

Helsinki,

Ex-ante publicity notice in negotiated procurement procedure**Subject: ECHA/2018/311- HR processes accreditation/certification services in the context of the new HR strategy****Description of the contract:**

The European Chemicals Agency (the Agency, <http://echa.europa.eu>) envisages awarding a services contract for an accreditation/certification of its HR processes. The contract includes interviews of senior management of ECHA, survey and interviews of staff, strategic assessment of the current situation and improvement recommendations.

Description of the services:

The aim of the contract is to obtain an accreditation/certification of the HR processes in the context of preparing a new HR strategy for ECHA for the period of 2019-2023. This accreditation process should include interviews of senior management of ECHA, a survey and interviews of staff as regards their opinion of how well the HR processes are run in the Agency, a strategic assessment of the current situation of HR processes in ECHA and improvement recommendations used possibly as KPIs for the new HR strategy and/or the HR processes. The accreditation process should preferably also include benchmarking of ECHA's level of HR processes against similar type of other public sector organisations.

The data that is collected during the accreditation process should be presented preferably at unit level and aggregated then at Directorate and ECHA level. There should also be a follow-up meeting to agree on the implementation plan of the improvement recommendations and annual follow-up meetings during the accreditation period.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 60 000 Euros with a minimum of 3 candidates, through which the Agency may award the above-mentioned contract.

The purpose of this notice is to support the Agency in the selection of the list of candidates to be invited to submit an offer for the contract. Please note that offers submitted in the subsequent negotiated procedure with a value above 60 000 EUR will be rejected.

All economic operators interested in providing the services described above should send a declaration of interest before **15/06/2018**, 16h00 Helsinki time, by e-mail to procurement@echa.europa.eu with the same subject reference as indicated above.

In their declaration of interest (300 words maximum) interested economic operators should demonstrate their ability to provide the relevant services. This information will be assessed by the Agency in order to select suitable candidates. All interested economic operators will be informed of the decision of the Agency.

The Request for Offers and related documents will be provided by e-mail only to the selected candidates.

Please note that the Agency reserves the right not to launch the negotiated procedure. If that were the case, all interested economic operators would be informed of this decision.

We look forward to receiving your declaration of interest.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Shay O'Malley', with a horizontal line underneath it.

Shay O'Malley
Director of Resources