

Brussels, 22/03/2018

Ex-ante publicity notice - negotiated procedure

Subject : PROVISION OF ADVANCED LANGUAGE TRAINING
Ref : Procurement Procedure SRB/NEG/10/2018

Purpose of the Tender:

The Single Resolution Board (hereinafter referred to as "SRB") intends to award a single framework service contract for the provision of advanced **English** language courses (group courses) and individual courses in **Dutch, French, German, Italian and Spanish** at the SRB. The place of delivery of the requested services will be the SRB premises in Brussels. The successful tenderer will be offered a framework contract with the SRB for a maximum period of 3 years. The framework service contract will be implemented via Order Forms and the maximum value of the framework contract is **115 000 EUR**. Please note that these figures are given for estimation purposes and that the actual value of the framework contract will depend on the quantities the SRB will order by means of a signature of Order Forms. However, the SRB cannot commit to exact quantities to be ordered at this stage.

Description of services:

The future contractor will be engaged to provide a sufficient number of language training courses to SRB staff members (group and individual courses) to enable them to acquire the necessary skills and competencies to perform their duties more effectively in the foreign language.

The future contractor must also ensure the effective evaluation of skill acquisition. Trainers must provide top-quality adult learning advice and support to training participants, facilitate skill acquisition and use in a practical way, simulating as closely as possible the real conditions under which SRB staff members are required to use the skills to be acquired.

Group training sessions would be attended by approx. 12 participants. Courses would concentrate on the acquisition of a high level of both oral and written expression in the foreign language, allowing participants to engage in sensitive negotiations, present and communicate complex issues effectively, and write reports and other material on specialised subjects, targeted both at lay and expert audiences. Courses would be as interactive as possible, allowing participants maximum opportunities to practice the skills learnt during training sessions.

The future contractor will be engaged to provide courses to individuals in Dutch, French, German, Italian and Spanish. Furthermore, the contractor will be engaged to provide intensive courses, for example, during the summer.

For group courses, it is anticipated that there will be weekly training sessions for English language training (of two hours), for ten weeks. This constitutes 20 hours of training per course. An intensive course, consisting of 20 hours, will most likely take place in July of each year of the duration of the contract. There would, again, be one group, attending two sessions of 2.5 hours each for four weeks. It is foreseen that the future contractor may need to make minor modifications to the agreed syllabi/learning material and, for this, a maximum of five hours of preparation time per group and per course is planned. This results in a total of 20 hours of preparation time for a full year. The future contractor would also be engaged to carry out a needs analysis of the training participants. The costs related to this analysis are included in the costs for the aforementioned preparation time. The objective of the needs analysis is to ascertain the specific needs of SRB staff members, both for group and individual courses, allowing the future contractor to cater to their needs and provide tailored learning activities, leading to more effective positive outcomes. The future contractor will also provide any reports that the SRB may request, such as on the number of training participants enrolled, the number of participants who have passed evaluations, etc.

The future contractor will provide, at no extra cost to the SRB, a Pedagogical Coordinator to be the sole contact point for the SRB on pedagogical matters. The Pedagogical Coordinator will ensure, among other things, that:

- the needs of the SRB are met
- the trainers' qualifications, experience and competencies comply with the provisions of the framework contract and that these are used to the benefit of the SRB and training participants
- the courses and sessions take place as planned and to the quality required
- any complaints are dealt with promptly and satisfactorily
- the SRB is informed of any change regarding the learning aspects of the courses.

In addition, the future contractor must be in a position to ensure effective internal organisation and administration to be able to avail themselves of the necessary resources to provide the services mentioned in the tender specifications to the quality required, both for group courses and for courses for individuals.

The future contractor will also provide, at no extra cost to the SRB, an Administrative Coordinator who will act as the sole contact point for the SRB for administrative and organisational matters, including budgeting and invoices. The Administrative Coordinator must be employed by the contractor.

Both the Administrative and Pedagogical Coordinator must have at least three (3) years of previous professional experience as an Administrative Coordinator/Pedagogical Coordinator.

Any meetings organised between the contractor and/or their Pedagogical and/or Administrative Coordinator and the SRB must not result in any additional cost to the SRB.

Trainers must respect the conditions of the framework contract and provide the services for which they have been engaged within the context of the SRB's mission, vision and values.



Selection criteria:

The future contractor must have the economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

More specifically:

1. Knowledge, experience and capacity regarding the topics described in the section Description of Services. That is, the future contractor must be able to demonstrate previous experience of at least 3 years of the provision of the requested language courses.
2. Additionally, the future contractor and all its personnel must be able to work in English (to Level B2 under the CEFR) to be able to ensure the effective execution of the contract.
3. Trainers must be native speakers of the language to be taught, with a university diploma of a duration of at least three (3) years in a field related to Modern Languages or Linguistics.
4. Additionally, trainers should have at least three (3) years of experience of providing language training to adults (in the language to be taught) within the ten (10) years before the entry into force of the contract. The aforementioned diploma can be replaced by professional experience as a Language Trainer for adults of a duration of at least five (5) years in the language to be taught.

Description of the procedure:

Ex-ante publicity is the first stage of a negotiated procedure below the Directive threshold with a minimum of 5 candidates, through which the SRB may award the abovementioned framework service contract.

The aim of this notice is to support the SRB in the selection of the economic operator(s) who will be invited to submit a tender for the contract that shall not exceed **EUR 115 000**.

Economic operators interested in taking part in this procedure should send an e-mail declaring their interest by **04/04/2018**, 17:00 Brussels time, to SRB-PROCUREMENT@srb.europa.eu quoting the reference of the procedure (SRB/NEG/10/2018) in the title of the email. Further specific information will be communicated to interested economic operators.

It should be noted that the SRB reserves the right to decide not to launch the negotiated procedure. This decision will be communicated accordingly.

SRB Procurement