

13/03/2004 S52

European Central Bank

ECB - invitation to tender for services of a business continuity test coordinator (1 person) (D-Frankfurt-on-Main)**2004/S 52-044034****Contract notice****Services****Is this contract covered by the Government Procurement Agreement (GPA)?****Section I: Contracting authority**

- I. 1) **Official name and address of the contracting authority:** European Central Bank, Att: Wolfgang Sommerfeld, Kaiserstraße 29, D-60311 Frankfurt am Main. Fax: 00 49 69 1344 - 8838. E-mail: wolfgang.sommerfeld@ecb.int.
- 2) **Address from which further information can be obtained:** As in I.1.
- 3) **Address from which documentation may be obtained:** As in I.1.
- 4) **Address to which tenders/requests to participate must be sent:** As in I.1.
- 5) **Type of contracting authority:** EU institution.

Section II: Object of the contract

- II. 1) **Description**
 - 1.1) **Type of works contract (in case of works contract)**
 - 1.2) **Type of supplies contract (in case of supplies contract)**
 - 1.3) **Type of service contract (in case of service contract)**
 - 1.4) **Is it a framework agreement?** No.
 - 1.5) **Title attributed to the contract by the contracting authority:** Invitation to tender for services of a Business Continuity Test Co-ordinator (1 person).
 - 1.6) **Description/object of the contract:** The European Central Bank is seeking a consultant to act as business continuity test coordinator to provide expert guidance, practical assistance and skills transfer in the development planning and conduct of tests.
The normal work of the consultant will include at least the following tasks:
 - communicate and liaise at all levels within the organisation, including both the different teams involved in testing and Senior Management;
 - develop and implement strategic test plans;
 - continuously review such plans and fulfil deadlines;
 - plan, organise and execute workshops using different test scenarios;
 - coordinate resources required to fulfil business continuity tests requirements;
 - maintain and deliver to the ECB comprehensive records of all test activities, i.e., test reports, analysis and follow-up in the form of a fully documented audit trail.
 - 1.7) **Site or location of works, place of delivery or performance:** At the premises of the ECB, D-Frankfurt am Main.
NUTS code: DE712.
 - 1.8) **Nomenclature**
 - 1.8.1) **Common Procurement Vocabulary (CPV):** 72251000.
 - 1.8.2) **Other relevant nomenclature (CPA/NACE/CPC)**
 - 1.9) **Division into lots:** No.
 - 1.10) **Will variants be accepted:** No.
- 2) **Quantity or scope of the contract**

- 2.1) **Total quantity or scope (including all lots and options, if applicable):** 1 consultant.
- 2.2) **Options (if applicable). Description and time when they may be exercised (if possible)**
- 3) **Duration of the contract or time-limit for completion:** The contract is expected to commence in May for an initial period of one year with the possibility of extension for a further period.

Section III: Legal, economic, financial and technical information

- III. 1) **Conditions relating to the contract**
 - 1.1) **Deposits and guarantees required (if applicable)**
 - 1.2) **Main terms of financing and payment and/or reference to the relevant provisions (if applicable)**
 - 1.3) **Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded (if applicable)**
 - 2) **Conditions for participation** Information concerning the suppliers' personal position and the information and formalities necessary for an appraisal of the minimum standards required from them:
 Applicants must be able to supply qualified consultant(s) with 5-10 years experience and proven expertise in all areas of business continuity planning, in particular those tasks listed in II.1.6 above, who have or can obtain working and living permits for Germany and who would be available to take up the assignment before or during May 2004.
 Applicants are requested to supply all of the information detailed below:
 - a. their full name address and contact details including e-mail and their legal status;
 - b. their relationship with any parent, subsidiary or group organisation;
 - c. brief but clear and full details describing the nature and range of their business activities, the number of consultants employed or represented and the number of these with skills in the field of business continuity;
 - d. number of years trading and a certified statement of their turnover and profit for the past three years;
 - e. details of the qualifications and experience of consultants recommended for this assignment including specifically:
 - academic and professional qualifications - BCI or equivalent certification would be an advantage and should be stated,
 - number of years experience and where gained, listing specifically all experience with dates gained in the finance industry, Central Banks and public sector organisations,
 - sound knowledge of IT tools used in the finance industry,
 - evidence of excellent communication and drafting skills in English demonstrating ability to work at all levels within an organisation,
 - degree of fluency in English oral and written. German language skills would be an advantage,
 - evidence of documenting all test activities including results and analyses,
 - full particulars of the role played in the performance of similar contracts during the past 5 years including the scope, dates, deliverables and client details. Such contracts should demonstrate the ability to plan and deliver the tasks defined in 10 above,
 - 3 client names and contacts who can provide reference;
 - f. the fixed daily cost in euro excluding VAT for the level(s) of consultants offered based upon 8 working hours. Such cost shall include all travel, accommodation, subsistence and other costs.
 Applications must not contain more than 20 pages in order to allow their evaluation in the short timeframe available.
- 3) **Conditions specific to services contracts**
 - 3.1) **Is provision of the service reserved to a specific profession?** No.
 - 3.2) **Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?** Yes.

Section IV: Procedure

- IV. 1) **Type of procedure:** Accelerated negotiated.
- 1.1) **Have candidates already been selected? (for negotiated procedure only and if applicable)**
- 1.2) **Justification for the choice of accelerated procedure:** Urgency.
- 1.3) **Previous publication concerning the same contract (if applicable)**
- 1.3.1) **Prior information notice concerning the same contract (if applicable)**
- 1.3.2) **Other previous publications**
- 1.4) **Envisaged number of suppliers which will be invited to tender:** Minimum 3 / maximum 6.
- 2) **Award criteria:** Most economically advantageous offer meeting the above requirements and any additionally detailed requirements provided to the shortlist candidates.
- 3) **Administrative information**
- 3.1) **Reference number attributed to the file by the contracting authority**
- 3.2) **Conditions for obtaining contract document and additional documents**
- 3.3) **Time-limit for receipt of tenders or requests to participate:** Signed applications have to be received at the address shown in paragraph I.1) above, in sealed envelopes marked 'Application for Business Continuity tender' no later than 17.30 hours CET on Wednesday 24 March 2004.
- 3.4) **Dispatch of invitations to tender to selected candidates (in restricted and negotiated procedure):** Estimated at the beginning of April 2004.
- 3.5) **Language or languages in which tenders or requests to participate can be drawn up:** English.
Applications must be written in the English language. Original language certificates will be accepted upon the condition that the applicant will provide the ECB, if requested, with a certified translation of the original document.
- 3.6) **Minimum time frame during which the tenderer must maintain its tender (in case of an open procedure):** 60 days from the deadline stated for receipt of tenders.
- 3.7) **Conditions for opening tenders**
- 3.7.1) **Persons authorized to be present at the opening of tenders:** Only authorised ECB staff.
- 3.7.2) **Date, time and place:** Place: ECB Premises.

Section VI: Other information

- VI. 1) **Is this notice a non-mandatory one?**
- 2) **If applicable, indicate whether this procurement is a recurrent one and the estimated timing for further notices to be published**
- 3) **Does the contract relate to a project/programme financed by EU funds?**
- 4) **Additional information:** Shortlist applicants will be provided with additional information concerning the award of contract and invited to arrange interviews for selected consultants. Interviews will be in English.
- 5) **Date of dispatch of this notice:** 9.3.2004.