



Schola Europaea
European School of Mol

TENDER SPECIFICATIONS

MIDDEL VALUE PROCEDURE

TENDER N° 2024_010

PSYCHO-PEDAGOGICAL COUNSELLING SERVICES

Award method: **Best value for money.**
Type of contract: **framework contract.**
Contracting authority: **European school of Mol.**
Estimated Value: **142.999,99€**

Administrative and Technic Specifications

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1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

1.1. Legal basis: what are the rules?

This tender is governed by the provisions of:

- [the Financial regulation of the European Schools and Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)¹.

1.2. Subject: what is this procurement about?

The subject of this procurement is **PSYCHO-PEDAGOGICAL COUNSELLING SERVICES**.

1.3. Lots: is this procurement divided into lots?

This procurement is not divided into lots.

1.4. Description: what do we want to buy through this procurement (minimal technical specifications)?

The European School of Mol want to agree a framework contract with a professional dedicated in the field of educational psychotherapist, specialised in training cognitive and behavioural therapies, family counselling, and prevention, detection, and correction of educational disorders in students.

1.4.1. Background and objectives

The European School of Mol pretend to offer, to its educational community, a professional service specialising in psycho-pedagogical consultancy, with the aim of achieving continuous improvement in the academic performance of students with special needs or challenges in support of the teaching and educational support staff or advising families, etc.

Over the last few years, the school has developed internal systems of therapeutic care within the educational framework, with an external specialist, who has achieved excellent levels of results. The fact of being an external professional enables professional work without internal influences or conditions and at the same time, allows synergies to be generated with new methodologies that are being implemented in other centres where the specialist works.

In recent years, there has been an increase in the number of students who need special attention for cognitive, psychosocial, and emotional development in order to help their academic development.

For this reason, it is considered that the best formula is to have an outsourced professional service.

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

1.4.2. Technical description

1.4.2.1. Required services:

The services of this contract will include, but are not limited to:

- Detection of pupils with special educational needs: observing and referring to specialized diagnostic centres and treatments.
- Advising teachers and monitoring of the support provided by the school to the pupils with special educational needs.
- Guidance and counselling sessions with pupils, individual and in group in relation to social-emotional issues, behavioural problems as well as study techniques.
- Guidance of students with special educational needs, as well referring parents to external therapies or treatments.
- Coaching teachers. Training in new educational techniques, problem detection and conflict resolution
- Close collaboration with the school psychologist and pedagogical management.

1.4.2.2. Professional skills and Qualifications:

The contractor must:

- Provide services in Dutch, French and English.
- Have a counsellor's certificate (recognised professional committee) and have a pedagogical qualification with a university degree.
- Have a certificate of good conduct.
- Have a proven psychotherapeutic background in system therapy.
- Have proven experience in working with students with special needs in a school environment, in an international context with cultural diversity.
- Have proven experience in conflict mediation, fear of failure, socio-emotional mediation, assertiveness training, etc.

The contractor must adapt its work techniques to [the curriculum](#), internal protocols, teaching practices and [regulations of the European Schools](#).

1.4.2.3. Organizational requirements:

Working hours will be agreed with the school management on an annual basis, based on the academic calendar.

The professional will carry out his/her tasks with an estimate of:

- **Regular schedule:** 10 hours per week and 36 or 37 weeks per year, as follows:
 - o 8 hours (1 full days of 8 hours) present in the school for counselling sessions and meetings.
 - o 1 hour per week available online (by phone, online videoconferences meeting...)
 - o 1 hour per week to do administrative work related to the content of the work (reporting, follow up, etc.)

- **Variable pool of hours (On demand)**: 8 hours (1 extra day per month) for occasional periods (with prior agreement of the school management).

