



**HELLENIC REPUBLIC
ATTICA PREFECTURE
MUNICIPALITY OF ELEFSINA**

Elefsina 27.12.16
Reg. Number: 27433

SUBJECT: "Open Call for expression of interest for recruiting an HR service provider company, assigned to carry out the selection procedure for the Chief Executive Officer (CEO) of Eleusis 2021 S.A."

THE MAYOR OF ELEFSINA

having regard to the provisions of:

- the Law 4412/2016 : Public Procurement Works, Supplies and Services (adaptation to the Guidelines 2014/24/EU and 2014/25/EU) and in particular, those provided for in article 118, regarding the direct award of procurement and services,

**CALLS FOR
EXPRESSION OF INTEREST**

For recruiting an HR service provider company, assigned to carry out the selection procedure for the Chief Executive Officer (CEO) of Eleusis 2021 S.A.

- **Selection procedure - criteria**

Within the European Capital of Culture - Eleusis 2021, it is highly essential that Eleusis 2021 S.A. is managed in such a way as to ensure that the projects and actions required will be implemented in a correct and timely way. The CEO must meet both the formal qualifications and the essential skills required. It is equally important that the procedure to be followed is governed by conditions of transparency and equal access for all candidates.

Considering the requirements cited above, as well as the time pressure and the specification of the qualifications needed for the position, it is therefore crucial that the candidates' qualifications for the CEO position are reviewed and evaluated by a consulting company, with the appropriate experience and expertise in procedures of this kind.

The candidate companies will be judged upon the following three evaluation stages:

Stage A: the detailed criteria data indicated in the table below should be submitted in a well-sealed envelope, while the bid and the supporting documents should also be submitted sealed in corresponding envelopes contained within the first envelope. The criteria scoring, in accordance with the corresponding thresholds to be found in the table below, will then be carried out. Those candidate companies which score less than 6.5 (six and a half) in this stage, are not qualified to the next one.

Stage B: opening of the envelopes with the bid and the supporting documents, followed by their evaluation.

It should be noted that the ten (10) candidate companies scoring the best in the first two stages, are qualified to the final interview stage.

Stage C: Interview procedure and evaluation of it

Please note that the candidate company to score the best in all the three evaluation stages, will be considered to have made the best offer.

The detailed criteria table and its evaluation is as follows:

No.	Criteria	Weighting factor	Score
A	Completeness and soundness of the project's perception and its special requirements.	Total 35%	
1	Understanding of the project's requirements & thorough knowledge of the bid book of Eleusis 2021 "Transition to EUphoria"	5%	
2	Conception of the project	5%	

	and its particular problems: knowledge of the local government's institutional functions.		
3	Reference to previous similar cases of HR services provided regarding: "CEO selection for S.A. companies" on: Communication Administration Culture	10%	
4	Client portfolio	5%	
5	Engagement description of the candidate company of Greek or multinational interests.	5%	
6	Years of experience and operation of the candidate company in the Greek market.	5%	
B	Completeness, soundness and effectiveness of the project implementation methodology proposed	Total 35%	
7	Methodology Example and deliverables-documentation per phase, with the signs of transparency, meritocracy and modern evaluation practices which the candidate company set up in the past regarding similar projects to the selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A., to be clearly indicated (A successful certified application by an Accredited Certification Body of Management Systems, will be preferred).	10%	
8	Detailed description of the implementation's methodology for the project "selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A." Clarity of the procedure's phases – stages, as well as of the project's deliverables, with the signs of transparency, meritocracy and modern evaluation practices to be clearly indicated. (A successful certified	25%	

	application by an Accredited Certification Body of Management Systems, will be preferred).		
C	Example – Conduction of a project case study on the "selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A."	Total 30%	
9	Effective project administration, structure, composition and organisation of the project team on the "selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A."	5%	
10	Feasibility and realistic approach of the tasks' timing (project execution time & respect of time-frame).	5%	
11	Organisation of the project team, effective communication processes, promotion network and project quality assurance.	5%	
12	Draft and conduction of a study on the formation of the criteria to be met by the candidates regarding the project assignment: "selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A."	5%	
13	Selection criteria development analysis for possible recruitment, in order to shape the final candidate list.	5%	
14	Strategic planning study, in case of unsuccessful project assignment.	5%	
D (Stage B)	Bid Submission	20%	
E (Stage C)	Interview	30%	

Each individual criterion is rated between:

- 0 When this offer is inadmissible with regard to the specific criterion
- 1 – 4 When this offer is inadequate with regard to the specific criterion

5 – 8 When this offer is satisfactory with regard to the specific criterion

9 – 10 When this offer is excellent with regard to the specific criterion

An offer is characterised as:

Inadmissible, regarding the specific criterion, when it does not meet the specifications and the minimum requirements of the specific criterion or, it is considered inappropriate for the project.

