

PQD HR/01/ERS/AA/21

Q&A

No	Questions from suppliers	Answers from ESM
1.	<p>In Annex 1 'Terms of Reference', it is mentioned that ESM staff represents 43 nationalities.</p> <ul style="list-style-type: none"> • Question regarding Lot 2: Assessment Centre Services, section 'tasks and deliverables' mentions that the assessment report should be in English. Is English also the sole language for conducting the Assessment Centres or does ESM also considers other languages, for example: French? • Question regarding Lot 3: Psychometric and Aptitude Assessments. There is no mentioning of languages. Is it sufficient for the tests to be available in English? Is it sufficient for the reports to be available in English? 	<p>Question regarding Lot 2: English is the ESM working language and the sole language for conducting the Assessment Centres.</p> <p>Question regarding Lot 3: It is sufficient for the tests and reports to be available in English. But we could offer the possibility to candidates to take psychometric tests in their native language, if available.</p>
2.	<p>In selection criteria_LOT2, LOT3, LOT4, LOT5, section 'technical or professional ability' a team of at least 4 experts/consultants is requested (with detailed CV's). Does the proposed team already has to be exhaustive in this phase or can we add similar profiles for the fulfilment of the contract in the tendering phase?</p> <p>Should the 4 experts/consultants be added to a proposed Account manager and Project leader as indicated under 'Key personnel' or should the 4 detailed CV's include the proposed Account manager and Project Leader?</p>	<p>As indicated in art 3.7 of the PqD , each Candidate must achieve a rating of "Pass" for all the "Pass / Fail" criteria to be considered successful at Stage 1 (pre-qualified Candidates). Candidates must comply with the selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract, therefore evidence to be provided needs to be exhaustive in this phase.</p> <p>The experts/consultants should not include the account manager and project leader.</p>
3.	<ul style="list-style-type: none"> - Would it be possible to provide us with those different annexes as separate documents to make the signature process easier and digital? - Is our understanding correct that other than answering the specific questions + completing the various annexes from the PDQ, ESM doesn't expect any financial offer nor any information on the solutions related to the respective lots (tools, solution break-down, ...)? 	<p>Please find attached the annexes.</p> <p>Please refer to section 3.5 of the PqD(Application Structure and Response Instructions). No financial information is to be provided at this stage and only the answers to the questions posed should be answered and the relevant evidence provided.</p>

	<p>- In the Selection Criteria for Lot 2, 3, 4 and 5 ESM is referring to various minimal levels of capacity. Are these indicative of the anticipated volume of activity the ESM expect per annum? If not, can we have indication of volume anticipated per annum and per lot?</p>	<p>The minimum level of capacity requested refers only to the candidate financial, technical and professional ability to perform the contract. Indication about the estimated volume of activity will be provided at a later stage (RfP) in the financial commercial responses. Please note that the contracts awarded will be framework agreements with no commitment of spend.</p>
4.	<p>Lot 2 – Assessment Centres Services</p> <ul style="list-style-type: none"> - Will you expect Assessment Centres to be tailored to your own competency framework, if so are we going to receive a copy of it at some point? - In the section 3 of the Tasks & deliverables section, ESM indicate that all candidates are expected to receive a one-hour debrief of the results. Is this for all candidates who accepted the offer or also for all candidate unsuccessful / who didn't accepted the ESM offer? - The 2 consultants/assessors will have to be different in terms of gender and nationality. Where we have a global network of consultants to meet this criteria, this makes the entire process more challenging to staff (it is likely to imply international travel for every assessments which comes at a price and goes against the clause 4.7 related to environmental considerations). Would ESM consider revisiting this criteria in some shape or form (ie: as X% of the assessments taking place per annum / only for remote assessments ...)? - Will ESM group the candidates (related a single role opening) so the assessment centres can be optimised accordingly? - Will the selected candidate (supplier) to be able to handle several Assessments in parallel with view to optimize time of delivery and fees? 	<p>We will need the assessment centre services to be tailored –or at least the ESM can choose the competencies to be assessed on the basis of your initial proposal for the assessment. We are currently reviewing the competency framework therefore we cannot provide it at this stage.</p> <p>The one hour debrief should be provided to all shortlisted candidates.</p> <p>We are able to adapt to the diversity of the assessors and turn the assessments to an online setting if needed. This will be decided with the ESM.</p> <p>If onsite, candidates can be grouped, typically 2 candidates could have a half day of assessment centre on the same date of their venue for interviews in ESM premises.</p>
5.	<p>Lot 3 – Psychometric Assessments and Aptitude Assessments</p> <ul style="list-style-type: none"> - Can we have access to your competency framework to assess the feasibility to map it to our own tools and solutions? 	<p>We are currently reviewing the competency framework therefore we cannot provide it at this stage.</p>
6.	<p>Lot 4 - Skill Assessment Tools</p> <ul style="list-style-type: none"> - We perceive overlap between lot 3, 4 and 5 (This is a rather broad description and see some level of overlap – Lot 5 for 360 is also about Self Awareness). 	<p>As mentioned in the terms of reference, the skill Assessment Tools will provide actionable information about the Skill Assessment Users, their job satisfaction and career evolution, motivation drivers, competencies they self-assess as strong or to be developed for their future roles, in line</p>