1.4.2.4. Reporting requirements

- Keeps a record of each meeting and, if requested, the person in charge at school can have access to it, respecting the rules of professional secrecy.
- **Confidentiality**: Due to the sensitivity of the information that will be processed by the external professional, he or she must sign a responsible declaration to ensure proper compliance with the confidentiality of personal data in the context of the activities.
- Before the signature of the contract, the contractor selected will be requested to submit a **certificate of good conduct or an official extract of no criminal record** in the country of official residence. In case of not submitting this document or have any criminal antecedents, he/she will be excluded, and the contracting authority may proceed with the awarding of the next candidates ranked in the award decision.
- Invoicing monthly: with
 - o A detailed number of hours per worked weeks.
 - o References of technical reports done (under code or numerated register)

1.4.3. Variants: Are variants allowed?

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

1.4.4. Options: Are additional optional services requested?

No option is requested. The *Contracting authority* will disregard any option proposed in a tender.

1.5. Place of performance: where will the contract be performed?

The services will be performed at the European School of Mol Europawijk, 100 Mol (Belgium)].

However, sessions may also be arranged online.

1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of a framework contract.

A framework contract establishes a mechanism for future repetitive purchases by the Contracting authority to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the Contracting authority to conclude specific contracts with a framework contractor.

The framework contract will be concluded with one contractor. Specific contracts shall be awarded on the basis of the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the particular circumstances of the specific contract. The details are set out in Article I.4.3 of the Draft contract.

Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the Contracting authority and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

By submitting a tender, the tenderer also accepts all the terms and conditions set out in the draft contract annexed to these specifications. The successful tenderer of the contract may no longer request an adaptation of any clause whatsoever.

1.7. Volume and value of the contract: how much do we plan to buy?

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is **142.999,99€ (ONE HUNDRED AND FORTY-TWO THOUSAND NINE HUNDRED AND NINETY-NINE EUROS AND NINETY-NINE CENTS)**.

These volumes are estimates only and there is no commitment as to the exact quantities to be ordered.

The actual volumes will depend on the quantities which the Contracting authority will order through specific contracts or purchase orders. In any case the framework contract ceiling, i.e., the maximum amount to be spent under the framework contract, shall not be exceeded.

The contract shall automatically terminate if this maximum amount is reached, without notice or compensation, unless an addendum has been previously signed by both parties.

1.8. Duration of the contract: how long do we plan to use the contract?

The contract or purchase order resulting from the award of this procurement will be concluded for **12 months** tacitly renewable 3 times for successive periods of 12 months, i.e., **48 months maximum**, unless one of the parties receives formal notification to the contrary at least three months before the end of the current duration.

2. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement.
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria.
- Selection of tenderers on the basis of selection criteria.
- Verification of compliance with the minimum requirements defined in the Tender specifications.
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation.

The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the Contracting authority during the procedure.

For the purposes of the evaluation related to exclusion and selection criteria the Contracting authority may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

2.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour in the model annexed. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations. The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority².

Please note that a request for evidence in no way implies that the tenderer has been successful.

² The obligation to provide the supporting evidence will be waived in the following situations:

- if such evidence can be accessed by the Contracting Authority on a national database free of charge, in which case the economic operator shall provide the Contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document.
- if there is a material impossibility to provide such evidence.

2.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical, and professional capacity to perform the contract.

The selection criteria for this procurement, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour annexed shall be used. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later at any time during the procurement procedure³.

Please note that a request for evidence in no way implies that the tenderer has been successful.

2.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the services subject to this procurement.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of enrolment in a professional register of Psychology or similar⁴.
- Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment.

2.2.2. Technical and professional capacity

Tenderers must comply with the following selection criteria to prove that they have the necessary technical and professional capacity to perform the contract.

Criterion T1

The tenderer must have an **official university diploma in bachelor's degree in pedagogical field.**

³ The obligation to provide the supporting evidence will be waived in the following situations if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

⁴ For example, in Belgium: <https://www.compsy.be/en/psychologist/search>

Evidence	Copy of the diploma⁵ with a minimum of 180 ECTS or equivalent in 3 academic years⁶.
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Criterion T2	
The tenderer must prove experience in the field of psycho-pedagogy consulting in schools.	
Minimum level of capacity	At least one similar (in scope and complexity) projects completed in the last four years preceding the tender submission deadline.
Evidence	<p>- Certificates of good execution in projects meeting the minimum level of capacity, signed for a school (as a contractor). The certificate shall include details of their start and end date, scope, role. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference the Contracting authority may request statements issued by the clients and take contact with them.</p>

All of the above specified evidence of technical and professional capacity must be provided with the tender.

Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the Contracting authority has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour.

2.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the documents for this call for tender. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any, limitations,

⁵ Before the signature of the contract, the original diplomas must be showed in by the Authority Contracting.

⁶ Candidates who present qualifications obtained at universities in other countries must also present the certificate of approval and recognition by the Ministry of Education of one of the follow countries in the European Higher Education Area (EHEA): Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden.

conditions, or reservations on the part of a tenderer and not be the subject of any negotiation initiated by the contracting authority.

Tenders that are not compliant with the applicable minimum requirements shall be rejected due to irregularity.

2.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated based on the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
Cr.1: Professional Qualifications and Experience.	10,00%	Through the automatic application of mathematical formulas or range of values.
Cr.2: Presentation of a case of study.	40,00%	Valuation through the application of value judgments.
Cr.3: Prices	50,00%	Through the automatic application of mathematical formulas.

Cr. 1	PROFESSIONAL QUALIFICATIONS AND EXPERIENCE	Weight
	<p>Bidders will be evaluated arithmetically or by applying a range of values based on their training and previous experience:</p> <ol style="list-style-type: none"> Total years of professional experience⁷: Maximum 6,00 points <ul style="list-style-type: none"> Proof of experience of working with students in a school environment: <u>Maximum 1,00 points.</u> Proof of experience in conflict mediation, fear of failure, socio-emotional mediation, assertiveness training: <u>Maximum 2,00 points.</u> Proof of a psychotherapeutic background with training in and experience with systemic therapy: <u>Maximum 3,00 points.</u> Total <u>number of conferences, congresses, training courses or group sessions given⁸</u>, in the field of psychopedagogy and educational therapy, <u>in the last 4 years. Maximum 2,50 points.</u> If she/he have <u>official university diplomas⁹</u> of professional qualification relevant to the purpose of the contract¹⁰, in addition to the main degree. <u>Up to a maximum of 1,50 points in total.</u> (Only the highest diploma will be evaluated) <ul style="list-style-type: none"> Bachelor's degree¹¹: <u>0,5 points</u> Official Master's degree¹²: <u>1,00 points</u> 	10,00%

⁷ The total of years will be estimated in decimal figures, depending on the start and end dates.

⁸ Participating as a speaker. Please provide evidence or copy of the program or certificate of participation.

⁹ Before the signature of the contract, the original diplomas must be shown to the Authority Contracting.

¹⁰ Psychotherapeutic, Psychopedagogy, Paediatric clinical psychology, educational therapy, or similar

¹¹ Minimum 240 ECTS or 4 completed academic years.

¹² Minimum 60 ECTS or 1 completed academic year.

<ul style="list-style-type: none"> • Ph.D. or doctorate degree: <u>1,50 points</u> <p>Candidates must fill the information in the offer form (Annex 4) and sending a copy of their diplomas and certificates.</p> <p>In items 1 and 2, the scores will be assigned automatically by applying the following arithmetic formula:</p> $\text{Score} = \text{points} \times \left(\frac{\text{Offer considered}}{\text{Best Offer}} \right)$ <p>Candidates must achieve, at least, a total of 5,00 minimum points in this criterion, to be accepted.</p>	
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Cr. 2	PRESENTATION OF A CASE OF STUDY	Weight
<p>Bidders will submit an <u>outline/briefing for the presentation of a case study</u>, of their own choosing, relating to the resolution of an educational support situation. The maximum length will be 5 pages.</p> <p>Those bidders who are accepted on the criteria of capacity (clause 2.2.1.) and technical solvency (clause 2.2.2), will be invited to an <u>oral¹³ presentation of the practical case</u> before a panel committee. The members of the panel may ask questions to the candidates, <u>in Dutch, French and English</u>.</p> <p>The evaluation will be based on the criteria of:</p> <ul style="list-style-type: none"> - Adequacy of the subject matter to the current reality of the educational environment. Maximum 5,00 points - Analysis of the situation. Maximum 10,00 points - Proposed measures for its resolution. Maximum 20,00 points - Communication skills: Maximum 5,00 points <p>Candidates must achieve, at least, a total of 20,00 minimum points in this criterion to be accepted.</p>	40,00%	