Inadequate, regarding the specific criterion, when it meets the specifications and the minimum requirements of the specific criterion only in an elementary level.

Satisfactory, regarding the specific criterion, when it completely meets the specifications and the minimum requirements of the specific criterion.

Excellent, regarding the specific criterion, when it completely meets the specifications and the minimum requirements of the specific criterion and furthermore it should also contribute to the project's implementation.

Way of scoring:

Each member of the Selection Committee scores using a whole number between 0 to 10 each of the technical evaluation criteria, according to the rating scale above.

Subsequently, the score given by each member of the Selection Committee for each criterion is averaged and gets multiplied by the criterion's weighting factor. That final number is that criterion's score. Those proposals scored 0 in any of the criteria above, they get rejected as inadmissible.

Those proposals scored less than 6.5 (six and a half) in the first stage, are not qualified to the next one.

The evaluation of the proposals will be solely based on the criteria above. Counter-proposals or variants will not be accepted in any stage of the competition, in any case. In case of such submission, the proposals get rejected as inadmissible.

Preparation - Submission of offers

Each offer is submitted in a well-sealed envelope, on which there will be clearly indicated:

- The word «OFFER» in capital letters.
- The contracting authority's name
- The reference number of the open call for expression of interest, as well as its title
- The sender's details

The bidders shall submit the criteria data, as indicated in the relevant detailed table, in the main envelope, which in turn should contain the envelopes with the bid and the supporting documents mentioned below, in order to prove that there are no grounds for their exclusion, regarding public procurement procedures of paragraphs 1 and 2 of the article 73 of the Law 4412/2016.

- a. The following supporting documents will be placed in a separate sealed envelope, indicating "**SUPPORTING DOCUMENTS**":
- a. Excerpt from the criminal record. Its submission mainly relates to: aa) Ltds and the directors of Partnerships, bb) the CEO of S.A. companies, as well as all members of the Board of Directors.
 - b. Tax clearance certificate
 - c. Insurance clearance certificate (article 80 paragraph 2 of the Law 4412/2016)
 - d. Solemn declaration drawn up in conformance with the Law N. 1599/1986, which will be dated within the last thirty (30) calendar days before the deadline for submission of offers. No confirmation of the original signature is required by a competent administrative authority or a Citizens' Service Centre, while the following should be indicated:

- a) That they are registered in the concerned Chamber of Commerce, according to paragraph 2 of article 75 of the Law 4412/2016.
- b) That the conditions of this open call are unconditionally and irrevocably accepted; otherwise the bidders should submit in writing the points which are not accepted.

The sealed envelopes should be submitted, whether in person or by registered mail, in the address below. The following information should also be indicated on the envelope:

**Municipality of Elefsina
Mayor's Secretariat
41, Chatzidaki and Dimitros
Streets
19200 ELEFSINA**

.....(name of the tenderer)

Submission of offer for the "Open Call for expression of interest for recruiting an HR service provider company, assigned to carry out the selection procedure for the Chief Executive Officer (CEO) of Eleusis 2021 S.A."

For any further information or clarification, the interested parties may call: Ms Maria Mitropoulou-tel.: 210-5565618 or Ms Vicky Passiopoulou-tel.: 210-5565613.

The submission deadline is set on January 27th 2017 at 16:30'.

In case of sending this application by registered mail, the postmark date is taken into account as the deposit day.

The evaluation of candidate companies will be conducted by the Selection Committee, comprising the members of the Management Board of ELEUSIS 2021 S.A.

The Selection Committee takes minutes and informs the General Assembly of ELEUSIS 2021 S.A. for approving or reasonably rejecting the offers submitted by the candidate HR Service Provider Companies, due to incomplete data or not meeting this open call's conditions.

The decision of the Management Board of Eleusis 2021 S.A., as the contracting authority, is communicated to the participants concerned by phone and mail. The best bidder will be invited to sign the project's contract.

Budget

The operating company's fee for the selection of the Chief Executive Officer (CEO) of Eleusis 2021 S.A. is set at a maximum of €13,898.00 which corresponds to three monthly salaries of a Ministry's Secretary General.

This open call to be published in two national daily newspapers and the website of Municipality of Elefsina, elefsina.gr, as well as in the official website of ELEUSIS 2021, eleusis2021.eu.

THE MAYOR OF ELEFSINA

TSOUKALAS GEORGIOS