	As a result, can you please expand further on what you mean by Skill Assessment and in particular Skills of employee? What competencies in particular are you looking to assess?	<p>with their career aspirations and long-term development. The underlying methodology for the skills assessment tools must be adequately supported by scientific research.</p> <p>A non exhaustive example of competencies to consider for these assessments are the following: Communication and interpersonal skills Teamwork and collaboration Risk awareness and management Resilience, flexibility and change Developing self and others Leveraging diversity and inclusion Critical and strategic thinking Problem solving Innovative thinking</p>
7.	<p>Lot 5 - 360 Feedback Assessment</p> <ul style="list-style-type: none"> - Can we have access to the ESM Leadership competency framework? - Are you looking to secure both the online solution (360 survey / Multi-Rater-Appraisal) and the consulting services that goes along or just the latter? 	<p>We are currently reviewing the competency framework therefore we cannot provide it at this stage.</p> <p>We expect to procure the consulting services, including the coaching required to debrief the results.</p>
8.	<p>In relation to the requirements at 4.5 of the Terms & Conditions of the PQD (if we intend to involve any third parties in any element of the services or tender process).</p> <p>For some of our online solutions we are partnering with other service providers (fully integrated into our technology solutions)</p> <p>We would like to understand whether these would be considered a Group application in accordance with the Power of Attorney at pg 57 of the pre-qualification document?</p>	<p>According to the art 3.4 of the PqD, the assessment of the applications will be done only during the evaluation phase and not during the clarification period. In this context, Candidates are invited to submit evidence which they consider relevant to define the “partnering with other service providers (fully integrated into our technology solutions)” and fulfil the PqD requirements. As a general guidance, the Power of Attorney is necessary in case you submit an application structured with a Group leader and Group members (such as a consortium).</p>
9.	Could you please confirm that in the PQD on page 34 the header should be “Annex 2 – 1.2-“ instead of “Annex 2 – 1.1”	Correct.

10.	Is it sufficient to send all the documents to the procurement e-mail address? And there's no need for a technical memoire? Just signed declarations as requested in the pre-qualification document?	As indicated in art 3.6 of the PqD, applications shall be submitted no later than the Applications deadline above specified of the Procurement Process Steps and Timeline and must be submitted only via e-mail to: Email: procurement@esm.europa.eu PQ Ref. No.: HR/01/ERS/AA/21 Attention: Mr. Ampeglio Amore Please see answer # 3.
11.	<p>Reading the document: <i>For each lot, digital copies shall be submitted in compliance with the following guidelines:</i></p> <p>May I presume that we submit a participation for each LOT but that we only submit all general documents once like: Annex 2: 1.1 – Declaration on the eligibility, exclusion criteria, economic, financial and operational capacity and the absence of conflict of interest” Annex 2: 1.2 – Non-Collusion Declaration” o “Annex 2: 3.1 – Cover Certification Form”</p> <p>Or do we need to submit all documents per Lot and also send per Lot a separate email?</p>	For annexes 2: 1.1, 2: 1.2 and 3.1, please select the lots you are applying for using the tick boxes provided. That way you only provide one signed form but confirm which lots you are applying for.
12.	Can you confirm that as long as the response is a non-editable PDF, it can be in landscape or portrait format?	Confirmed.
13.	Please let me know ESM's policy re non-EU entities applying for the tender.	The ESM as an intergovernmental international financial institution governed by public international law; neither Directive 2014/24/EU of the European Parliament and of the Council 1, nor Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council (as amended)2 apply to the ESM. Candidates from any jurisdiction can apply.

14.	Concerning the ESM tender, I would kindly ask if there are any specific application forms beside the Annexes in the PQD that candidates have to fill out.	See answer 3.
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