the references required, he is permitted to provide evidence of his economic and financial capacity by any other means which the contracting authority deems suitable.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

The following documents must be submitted as proof of compliance with the aforementioned technical and professional criteria:

1. declaration on average annual manpower for the past 3 financial years;
2. details of the 5 largest contracts carried out over the past 3 financial years, in each of the 2 following fields: selection and organisation of assessment centres for middle management positions and development of potential candidates for middle management positions and organisation of development centres. These must be contracts other than those entered into with EU institutions and bodies. The minimum value of each contract shall be 100 000 EUR per year or 150 000 EUR over 3 years for each contract. The following information must be provided in respect of these contracts: amounts involved, start and end dates of contracts, field of activity, type of services provided and brief description thereof, names of customers and references from said customers;
3. a list of at least 5 senior consultants together with their CVs that the candidate would propose as senior consultant if awarded the contract. The candidate must prove that each

senior consultant has at least 10 years' experience in the selection and organisation of assessment centres for middle management positions and development of potential candidates for middle management positions and organisation of development centres;

4. a list of at least 10 junior consultants together with their CVs that the candidate would propose as junior consultant if awarded the contract. The candidate must prove that each junior consultant has at least 6 years' experience in the selection and organisation of assessment centres for middle management positions and development of potential candidates for middle management positions and organisation of development centres.

The CVs of the consultants must clearly demonstrate, using the correct scale, that the consultants possess the appropriate linguistic capacity: at least level C1 in the CEF scale ([http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main\\_pages/levels.html](http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html)) in English or French, and B2 in the other language;

5. declaration on ongoing development and certification of consultants: the candidate must submit the ongoing development plan for his staff, detailing the exact measures foreseen for certification and supervision and their continuous professional development;

6. candidates who have premises in Brussels or the vicinity must furnish details thereof. Candidates who do not have premises in Brussels or the vicinity must enclose a description of the way in which the services required will be provided in the aforementioned area;

7. in the case of subcontracting, the candidate must state the proportion of the service contract which he intends to subcontract.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. 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: no

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Restricted

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

HR/R3/PR/2012/074.

**IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

**IV.3.4. Time limit for receipt of tenders or requests to participate**

19.9.2012

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

Any EU official language

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(1) The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender.

(2) NB: interested parties are requested to observe strictly the conditions stated in point III.2 when submitting their request to participate, namely:

— to send their application by post before the deadline in point IV.3.4,

— to enclose all the documents and information requested in points III.2.1 to III.2.3.

Incomplete applications may be automatically discarded.

(3) Interested parties are requested to refrain from seeking further information at this stage.

(4) Data protection: the appropriate technical and organisational measures to ensure a level of security of personal data shall be agreed between the successful tenderer (and each individual member of consortia and each subcontractor) and the European Commission in writing or in another equivalent form.

(5) If processing your reply to this contract notice involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate your application in accordance with the contract notice and will be processed solely for that purpose by the contracting authority mentioned in heading I.1.

Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Your personal data may be registered in the early warning system (EWS) only or both in the EWS and central exclusion database (CED) by the accounting officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- the Commission Regulation No 1302/2008 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification of the plaintiff or, in the absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have an effect either to suspend this period or to open a new period for lodging appeals.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

24.7.2012