



KAPITAŁ LUDZKI
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA
EUROPEJSKI
FUNDUSZ SPOŁECZNY



Krakow, 1 September 2011

Request for Proposal

On behalf of Aon Hewitt it is my pleasure to invite you to take part in a vendor-selection tender regarding organizing training targeted at improving project management 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. Effective Project Management

No. of Participants 12- 15 in a group, 14 groups

There will be 4 groups for Team Managers and 10 for operational colleagues

Timeframe

December 2011- December 2012

Background: Aon Hewitt is a global leader in human capital consulting and outsourcing solutions to High and Middle-Market clients in 120 countries worldwide. Aon Hewitt was formed in the recent merger of Aon Consulting and Hewitt Associates which was completed in October 2010. Our Krakow location is one of our strategic locations in Europe, operating Benefits Administration and HR Business Processes Outsourcing backed by a wide range of supporting services.

We are currently employing more than 450 people whose work is managed by 40 team leaders and 10 managers. From time to time they deal with huge projects like transitions and implementation of new systems or tools and little projects within each team. We would like to make sure that both operational colleagues as well as their team leaders have a basic knowledge about methodology and tools used while running a project.

In particular we are aiming at making them familiar with:

- life cycle of a project, defining milestones and risk analyses
- creating project group
- planning in the project
- defining goals and resources needed in the project
- changes to the project
- brief description of methodologies and tools available in project management

We are therefore looking for a strategic partner who will help us successfully run this Project over 12 months. This partner will:

1. Be an accredited training/ coaching institution
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 similar projects for corporate clients, including specialized skills courses.

If you meet these criteria please submit your bid by EOB 13 September 2011 to Renata Mnich-Kus: renata.mnichkus@aonhewitt.com. Please note that we will inform the vendors about final results by 15 September 2011.

Your proposal, in the form of one document (preferably .pdf), will contain the following information:

1. Your company profile, experience, values, no. of trainers / specialists etc.
2. Examples of how you managed to successfully address the business challenges
3. Samples of materials used to deliver programs
4. Cost of services
5. Experience in delivering similar large-scale projects to corporate clients (with specific examples)
6. Quality assurance system – short description
7. Profiles of trainers (with concrete references to their business background / education)
8. References from former and existing clients
9. Outline of each of the specialized programs

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 some experience in the corporate environment with particular focus on implementation of Lean concepts and training
3. Willingness to follow objectives drafted by Aon Hewitt representative in collaboration with the partner's representative
4. High level of professionalism and trustworthiness

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!
Renata Mnich-Kus
Project Manager
Aon Hewitt

Appendix 1

To the request for proposal for organizing Effective Project Management course.

Requirements which have to be met in the offer:

1. Your company profile, experience, values etc.
2. 10 year experience in delivering similar large-scale projects to corporate clients (with specific examples)
3. Examples of how you managed to successfully address business challenges
4. Profiles of trainers (with concrete references to their business and coaching background / education)
5. References from former and existing clients
6. A general outline of the programme
7. Cost of services

All offers which meet requirements above, will be assessed according to the criteria below:

1. Price 50%
2. Programme 20%
3. Experience 15%
4. English 10%
5. References 5%

Projekt współfinansowany przez Unię Europejską w ramach Europejskiego Funduszu Społecznego

Wspólny Słownik Zamówień:

80.51.00.00- usługi szkolenia specjalistycznego

80.51.10.00- usługi szkolenia personelu

80.50.00.00- usługi szkoleniowe