



Supply of Interim Staff - Business Analysts

ANNEX III

Technical Questionnaire

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1. INSTRUCTIONS

Tenderers must provide a response to the Technical Questionnaire. Tenderers must respect the page limit for each reply. If a reply exceeds a page limit only the information contained within the page limit will be taken into account during the technical evaluation.

2. TECHNICAL QUESTIONNAIRE AND SCORING SYSTEM

	Technical Questionnaire: Technical Evaluation Criteria	Maximum Score
2.1	EBA Work Environment	20
2.2	Identification and Supply of Requested Profiles	25
2.3	Service Ordering and Invoicing Procedure	20
2.4	Selection and Presentation of CVs	20
2.5	Service Performance Review Meeting	5
2.6	Service Delivery	10
	TOTAL	<u>100</u>

TECHNICAL QUESTIONNAIRE

2.1. EBA Work Environment

1. Please describe in no more than 8 A4 pages your understanding of the role and work environment of the EBA and explain how you would introduce an interim to the organisation (20 points).

2.2. Identification and Supply of Requested Profiles

1. Please describe in no more than 4 A4 pages your methods for identifying suitable candidates for interim EBA business analysis posts (10 points).
2. Please describe in no more than 4 A4 pages your methodology for job analysis in order to demonstrate how you would supply suitable candidates for interim EBA business analysis posts (10 points).
3. Please describe in no more than 2 A4 pages how particular know-how about EBA would be retained and used (5 points).

2.3. Service Ordering and Invoicing Procedure

1. Please describe in no more than 4 A4 pages how your internal procedures and processes relate to and comply with the service ordering and invoicing procedure described in Annex II Terms of Reference. Compliance with the service ordering and invoicing procedure described in Annex II is a minimum requirement. If the requirement is not met the EBA may decide to give a zero mark for the criterion (10 points).
2. Please describe in no more than 4 A4 pages the methods in place to ensure consistent and high quality interim staff services during contract implementation (10 points).

2.4. Selection and Presentation of CVs

1. Please describe in no more than 8 A4 pages how you would screen CVs for technical and personal fit for the profiles listed in Annex II Terms of Reference (20 points).

2.5. Service Performance Review Meeting

1. Please describe in no more than 2 A4 pages the purpose of and your approach to a service performance review meeting (5 points).

2.6. Service Delivery

1. Please describe in no more than 4 A4 pages the organisation of the work for the delivery of the services e.g. organisation of responsibility for the tasks, contacts with the EBA, management of the contract (10 points).