



KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY



Krakow, 21 July 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 the knowledge of UK taxation and pension system and by this the level of customer service and interactions with the client 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:**

#### Accounting for Pension Funds

2 days

2 groups

9 participants in a group

#### Taxation and Pension System in the UK

2 days

1 group

9 participants in a group

Timeframe: September-December 2011

**Background:** Aon Hewitt is a global leader in human capital consulting and outsourcing to High and Middle-Market clients in 120 countries worldwide. The Krakow center is one of the strategic locations in Europe, operating Benefits Administration and HR Business Processes Outsourcing backed by a wide range supporting services. Our Benefit sector supports various clients based in the UK. The support we offer involves administration of pension schemes and benefits, investments and accounting and payroll.

Daily tasks require from our employees broad knowledge about the taxation and pension schemes in the UK as well as about international reporting standards. As English is the language we are using among colleagues and we have few foreigners in the company, the training as well as the materials will have to be prepared in this language.

We are looking for a partner, who would help us:

1. Design the content of the course and be partially responsible for its monitoring and logistics
2. Demonstrates excellence in their area of expertise through their business model, service delivery, client focus, constant development of both the trainers and the company and quality management systems
3. Has experience in running specialized courses

If you meet these criteria, please submit your bid by 1 August 2011 to

Renata Mnich-Kus: [renata.mnichkus@aonhewitt.com](mailto:renata.mnichkus@aonhewitt.com).

*Projekt współfinansowany przez Unię Europejską w ramach Europejskiego Funduszu Społecznego*

Please note that we will inform the vendors about final results by 2 August 2011.

Your proposal, in the form of one document, will contain the following information:

1. Your company profile, experience and values
2. Outlines of the programmes offered (in English)
3. Cost of services
4. Experience in delivering similar trainings to corporate clients
5. Quality assurance system
6. Profiles of trainers
7. References from former or existing clients

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

1. Relevant business background
2. Min 10 years of professional experience including min.2 years in a corporate environment
3. 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 criteria in particular the programs offered and the cost of services provided.

Thank you  
Renata Mnich-Kus  
Project Manager  
Aon Hewitt

## Appendix 1

To the request for proposal for organizing Accounting for Pension Funds and  
Taxation and Pension System in the UK

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%

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**Wspólny Słownik Zamówień:**

80.51.00.00- usługi szkolenia specjalistycznego

80.51.10.00- usługi szkolenia personelu

80.50.00.00- usługi szkoleniowe