

DIRECTORATE GENERAL FINANCE
DIVISION CENTRAL PROCUREMENT

ECB – Public

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Procurement number: PRO-001797

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Provision of Drafting skills and written communication training – PRO-001797

Contract notice number: 2016/S 153-276547

Question & Answer - Round 1

Please find below the ECB's answers to questions submitted for the above-referenced tender procedure. The ECB considers these to be of general interest for all parties who have expressed an interest in participating, and as such the ECB has communicated them to all interested parties.

Question	Answer
1. Does the WritCom programme exist in some form at the moment? If so, may we see what already exists?	Yes, the WritCom programme is already in place at the ECB since several years. However, the future WritCom programme is different from the one in place today: its architecture and the content of the seminars and/or workshops will not be exactly the same. The provider who will be awarded the contract will have access to the training material currently used.
2. How would we assess the needs of each participant and propose individualised training plans?	Currently, the ECB forwards to its provider the individual requests for training once they are internally approved. The provider then contacts the participants and assesses their training needs (e.g. review a sample of written production, do a

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	written test, collect information from management if needed etc.).This phase may include face-to-face or a phone conversation between the provider and the training participant. However, details on the procedure to be adopted in the new contract will be provided in the request for proposal.
3. Our customer's HR department (or an outside contractor) would also keep a waiting list of people who needed particular courses, and would handle all the bookings. Is that your preferred way forward in this instance?	At present, our provider takes care of the booking of participants to the seminars and/or workshops according to the individual training plan. However, details on the procedure to be adopted in the new contract will be provided in the request for proposal
4. Can I please confirm if the deadline to express interest for: ECB Procurement: Drafting skills and written communication training (Contract notice number 2016/S 153-276547 / Internal reference number PRO-001797) – is 19/09/16 or 26/09/16?	Please be informed that the call to express interest for participating in the procurement procedure for drafting skills and written communication training has been amended and that the deadline of 19 September 2016 18:00 CEST is obsolete. Interested parties shall submit their expressions of interest to participate no later than 26 September 2016, 18:00 CEST with the conditions indicated in chapter 4 of the call to express interest. To this extent, a new file is now available for download with the new deadline. No other changes have been introduced in the file.