

Belgium-Brussels: Support for the running of assessment centres and provision of test content for EU staff selection procedures

OJ S 234/2013 03/12/2013

Contract award notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, European Personnel Selection Office — EPSO 01 — e-Selection

Postal address: avenue de Cortenbergh 25

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: hr-contrats-marches@ec.europa.eu

Fax: +32 22991924

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

II.1. Description**II.1.1. Title**

Support for the running of assessment centres and provision of test content for EU staff selection procedures.

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 premises and delivery in EPSO's premises in Brussels and Luxembourg.

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system (DPS)

The procurement involves the establishment of a framework agreement

II.1.4. Short description of the contract or purchase(s)

The European Personnel Selection Office (hereinafter referred to as 'EPSO') wishes to enter into a framework service contract to receive support for the running of assessment centres as the final step of the selection procedure of staff for the institutions and other bodies of the European Union.

Results to be achieved by the contractor:

- delivery of a coherent set of exercises, as specified by EPSO, for roll-out within the prearranged testing period, suitably validated according to prevailing best practice in assessment centre models, as well as a sufficient number of variations and updates throughout the duration of the contract; advice/assistance concerning the management of the existing database of exercises and adaptation of existing exercises,
- delivery of detailed written reports to EPSO relating to the performance of the tests delivered,
- delivery of the electronic template for all standard reports, including the competency passport for candidates, manuals on the use of the IT tool(s) for EPSO staff and assessors, as well as observation and evaluation forms for assessors (in English and French),
- provision of certification training for permanent and training for non-permanent selection board members, as well as training sessions for markers and — occasionally — EPSO support staff,
- provision of advice to EPSO on further strategic development plans regarding the extension /adaptation of the assessment centre model to selections in all grades, new forms of testing methods, alternative sets of behavioural anchors for the competency framework, and any appropriate tools for achieving this desired outcome,
- provision of IT tools, support and services linked with the informatics tools used by EPSO,
- IT tools (hardware and software) that the tenderer deems necessary to support services covered by his offer should be compatible with the European Commission's architecture. Any server-based solution proposed by the tenderer using technologies other than those already in use at EPSO will have to adhere to the appropriate European Commission data centre requirements,
- provision of a planning tool for test session scheduling for assessors and candidates.

Tasks:

Task 1A: development of new test material (and test variations) and accompanying documentation (marking grids, manuals, guidelines):

The contractor will develop and fine-tune specific test material for the different models of assessment centre (including manuals and marking grids with explanations and documentation on how to assess the various exercises). The exercises will consist of a tailor-made suite of selection instruments, based on EPSO's competency framework.

The contractor will develop test material, as required, for the various exercises included in the 4 AC models and for parallel versions of the various exercises to ensure security and avoid over-exposure of the exercises.

Types of exercises should at least include the following:

exercise 1: comprehensive case studies (for administrators, assistants and specialists), either of a general nature or related to the field of expertise for which the candidates applied, in order to also test professional skills and knowledge;

exercise 2: oral presentation (for administrators and linguistic administrators) on a topic related to their field of expertise;

exercise 3: group exercise and/or role play (for administrators, linguistic administrators, assistants and specialists) based on a general (not field of expertise specific) scenario;

exercise 4: e-tray/in-tray exercise (for administrators and assistants).

Other exercises (e.g. practical linguistic tests, professional skills tests) might be used in some assessment centres. The contractor will not develop such exercises, but will provide advice on how to integrate them into the overall marking/assessment of all exercises if needed.

Task 1B: adaptation of pre-existing tests and provision of off-the-shelf exercises:

The contractor will provide advice about the reuse of existing exercises from the EPSO database and will rework exercises according to input from EPSO and the selection board(s).

Each exercise will test more than 1 competency and normally each competency will be tested by more than 1 exercise.

Candidates are requested to sit the exercises either in English, French or German, as long as it is not the candidate's main language. The exercises will normally be developed in English and translations into the 2 other languages will — in principle — be provided by the European Commission. The exercises must be designed in such a way that their translation into French or German (or any other official EU language) is possible.

Reports on test performance: for some new tests, reports on their psychometric performance may be requested by EPSO.

Task 2: training of permanent and non-permanent selection board members, markers and EPSO support staff.

Task 3: provision of advice to EPSO on further development of the assessment centre.

Task 4: provision of IT tools, support and services linked with the informatics tools used by EPSO:

The contractor must achieve the following objectives, as far as support is concerned:

— provision of back-up systems in case of data corruption, power failures or other computer or system failures to ensure business continuity,

— provision and guarantee of secure maintenance and storage of candidates' data, in compliance with applicable EU data protection rules (EC Regulation 45/2001),

— provision of an appropriately trained team to deal with any IT problem cases, including SPOC(s) for technical and non-technical issues, questions and information exchange.

There is an in-house IT platform of bespoke tools to support all selection processes. The EPSO software platform is based on service-oriented architecture. To ensure compliance with this, all data interfaces used by the software application must use Web services.

II.1.5. CPV code(s)

79635000 Assessment centre services for recruitment

II.1.6. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.2. Total value of the contract/lot

II.2.1. Total value of the contract/lot

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of

1. Quality. Weighting 66

2. Price. Weighting 33

IV.2.2. Information about electronic auction

An electronic auction has been used: no

IV.3. Administrative information

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

EPSO/01/PR/2013/010.

IV.3.2. Previous publication concerning this procedure

Contract notice

Notice number in the OJ S: [2013/S 52-084403](#) of 14.3.2013

Section V: Award of contract

Lot No: 1

- Lot title: Support for the running of assessment centres and provision of test content for EU staff selection procedures

V.1. Date of conclusion of the contract

29.10.2013

V.2. Information about tenders

Number of tenders received: 3

V.3. Name and address of the contractor

Official name: Hudson Belgium NV

Postal address: avenue Marcel Thiry 75

Town: Brussels

Postal code: 1200

Country: Belgium

V.4. Information on value of the contract/lot

Total value of the procurement:

Value: 4 773 000 EUR

V.5. Information about subcontracting

The contract is likely to be subcontracted: no

Section VI: Complementary information

VI.1. Information about European Union funds

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

VI.2. Additional information

VI.3. Procedures for review

VI.3.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: cfi.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

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

VI.3.2. Review procedure

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

VI.3.3. Service from which information about the review procedure may be obtained**VI.4. Date of dispatch of this notice**

21.11.2013