



KAPITAŁ LUDZKI
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA
EUROPEJSKI
FUNDUSZ SPOŁECZNY



Kraków, 7 December 2010

Request for Proposal

On behalf of Aon Hewitt it is my pleasure to invite you to take part in a vendor-selection tender regarding training targeted at improving the technical skills of AonHewitt colleagues within the project „Rozwoj efektywnosci zarzadzania organizacja i kwalifikacji pracownikow” UDA-POKL.08.01.01-12-417/10-00

Scope of Training:

1. E-tools

Excel Intermediate and Advanced, Peoplesoft or Cognos.
20 groups / 2 days

2. Client Applications

Sap, Visio, Access, VBA, Power Point, ITIL
20 groups / 2 days
Timeframe: 2 years

Background: Aon Hewitt is a global leader in human capital consulting and outsourcing solutions to High and Middle-Market clients in 120 countries worldwide. The Krakow Centre is one of our strategic locations in Europe, operating Benefits Administration and HR Business Processes Outsourcing backed by a wide range of supporting services.

Aon Hewitt employees perform their roles using a number of different technical applications from the general tools of Microsoft Office to more client specific applications such as SAP. Aon Hewitt supports continuous development of our employees and to this end we have recently been awarded funding from the European Union. We are planning to use this funding to help our associates continue to develop crucial skills necessary to deliver excellent service to our clients.

We are therefore looking for a strategic partner who will help us successfully run this project over the period of 24 months. This partner will:

1. Help us design the content of the training and be partially responsible for the logistics and monitoring of progress (attendance, results, commitment etc)
2. Demonstrate excellence in their area of expertise through their business model, service delivery, client focus, continuous development of both the trainers and the company and quality management systems
3. Have experience in running large-scale projects for corporate clients, including specialized skills courses.

If you meet these criteria please submit your bid by EOB 21 December 2011 to Renata Mnich-Kus renata.mnich@aonhewitt.com.

Please note that we will only contact selected candidates.

Your proposal, in the form of one document (either pdf or pps), will contain the following information:

1. Your company profile, experience, values, no. of trainers / specialists etc. (Delivery of training in English must be an option)
2. Outline of each of the programs offered (Points 3-5) that you are able to deliver
3. Samples of materials used to deliver programs
4. Cost of services
5. Description of training facilities available for delivery of programs
6. Experience in delivering similar large-scale projects to corporate clients (with specific examples)
7. Quality assurance system – short description
8. Profiles of trainers (with concrete references to their business background / education)
9. Description of the selection process and further development of your trainers
10. References from former and existing clients

Please note that each trainer participating in the project will be required to demonstrate:

1. Relevant business background, ideally an understanding of the basics of outsourcing operations
2. Min. 10 years of professional experience including min. 2 years in the corporate environment with particular focus on technical training
3. Willingness to follow objectives drafted by AonHewitt representative in collaboration with the partner's representative
4. High level of professionalism and trustworthiness
5. High level of English as the classes will be held in this language.

We kindly ask you to provide us with comprehensive yet strictly relevant information. Proposals will be rated on their meeting of all the criteria in particular the programs offered, the willingness to partner with Aon Hewitt and the cost of services provided. You are welcome to bid for only part of the contract's scope. We reserve the right to opt for several vendors carrying out parts of the project's scope.

Thank you!
Matt Sellwood
Aon Hewitt