



KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY



Krakow, 8 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 organizing courses for our leaders, managers and associates within the project „Rozwoj efektywnosci zarzadzania organizacja i kwalifikacji pracownikow” UDA-POKL.08.01.01-12-417/10-00.

Scope of Training:

Leadership Training

A new team has been formed to provide leadership for both of our offices in Krakow: this team consists of managers of various levels, management experience and business lines. This team needs to be supported in the creation of a vision for our location combined with personal development to provide inspirational leadership for all our associates.

(1 group, 2 days)

Management Training

Facilitation and support in cascading the vision created for the centre to the senior managers within the business. Managing Change and Inspirational Leadership are key focuses for this group as they will be providing key direction to team leaders and associates at all levels.

(Managing Organisational Culture - 3 groups, 1 day)

Team Leaders

Facilitation and support in cascading the leadership vision combined with development of the team leader population. This population is diverse in their management skills, experience and length of service at Aon Hewitt. Many of these managers have been promoted internally with little support and guidance to help them fulfill their role. These sessions will be designed to introduce a "Team Leader Role Model" which will support a Company wide management development program. These sessions will provide the basis for their development for 2011 and 2012 incorporating both company wide objectives and location specific needs.

(Roles and Responsibilities (Managers) - 8 groups, 2 days initially. May expand depending on training provider capability and feedback)

#### Associates

The Aon Hewitt associate population is a highly ambitious and motivated group with a high ratio of recent graduates. These facilitated sessions will support the cascading of the new vision of the centre and what it "means" for all associates. Content of these sessions will be finalized as themes are identified through the previous groups.

An output of these sessions will be identification of working groups and development areas that can give associates ownership in their daily work.

(Roles and Responsibilities (Associates) - 20 groups, 1 day)

#### Effective Project Management

Follow up session with working groups to keep projects moving and engagement levels high.

(1 group, 2 days)

#### Timeframe: 2 years: Jan 2011-Dec 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. 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.

We are currently employing 400 people whose work is managed by 40 team leaders and 10 managers. To ensure the success of the operations we run we believe in the continuous development of our managerial and leadership force. To this end for the years 2011-2012 we have planned an integrated management development program to help our team leaders and managers get a better understanding of the nature of their jobs, create a unified vision for the centre, cascade that vision down to our entry-level colleagues and address the change process.

We are therefore looking for a strategic partner who will help us successfully run this project over the period of 24 months with an intensive period through January to March 2011. This partner will:

1. have substantial experience in running similar projects for a large organization
2. be an accredited training / coaching institution
3. be ready to facilitate the development of our management team in alignment with our company's vision and values

**If you meet these criteria please submit your bid by EOB 23 December 2010 to Matt Sellwood: [matt.sellwood@hewitt.com](mailto:matt.sellwood@hewitt.com). Please note that we will inform the vendors about final results by 1 January 2011.**

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

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

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

Assistant Manager

Aon Hewitt

## Appendix 1

To the request for proposal for organizing Leadership course, Managing Organizational Culture and Roles and Responsibilities

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%