

ANNEX IV: CASE STUDY

Tenderers must show a scenario describing how they would organise an event and how they would implement, manage and monitor the yearly conference planning of the European Anti-Fraud Office (OLAF) (not exceeding 10 pages per case) in accordance with given terms of reference in each of the two test cases (A and B) presented below¹.

The technical offers will be included in the technical evaluation, as they serve to illustrate the methodology and diligence of tenderers’ response to a specific request.

Tenderers should provide in the technical offer all information deemed necessary to analyse the quality of the tender and the extent to which it meets all the objectives of the call for tenders (see Section 17 of the Tendering specifications ‘Award criteria’ - ‘Technical part’).

No	Award criteria	Maximum score	Minimum score
1	General organisation and management structure	40	20
2	Quality control	30	15
3	Organisation of suppliers	30	15
Total score		100	65

The technical offer should not include any of the documents referred to under the exclusion or selection criteria, nor should it refer to matters already covered by the exclusion and selection criteria. In particular, CVs of the staff available for performance of the services will be assessed as part of the selection criteria (technical capacity) and should not be provided again as part of the technical offer as they are not to be re-examined in the award phase.

¹ Any information provided by OLAF in the case studies is only given for evaluation purposes and does not oblige OLAF to organise the events pursuant to the information given therein.

Test case A

OLAF is organising, on 16 and 17 September 2015, the yearly 'OLAF Anti-Fraud Communicators Network (OAFCN)' Conference in Paris, involving about 100 participants: 2 representatives per Member State and 2 representatives from candidate countries and potential candidate countries, 16 representatives from Third Countries as well as 12 EU officials.

One main conference and two separate workshops will be organised. One welcome cocktail, two lunches and one dinner are envisaged; simultaneous interpretation from English to French and from French to English is to be provided; accommodation is required for all participants, plus travel tickets, documents and event materials, an event registration website, technical equipment and assistance, evaluation and follow-up.

In their offer tenderers must:

- describe in detail the methodology used for ensuring the general organisation and management structure, quality control and organisation of suppliers for this specific event;
- describe in detail how tasks and staff will be allocated to organise and hold the event, a contingency planning and how communication will be ensured with the contracting authority;
- submit a detailed and concrete proposal covering all tasks to be carried out (see Annex II) for organising the conference.

Tenderers must include: proposals for the conference venue, proposals for participants' accommodation, proposals for catering, proposal for a registration website and design of a draft programme. In particular, a mock-up of the registration website and evaluation form must be provided²;

- submit a timeline by using a time chart, e.g. a Gantt chart, specifying the time allocated to each organisational step.

² Questions on the contribution of the event to the protection of EU financial interests should also be included.

Test case B

OLAF Conference planning in 2015 will be as follows:

Number	Title	Time Schedule	Country/Venue	participants
1	Conference 1	15-17 October 2015	China/Bejing	100
2	Conference 2	14-18 October 2015	France/Paris	80
3	Conference 3	2-5 February 2016	Latvia/Riga	50
4	Conference 4	14-16 November 2015	Albania/Tirana	60
5	Conference 5	20-22 January 2016	Australia/Sydney	50
6	Conference 6	10-13 September 2015	Romania/Bucharest	100
7	Conference 7	12-14 October 2015	France/Paris	60
8	Conference 8	18-24 January 2016	Belgium/Brussels	75
9	Conference 9	29-30 September 2015	Italy/Rome	80
10	Conference 10	11-14 October 2015	Czech Republic/Prague	60

In their offer tenderers must:

- describe in detail the methodology used for implementation of the OLAF conference planning. In particular, tenderers should describe how they will ensure prompt response to different requests from relevant departments of the contracting authority and cope with overlapping events to be held in different countries;
- describe how tasks and staff will be allocated to implement the yearly planning;
- submit a timeline by using a time chart, e.g. a Gantt chart, specifying the time allocated to each step in the implementation of the planning.