Cr. 3	PRICES	Weight
<p>A fixed price will be offered for work hours of the tenderer. Scores are awarded based on the following arithmetic formula:</p> $\text{Score} = 50,00 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	50,00%	
<p>The Best Offer will be the cheapest.</p> <p>Prices should be inclusive of all costs in house (materials, transportation, administration, labour costs, etc.)</p>		

¹³ Candidates, may use a visual presentation screen to expose the case (PPT or similar)

2.5. Abnormally low tenders

If the price proposed in the tender appears to be abnormally low (Greater than 25% of the arithmetic average of all the offers received and accepted), the Contracting authority may reject the tender under the conditions set out in point 23 of Annex 1.6 to the EU Financial Regulation.

2.6. Tie-breaking Criteria

The tie between several tenderer after applying the contract award criteria will be resolved by applying the following criteria in order:

- 1st. Highest in criteria 2 (presentation of a case study).
- 2nd: Highest in criteria 3 (prices).
- 3rd. Highest in criteria 1 (Professional Qualifications and experience).

2.7. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

$$\text{Cr. 1 * (weight 10\%)} + \text{Cr. 2 * (weight 40\%)} + \text{Cr. 3 * (weight 50\%)} = \text{Total score}$$

The contract shall be awarded to the tender ranked first, which complies with the Tender Specifications and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

3. FORM AND CONTENT OF THE TENDER

3.1. Form of the tender: how to submit the tender?

Tenders are to be submitted according to the instructions laid down in the Invitation to tender letter.

Make sure you prepare and submit your tender early enough to ensure it is received within the deadline specified to submit an offer in the invitation. A tender received after this deadline will be automatically rejected due to irregularity.

3.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender are:

- Tenderer's entity form (Annex 1)
- Declaration on the honour related to the exclusion and selection criteria (Annex 2)
- Your technical offer (Annex 3) Outline/briefing for the presentation of a case study, of own choosing, relating to the resolution of an educational support situation. Maximum length 10 pages.
- Your financial offer (Annex 4)
- Form bank account (Annex 5)
- [Any other useful documents (Annex XX)]

Each document must be signed by a duly authorized representative of the tenderer.

The following requirements apply to the technical and financial offer:

- *Technical offer.*

The technical offer must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements will be rejected on the basis of non-compliance and not evaluated further.

- *Financial offer.*

A complete financial offer.

In case of discrepancies between different documents, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e., also free of VAT. The tenderer may indicate the amount of VAT, but it must be shown separately.

The European schools are exempt from such charges. Exemption is granted to the European Schools by the governments of the Member States.

In Belgium, European schools are exempted through exemption No 450, Article 42, §3 paragraph 1st, 4^o of the VAT code.

4. PROCESSING OF PERSONAL DATA

Any personal data included in or relating to the TENDER, including its implementation, shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. Such data shall be processed solely for the purposes of the monitoring of the tender by the data controller.

Tenderers or any other person whose personal data is processed by the data controller in relation to this contract has specific rights as a data subject under Regulation (EU) 2016/679, in particular the right to access, rectify or erase their personal data and the right to restrict or, where applicable, the right to object to processing or the right to data portability.

Should tenderers or any other person whose personal data is processed in relation to this contract have any queries concerning the processing of its personal data, it shall address itself to the data controller: the Director of the European School Mol.

They may also address themselves to the Data Protection Officer of the data controller. They have the right to lodge a complaint at any time to the European Data Protection Supervisor.

Details concerning the processing of personal data can be requested to the data controller.

LIST OF ANNEXES:

The following documents are attached to this specification and form an integral part of this specification:

- Annex 1: Tenderer's entity form
- Annex 2: Declaration of the honour related to the exclusion and selection criteria.
- Annex 3: Technical offer
- Annex 4: Financial offer
- Annex 5: Form bank account
- [Annexe- XX: Any other useful document]