

06/09/2003 S171

European Central Bank

ECB - call for expressions of interest for the establishment of a list of consulting companies to provide human resources management consultancy services (D-Frankfurt-on-Main)

2003/S 171-155171**Tender notice**

1. **Awarding authority:** European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main. Fax: (49-69) 13 44 75 03. Att: Mr Alberto Molon. Tel.: (49-69) 13 44 8780. E-mail: alberto.molon@ecb.int.
2. **Type:** Call for expressions of interest.
Companies or organizations interested in having their name entered on a list of potential suppliers of consultancy services for human resources management activities for the European Central Bank (ECB), are invited to submit an application in accordance with the rules set out below:
 - the appointed procurement committee of the ECB will draw up a list of candidates who meet the criteria set out at point 8 below;
 - for contracts to be awarded, the ECB will send a request for proposals to all or some of the candidates on the list, selected, on the basis of specific criteria for the contract concerned.
3. (a) **Description of the fields covered:** Consultancy services for the development of human resources management policies, tools and their implementation.
These shall include, inter alia, the following areas:
 - compensation and benefits;
 - recruitment;
 - training and development;
 - staff relations.Issues under current consideration are:
 - comparative study of HR policies and practices in comparator organizations;
 - grading of job profiles;
 - long-term care insurance;
 - competency based profiles;
 - formal assessment methodologies, in particular for managerial competence;
 - professional and career development policies;
 - recruitment policies and practices;
 - work/life balance policies;
 - occupational health and safety policy;
 - pension policies;
 - HR information systems, including intranet services.A first use of the list is expected to be made in November/December 2003. It is estimated that the first contract will start in January/February 2004.
- (b) **Type of contracts:** Fixed price and time and material.
4. **Place where services are to be provided:** At the ECB premises in Frankfurt am Main, Germany.
5. **Period of validity of the list resulting from the call for interest:** The expiry date of the list resulting from the call for expressions of interest is 31 December 2005.
6. **Legal status of applicants:**
7. (a) **Address to which applications should be sent:** European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main.
(b) **Application together with all the documentation referred to in point 8 must be submitted as follows:** Applications should be received at the abovementioned address. Applications sent by fax or electronic means will not be accepted.

The envelope should be marked: 'Call for Expression of Interest / REF: Human Resources Management, for the attention of: Mr A. Molon'.

All applications must be submitted in English. Only in the case of legal, financial, ISO and other certificates original (non-English) language, documents will be accepted upon the condition that the applicant will provide the ECB, if requested, with a certified translation of the original document.

All applications have to be signed by an authorized person.

8. **List of information and documents concerning the applicant's own position, and the information, formalities and documents necessary for an appraisal of the minimum economic and technical standards required:** Bidders should have proven and extensive experience of, and expertise in at least one or more of the areas of expertise indicated in the scope of work described under par. 3 above, preferably demonstrated in the context of not-for-profit, international or governmental organizations.

Additionally, experience in the definition, development and implementation of suitable supporting software tools (preferably SAP or SAP compatible) would be desirable. An excellent command of the English language is required from the finally selected consultant.

Detailed evidence of the qualification in the required areas of expertise shall be given in a clear and concise form.

In particular, information on projects conducted in the last 3 years similar to those included in the scope described under 3 above shall be provided. In this context, reference shall be preferably made to projects performed for public sector or international organizations and institutions. The information shall include at least a brief description of the scope, results and duration of each project.

In addition, the following information shall be provided:

(a) name, legal status, address, telephone and fax numbers, year of establishment as well as the name of the person responsible for this application;

(b) company profile and organization, including the range of expertise and type of consulting services provided;

(c) the number of consultants employed, specifying whether they are directly employed staff or subcontracted, and details of their organization by function or team. Number of consultants specializing in the various areas of expertise as defined above, including their degree of expertise/seniority in the field;

(d) copies of the audited accounts for the past three years and turnover in respect of abovementioned areas of expertise, for the past three years. A list of any and all legal claims and or lawsuits pending against the company;

(e) any other information attesting to the qualifications of the applicant to perform the required services.

9. **Date of dispatch of the notice:** 2.9.2003.

10. **Date of receipt by the Office for Official Publications of the European Communities:** 2.9.2003.