

Date: 14/06/2016

Ex-ante publicity notice in negotiated procurement procedure

**Subject: "Change management services for the Final ECDC Premises project"
NP/2016/RMC/7596/01**

Short description

ECDC would like to contract external support from organisational change management expert/s, ideally with hands-on experience in the Prosci methodology or similar.

The overall purpose of the contract is to support ECDC in applying a structured change management approach in the context of the Final ECDC Premises project, which implies the change of building and the relocation of all ECDC statutory staff of approximately 300 people.

The primary focus is on ensuring the achievement of the expected project results by helping ECDC in the process of engaging employees, building support and managing resistance.

The role of the contractor's expert/s will be to:

- Design, plan and document the project change management approach;
- Coordinate all change management activities;
- Work hands-on with management to provide coaching and enable them to tackle resistance;

Analyse and summarise the accumulated change management knowledge from the project and transfer it to the ECDC change management team.

Description of the procedure:

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

All economic operators interested in providing the services described above should express their interest before **01/07/2016**, 16h00 CET, by e-mail to **tenders@ecdc.europa.eu** with the same subject reference as indicated above.

In their expression of interest interested economic operators should demonstrate their ability to provide the relevant services and provide the following information:

- Name
- Address
- Contact person
- E-mail
- Description of main area of business/expertise (max 500 words)
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This information will be taken into account by ECDC in order to identify potential candidates.

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

Please note that ECDC reserves the right not to launch the negotiated procedure.