



**Title:**                **Negotiated procedure for the provision of consultancy services on the European Environment Agency's workplace of the future**

**Reference:**    **EEA/ADS/21/013**

The EEA wishes to enter a contract with a service provider to support the development and implementation of its future workplace. The objective of the contract is twofold:

First, the EEA is seeking to better understand what the collective and individual working environment needs are to ensure that the new office space can be designed in a way that best supports collaboration, well-being, productivity, and a sense of organisational belonging.

Second, to support a smooth transition into new ways of working, a change management process is an essential part. As such, another objective of the contract is to design the change management plan to support the Agency in introducing and implementing this transition into the future hybrid working reality.

**Type of contract:**

A service contract for a maximal period of 7 months, starting from the date of signature, and not exceeding 31 December 2021.

**Estimated value:**

EUR 60.000 excluding VAT.

**Place of delivery or of performance:**

The services shall be performed primarily at the contractor own premises, in close collaboration and regular contact with the Steering Group at the EEA. With due consideration of the applicable recommendations from the relevant health authorities, part of the services may, as appropriate, be provided in the premises of the EEA at Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

**Description of the services to be procured:**

Modernising the Agency's working environment should be based on a holistic approach, including consistent and coordinated development of:

- Behaviours (the way the work is done and managed)
- The technology used; and
- The working environment (the place where the work is done).

The concept of activity-based working as the choice of office space design as well as the technology should support the way the work is done and managed. The holistic approach should start from an analysis at all levels of the organisation, understanding the behaviours or people (what we do in the EEA, the way we do our work, and how we interact with our stakeholders). Once the needs are understood, an inspiring vision should be developed to enable the organisation to deliver its strategic ambitions and be fit-for-future. In this context, staff

engagement and clear communication of developments is key. Hence, the organisation would benefit from a change management plan that allows people to understand the benefits of increased flexibility and manage the expected resistance to such a transition.

Against this background, the Agency expects the future contractor to provide consultancy services under the following two tasks:

- Fact finding and assessment of the working environment
- Design of a change management process.

**Scheduled starting date of contract (indicative):**

16/06/2021

**Registration of interest:**

Interested candidates shall register their interest **by email** to [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) by **17/05/2021** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data (OJEU L 295/39 of 21.11.2018). For further detailed information, please refer to the privacy statement available on the EEA website at the following address: <https://www.eea.europa.eu/about-us/tenders/index>.

**Description of the tendering procedure:**

Based on the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be requested to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.