

Date: 22/06/2016

## **Ex-ante publicity notice in negotiated procurement procedure**

**Subject: "Implementation of a pilot project using Lean Management" NP/2016/RMC/7361/01**

### **Short description**

The purpose of the assignment is to support the introduction of the LEAN/six sigma methodology at ECDC. The LEAN/six sigma consultant or team of consultants' role will be to lead the implementation the first LEAN project at ECDC. The consultancy is a full-time assignment. The objectives are to reduce operating costs and improve operational and organisational efficiencies whilst maintaining the desired service level quality by:

- Creating visibility and synchronisation across the agency whilst focussing on reducing complexity and creating a lean environment to operate within;
- Identifying pragmatic ways of doing day-to-day activities and align organisational and individual behaviours to deliver according ECDC strategy;
- Providing tools and methodologies to continuously improve operations in a structured way in order for ECDC to get better value for money, improve quality, efficiency and effectiveness in a measurable way;
- Implementing the change in ECDC.

A first pilot project should be conducted, with the objective of testing the relevance of the Lean methodology to ECDC, for a duration of approximately 3 months. This first pilot project should deliver measurable, visible and sustainable operational improvements. It should define measurable metrics to deliver process optimisation results. The pilot project will target the review of the process on "organisation of external ECDC meetings".

Additionally, the consultant should produce a final report with recommendations on the implementation of the Lean methodology in ECDC on corporate level.

### **Description of the procedure:**

This ex-ante publicity is the first stage of a negotiated procurement procedure below 135,000 Euros with a minimum of 5 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 **10/07/2016**, 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)

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.