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**Luxembourg-Luxembourg: IT Compliance Expert
2018/S 125-283837**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

European Stability Mechanism (ESM)
6a Circuit de la Foire Internationale
Luxembourg
L-1347
Luxembourg
Contact person: A. Gerhardt
Telephone: +352 260962474
E-mail: procurement@esm.europa.eu
NUTS code: LU000

Internet address(es):

Main address: <http://www.esm.europa.eu>

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.esm.europa.eu/procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

IT Compliance Expert
Reference number: IT/05/SE/AG/18

II.1.2) Main CPV code

72600000

II.1.3) Type of contract

Services

II.1.4) Short description:

As ESM's working language is English, the services are required to be delivered in English.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: LU0

II.2.4) **Description of the procurement:**

In support of the ESM's IT division, the consultant will provide the following services and deliverables to the ESM:

- assist in IT Security and compliance assessments on projects,
 - work closely with the ESM's internal audit function to provide documentation and other requirements during internal and external audits,
 - support in training the ESM's IT team on compliance 'best practice' to ensure that IT service provision is 'audit proof',
 - support the ESM with the procurement and assessment of new IT systems,
 - develop, maintain and report on IT Risks and dashboards,
 - coordinate the monthly and annual Disaster Recovery ("DR") tests and overall IT Business Continuity Procedure ("BCP") procedures,
 - assist in implementation of new systems and related quality assurance activities,
 - perform quarterly IT security reviews and implementation of IT internal controls (IT General Controls),
 - take a lead role on projects to improve the ESM's IT services,
 - manage compliance points with outsourcing service providers and ensure all requirements of the ESM's Outsourcing policy are adhered to,
 - produce reports and other communications to management board members and other senior stakeholders,
 - proactively communicate to the ESM IT service users and deliver an exceptional level of customer service,
 - maintain all records and documentation of the corporate applications IT infrastructure,
 - evaluate various network, software, application and/ or hardware options that could be adopted by the ESM.
- Further details are laid out in the procurement documents

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/10/2018

End: 30/09/2020

This contract is subject to renewal: yes

Description of renewals:

Up to 2 renewals of 12 months duration each, for a total possible term of 48 months.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

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

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

As stated in the procurement documents.

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

III.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

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

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.1) **Previous publication concerning this procedure**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 31/07/2018

Local time: 11:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Date: 31/07/2018

Local time: 11:00

Place:

The ESM will not be conducting a public opening.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

Important: neither Directive 2014/24/EU of the European Parliament and of the Council of 26.2.2014, nor Regulation (EU, Euratom) N° 966/2012 of the European parliament and of the Council (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. Please refer to the ESM website for further information.

This procurement is carried out by the ESM under an open procedure in the meaning of the ESM Procurement Policy. Please refer to the ESM Procurement Policy for further information.

VI.4) Procedures for review

VI.4.1) Review body

ESM Procurement Review Panel

6a, Circuit de la Foire

Luxembourg

L-1347

Luxembourg

E-mail: procurementreview@esm.europa.eu

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

Please see the ESM procurement review procedure available at www.esm.europa.eu/procurement

VI.4.4) Service from which information about the review procedure may be obtained

ESM Procurement Review Panel

Luxembourg

Luxembourg

E-mail: procurementreview@esm.europa.eu

VI.5) Date of dispatch of this notice:

19/06/2018