

**Attachment 9**

**LOT 6  
Case Study 1**

**REQUEST FORM**

**Request type: Fixed Price (FP)**

**Title: Security awareness case study**

**Request Form ID ECHA/2009/39/6-1  
Framework Contract N° ECHA/2009/39**

**To**

Contractor: Your company  
Contact person: You  
Phone n°: Your phone  
FAX n°: your FAX

*Description of required service*

**Specifications:** see below.

**Expected start date:** 1/8/2009

**Delay for delivery** (e.g. in months) : 9 months maximum

**Place of delivery:** Helsinki

**Y/N date :** 15/06/2009

**Expected offer date (optional) :** 30/06/2009

**From the Agency**

## **1. CONTEXT/INTRODUCTION**

The European Chemicals Agency provides a security awareness training to all staff. A study is needed to improve this training programme to cover more topics.

The study should focus on:

- Specifying the target groups of the security awareness training,
- Prepare the contents of the training programme including presentations, class room training, workshops, newsletters, intranet and e-learning content, video material, flyers as well as other promotional material.

## **2. DESCRIPTION OF DELIVERABLES**

- After 3 months: First draft of the study,
- After 6 months: Intermediate release of the study,
- After 9 months: Final release of the study.

## **3. WORK ENVIRONMENT/CONDITIONS**

The study has to be provided in Microsoft Office format.

Most of the work has to be commenced in the Agency's premises.

- Project kick-off meeting,
- Interviews with the stakeholders,
- Reviewing the work produced in workshops with the relevant stakeholders,
- Presentation of each version of the study.

A monthly progress report has to be provided to the Agency by the Contractor.

## **4. CONTENTS OF THE OFFER**

The offer must include:

- the concept that will be used for the study
- a proposal for the project plan of the study
- the roles, profiles and structure of the project team, the proposed workload of each member of the team